


RISK ASSESSMENT

LOCATION/ACTIVITY/ISSUE BEING ASSESSED:	Archery
SERVICE/TEAM:	Countryside Service – Dinton Activity Centre
NAME OF ASSESSOR(s):	Mike Bennett
DATE OF ASSESSMENT:	25 October 2024
DATE FOR REVIEW:	December 2025
APPROVED BY:	<div>Signature:  Date: 01/03/2025</div> <div>Name: Richard Ashwell</div>

SUMMARY (* delete as appropriate)	
Risk level without additional controls:	HIGH / MEDIUM / LOW
Additional control measures required:	YES / NO
Risk level with additional controls:	HIGH / MEDIUM / LOW

What are the significant hazards?	What could go wrong? Who could be harmed and how?	What is being done to control the risks?	Amendment notes
Arrows	We are using real arrows and as such could pierce skin or cause general harm to staff, participants or passers-by.	<p>Do not cross the shooting line whilst shooting is in progress. When not shooting archers should be kept behind waiting line.</p> <p>Shooting & waiting lines clearly marked.</p> <p>Supervision of participants and range is constant, attentive, and active.</p> <p>Arrows to be kept pointing down range.</p> <p>Range operation and supervision by suitably qualified instructors under activity ratios.</p>	

		Compound bows are not permitted to be used on our range due to the power and length of the range. First aid kit to be immediately available and instructor to carry radio & mobile phone to summon assistance.	
Range Trespass	People or animals straying onto range could be hit by an arrow in flight. Harm could be caused to staff, participants or passers-by.	Range area laid out and signed in accordance with Archery GB Guidance. Fence details the boundary of the archery range. All staff and students to watch for people/animals straying onto the range. Clear command to cease shooting if a hazardous situation arises (STOP or FAST). Can be shouted by anyone.	
Unauthorised or unsupervised use of equipment	If equipment is left unattended it could be misused outside of the operating procedures. This could harm anyone.	Arrows locked away when the range is unsupervised. Access to the storage restricted to authorised instructors.	
Lost Arrows	When the range is not in use any lost arrows may be protruding from the ground and could harm anyone who is walking in the area.	All arrows counted out and in. Lost Arrow procedure to find lost arrows. Lost arrow log filled out to account for any that cannot be located.	
Arrows not landing on targets	Once arrows have landed they often stick out of the ground or target. They can be difficult to see head on to the targets and often around face height of younger participants. They can also be hidden in grass where people can walk into them harming their feet. Harm could be caused to participants, passers-by and staff.	Always walk whilst on the range. Walk to the edge of the range and approach targets from the side. Staff and participants to wear closed toe shoes whilst on session. Grass cut and kept short.	
Equipment failure	Bow strings or limbs under tension could break and hit participants or staff.	Equipment is checked thoroughly for damage or signs of stress according to specified schedule and damaged equipment fixed or retired.	

	<p>Bent arrows can fly unpredictably, possibly harming anyone. Shattered arrow could cause sharp shards</p>	<p>Daily checks before and during sessions are also carried out including equipment, range and bosses.</p> <p>Correct storage of the bows. Fully un-tensioned</p>	
Incorrect Bow or Arrow sizing	<p>Arrows of the wrong size could allow participants to overdraw causing arrows to fall off the arrow rest and potentially go straight into the users' hand.</p> <p>Arrows which are too short could also fall off when drawn back causing risk to the user.</p> <p>Bows that are high poundage could cause back, shoulder and arm strain if too heavy for the participant.</p>	<p>Correct selection of bow, arrows and equipment for participant. Sized at the start of the session. If unsure longer arrows should be used.</p> <p>Long and short arrows available.</p> <p>Different bow sizes available.</p>	
Bow strings	<p>When releasing the arrow, the string can catch on the users' body (Arms, faces, ladies chests & clothing) causing bruising on the inside of the elbow.</p> <p>String can catch items worn on the face including piercings that may rip out.</p> <p>String can catch on lady's chest area and cause bruising.</p>	<p>Long sleeved clothing recommended, Bracers required by all shooters, including staff, alongside correct instruction and monitoring of technique to reduce the chance of string strike. 2 Bracers may need to be used for those with longer arms or hyperextension. Loose clothing zipped up or removed.</p> <p>All jewellery to be removed or taped up.</p> <p>Caution when participants require glasses to see or need sunglasses. Extra care needed and tuition from instructor to reduce the risk.</p> <p>Instructor to advise body position and technique to reduce the likelihood of this happening.</p>	
Collision of Arrows	Damage to equipment and participants	Not more than two archers shooting at one target boss at any time.	

REVIEWS AND REVISIONS					
Review date	Name of Assessor	Is assessment still valid?	If not, list adjustments with details of who will action and by when	Approved by Manager	Date of next review
Feb 2020	Nicola Dennis	Yes	Correct storage of the bows. Fully un-tensioned – Action to be completed before April. We need a larger range of arrow sizes – Action to be completed before May Half Term.	Tanya Lee	Feb 2021
March 2021	Sophie Wooldridge	Yes	Corrected the reference to COP's	Jack Walling	Feb 2022
Feb 2022	Jack Walling	Yes	Corrected COPs reference and equipment injury elaborated	Jack Walling	Feb 2023
Feb 2022	Isabel R.S.	Yes	Spelling errors corrected. Arrow sizes updated. Indoor archery section to be added before 1 st April. Until added indoor archery is not available.	Richard Ashwell	March 2024
December 2023	Mike Bennett	Yes	Arm guards (bracers) made mandatory (also updated in COPS)	Richard Ashwell	March 2025
October 2024	Mike Bennett	Yes	Added detail about waiting line & requirement for provision of first aid	Richard Ashwell	March 2026
December 2024	Mike Bennett	Yes	Added instructor to carry mobile phone	Mike Bennett	December 2025