



Risk assessment form (H&S)

Name of assessor(s)	Tom Tier & Ian Constable	Group / Establishment:	SORLS / SSE
Date	January 2018		

What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:	How was the assessment done? e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	Next review date:
		January 2020
Archery – two ranges on site at Kolve, both permanent with ballistic netting around and above	On site assessment by Senior Instructor and Lead Instructor	Mobile reception/ nearest landline
		Good / main office

Who could be harmed, and how?	What is already being done to control the risks?	*Risk Rating Severity x Likelihood			What further action is recommended to reduce risks further?	Action by whom?	Date action due	Date action done
		S	L	S x L				
All participants – injury & puncture wound whilst pulling out arrows from bosses / ground	<ul style="list-style-type: none"> Arrows to be removed from Boss in line with Archery GB Instructor / in-house training by Lead Instructor Activity run in accordance with SOPs Safety/Activity briefing for all participants Constant monitoring of participants Encouragement/guidance provided throughout activity session School staff to discipline 	3	1	3				
All participants – stepping over shooting line whilst others are	<ul style="list-style-type: none"> Safety/Activity briefing for all participants at start of session Activity run in accordance with SOPs Constant monitoring of participants behaviour 	4	1	4				

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		S	L	S x L				
shooting (failure to follow safety brief)	<ul style="list-style-type: none"> Encouragement/guidance provided throughout activity session School staff to assist with group control of participants awaiting their goes 							
All participants – being hit by falling boss	<ul style="list-style-type: none"> Safety/Activity briefing for all participants Arrows to be removed from Boss in line with Archery GB Instructor / in-house training by Lead Instructor Activity run in accordance with SOPs Constant monitoring of participants Pre-session equipment checks Post equipment checks Boss securely attached to stand which is anchored to the ground 	4	1	4				
All participants – Slips, trips and falls	<ul style="list-style-type: none"> Safety / activity brief for all participants Walking expected at all times Grass length to be monitored Group to be kept under close supervision and control Instructed when to collect arrows 	2	2	4				
All participants – lost arrows / injury from high winds	<ul style="list-style-type: none"> Adjustment of safety area to avoid arrows being carried by wind Weather forecast to be checked prior to session Session annulment in high winds 	2	2	4				
All participants – being hit by an arrow in flight	<ul style="list-style-type: none"> Assessed archery leader, Archery GB Instructor or in house. Safe zone to be established and communicated to group Waiting line and shooting line clearly identified Correct use of equipment demonstrated Participants positioned to maximise instructor control (not back to back) 	4	1	4				

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	<ul style="list-style-type: none"> ▪ Loaded bows to face target at all times ▪ Shooting under instructor's command only ▪ Arrow collection only when stated by instructor ▪ Movement to and from shooting line only under instruction from instructor 							
All participants – Misuse / damage to equipment	<ul style="list-style-type: none"> ▪ Archery GB Instructor/in house assessed archery leader to lead sessions ▪ Safety briefing / monitoring ▪ Equipment checks pre and post session ▪ Reinforcement of ground rules ▪ Referral to learning objectives ▪ Suitable equipment storage ▪ Reporting of faulty equipment ▪ Regular equipment inspections 	3	2	6				
All participants – poor behaviour	<ul style="list-style-type: none"> ▪ Instructor trained and updated in group control ▪ Safety briefing given at start of session and reiterated throughout ▪ Constant monitoring of group ▪ Early intervention ▪ Referral to learning objectives ▪ Abandonment of session should instructor deem it unsafe to continue due to poor behaviour / external factors ▪ Utilise visiting staff to maintain high standards of group control / remove poorly behaved participants 	3	2	6				

* [Click here](#) for guidance in calculating Risk Rating. Rate the **severity** of the potential harm (between 1-5, where 5 is fatal) and the **likelihood** of the harm occurring (again 1-5 where 5 is very likely). Guidance is at [HS 004](#).

Please now pass this assessment to your manager for approval

Name of assessor's manager:	Kirsty Darlington	Date:		Manager's comments	
Signature:					