



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Ian Constable	<b>Group / Establishment:</b>	SSE
<b>Date</b>	January 2020		

<b>What is the workplace / activity / equipment / conditions (delete as appropriate) being assessed:</b>	<b>How was the assessment done?</b> e.g. desktop exercise, site visit, in consultation with employees, managers, safety representatives?	<b>Next review date:</b>
		January 2021
Archery – two ranges on site at Kilve, both permanent with ballistic netting around and above	On site assessment by Senior Instructor and Lead Instructor	<b>Mobile reception/ nearest landline</b>
		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				
<b>All participants</b> – injury & puncture wound whilst pulling out arrows from bosses / ground	<ul style="list-style-type: none"> <li>Arrows to be removed from Boss in line with Archery GB Instructor / in-house training</li> <li>Activity run in accordance with SOPs</li> <li>Safety/Activity briefing for all participants</li> <li>Constant monitoring of participants</li> <li>Encouragement/guidance provided throughout activity session</li> <li>School staff to discipline</li> </ul>	3	1	3				
<b>All participants</b> – stepping over shooting line whilst others are	<ul style="list-style-type: none"> <li>Safety/Activity briefing for all participants at start of session</li> <li>Activity run in accordance with SOPs</li> <li>Constant monitoring of participants behaviour</li> </ul>	4	1	4				

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				
shooting (failure to follow safety brief)	<ul style="list-style-type: none"> <li>• Encouragement/guidance provided throughout activity session</li> <li>• School staff to assist with group control of participants awaiting their goes</li> </ul>							
<b>All participants</b> – being hit by falling boss	<ul style="list-style-type: none"> <li>• Safety/Activity briefing for all participants</li> <li>• Arrows to be removed from Boss in line with Archery GB Instructor / in-house training by Lead Instructor</li> <li>• Activity run in accordance with SOPs</li> <li>• Constant monitoring of participants</li> <li>• Pre-session equipment checks</li> <li>• Post equipment checks</li> <li>• Boss securely attached to stand which is anchored to the ground</li> </ul>	4	1	4				
<b>All participants</b> – Slips, trips and falls	<ul style="list-style-type: none"> <li>• Safety / activity brief for all participants</li> <li>• Walking expected at all times</li> <li>• Grass length to be monitored</li> <li>• Group to be kept under close supervision and control</li> <li>• Instructed when to collect arrows</li> </ul>	2	2	4				
<b>All participants</b> – lost arrows / injury from high winds	<ul style="list-style-type: none"> <li>• Adjustment of safety area to avoid arrows being carried by wind</li> <li>• Weather forecast to be checked prior to session</li> <li>• Session annulment in high winds</li> </ul>	2	2	4				
<b>All participants</b> – being hit by an arrow in flight	<ul style="list-style-type: none"> <li>▪ Assessed archery leader, Archery GB Instructor or in house.</li> <li>▪ Safe zone to be established and communicated to group</li> <li>▪ Waiting line and shooting line clearly identified</li> <li>▪ Correct use of equipment demonstrated</li> <li>▪ Participants positioned to maximise instructor control (not back to back)</li> </ul>	5	1	5				

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

<b>Name of assessor's manager:</b>		<b>Date:</b>		<b>Manager's comments</b>	
<b>Signature:</b>					