

Activity: Archery (on-site)

Risks	Risk Level			Control Measure	Other Measures
	L	M	H		
Instructional Staff	•			NGB qualified staff or in-house trained.	Copy of all qualification and training are kept in the office and checked by Senior team
Extreme Weather	•			Weather checked, canceled in extreme weather such as very high winds and lighting storms.	Weather checked daily & monitored throughout the day.
Archery Site structure	•			Visual inspection carried out before activity session Bi-annual maintenance check carried out and records kept in the office.	Staff visually check site before and bi-annual recorded checks keep in office.
Archery Bows and arrows	•			Visual inspection carried out before activity session Equipment kept in good condition.	All equipment is check before and after use and any damage is reposted to SMT Bi-annual check and records kept in the office
Equipment in inexperienced hands	•			Customers shown correct use of equipment.	Customers are constantly monitored and helped where needed.
Customers being struck by arrows	•			Arrows are strung only when the target area is clear, and is the arrow is pointing towards the target.	Instructors insure that customers do not pick up their bow until the target area is clear.
Collecting the arrows	•			Arrow are only allowed to be collected once everyone as placed their bow on the stand.	Customers are only allowed forward once the instructor tells them.
Walking into arrows		•		Customers are briefed how to extract arrows from ground and target, and the correct approach to the target to extract the arrows i.e advised to always approach the targets from the side, No Running..	Customers are only allowed forward once the instructor tells them. Instructors constantly monitor collecting the arrows.
Targets falling over	•			Customers and shown and advised on placing a hand on the target whilst extracting arrows.	Constant monitoring of all groups and help provided to those who straggle with extracting arrows from the top of the Boss.
Trips & slips	•			Customers are informed that the walk to and from the archery course, could be slippery especially after/during rainy days. And need appropriate footwear no open toe shoes.	Staff reinforces. No running and customers to take extra care when the grass is wet!

Activity: Archery Continued...

Risks	Risk Level			Control Measure	Other Measures
Children getting lost and misbehaving	●			All children are supervised by accompany adults. Toilet breaks are supervised by accompany adults	Instructors monitor all groups at all time. Any misbehaving will result in the session being closed.
Lost or missing arrows and Bows.	●			All equipment is counted in and out of the stores	Instructors sign in & out the number of bow and arrows taken on session.
Hypothermia.	●			Customers are advised to wear suitable clothing and water proofs during the winter months.	Customers are monitored at all time during the winter months instructor
Heat exhaustion and heatstroke		●		On warm and hot days, customers are advised to apply sun cream and to carry plenty of water for the day, and to wear sun hats.	Clothing is checked before the start to have the right clothing, hats, cream and plenty of water taken. Instructors monitor the group throughout the session.
Bruising to the arm		●		Arm guards are provided to protect the arm.	Instructors offer arm guards if needed.
Sunburn		●		Customers are advised to carry and apply sun cream on hot days. And to wear a sun hat.	Sun cream is available at the centre for those who do not have any.
Heat Stroke		●		Customers are advised to carry water with them on hot days and to wear a sun hat.	Instructors monitor groups shelter provided at the archery site to get out of the sun.
Injury to Clients or Staff	●			All staff are first aid trained and carry first aid	All staff are qualified and have a minimum of 8 hours all staff carry mobile phone.
Danger to the Public	●			Site not accessible to public archery is in enclosed area with netting on three sides. No trespass signs in place, gates kept closed.	No archery equipment is left on site. All equipment is locked in the stores and arrows are kept separate