

Waddecar Scout Activity Centre Risk Assessment

Name of Activity	Archery	Date of risk assessment	28/07/2020	Name / Role / Qualification of who undertook this risk assessment	Damian King. Waddecar Centre Manager. Archery GB Instructor Award.	Version Number	WRA-AR-0001
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Document to be read in conjunction with the Risk Assessment Matrix.

Hazard Identified? / Risks from it?	Who is at risk?	Risk Rating			How are the risks already controlled? What extra controls are needed?	Residual Risk		
		L	C	R		L	C	R
Hazard – something that may cause harm or damage. Risk – the chance of it happening. How may they be harmed?	Young people, Leaders, staff, volunteers, visitors?	Likelihood	Consequence	L x C = Risk	Controls – Ways of making the activity safer by removing or reducing the risk from it.	Likelihood	Consequence	L x C = Risk
COVID contamination spread from touching equipment during session - Contamination to skin.	All	3	3	9	All participants to use hand sanitiser immediately before they touch equipment and immediately afterwards. Hand sanitiser will be available on site although it is suggested that individuals bring their own personal supply.	2	3	6
COVID contamination spread from touching equipment between activity sessions - Contamination to skin.	All	3	3	9	All equipment to be thoroughly cleaned with suitable COVID-19 safe cleaning wipes after the session. Alternatively, all equipment may be quarantined for 72 hours between sessions.	2	3	6
Maintaining social distance at the shooting line - Higher risk of infection spread if social distancing not maintained.	Shooters and instructor	3	3	9	Only two people to shoot at a time therefore only three people (including the leader / instructor) to be in the waiting/shooting area at a time.	2	3	6
Maintaining social distance during safety briefing - Higher risk of infection spread if social distancing not maintained.	Shooters and instructor	3	3	9	Each set of two participants to be briefed on their first shot. Safety briefing not to be given to the group as a whole.	2	3	6
Maintaining social distance in the waiting area - Higher risk of infection spread if social distancing not maintained.	All	3	3	9	People not shooting to wait outside the main range, not in the waiting area.	2	3	6
Flying arrows – hit by arrow	All	3	4	12	Range complies with Archery GB safety specifications. Leader in charge must hold TSA Archery Permit or Archery GB Instructor Qualification or higher. Appropriately qualified leader to assume the role of Range Safety Officer and is responsible for all aspects of safety. The activity is to be halted immediately if any person or animal strays into the vicinity of the range. Participants to shoot from behind the designated shooting line. Any suspected dangerous behaviour to be controlled immediately.	1	4	4

Additional information can be found in the Safety Checklist for Leaders and other information at scouts.org.uk/safety

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		L	C	R		L	C	R
Misuse of equipment – Hit by arrow.	All	3	4	12	Bows to be kept at the shooting line at all times. Participants instructed that they can only use the bows and arrows under direct supervision. Bows and arrows should be kept pointing down range at all times and never towards another person. Arrows are counted at the start and the end of the session to ensure all are accounted for. Instructor talks through and demonstrates the correct way to load a bow and shoot an arrow. All spare arrows are removed from the shooting line if the instructor leaves the shooting line to aid arrow collection.	1	4	4
Collecting arrows – Injured whilst removing arrows from target.	Participant	3	3	9	Instructions on safe collection of arrows. Participants observed closely by Range Officer.	1	3	3
Arrows bouncing back – Hit by arrow	All	2	4	8	Range constructed of materials designed to minimise risk of bounce backs. Range Officer to ensure correct aiming techniques are used.	1	4	4
Caught by bowstring – bruised arm	Participant	2	3	6	All participants to be properly briefed prior to the start of the activity. Arm guards to be worn. Long sleeved tops to be worn. Correct shooting technique demonstrated and instructed.	1	3	3
Equipment failure – Injured by equipment.	All	2	3	6	Equipment checked at regular intervals and recorded by a competent person. Participants must not dry shoot (i.e. loose a bow without an arrow in place) the bows. All equipment is serviced annually. Equipment checked prior to every use. All damage reported to Waddecar Centre Management.	1	3	3
Unauthorised use – Injured by equipment	All	3	4	12	Equipment is kept in a locked store when not in use. Equipment to be returned to the Activity Store at the end of each session. Equipment never to be left unattended.	1	4	4

Checked by authorised person.	Name: Ray Hardman Role: Waddecar Management Committee Chair Date: 28/07/2020	Date for review	July 2021
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We take personal data privacy seriously. The personal data in this form is used to identify the individuals who have completed and approved the risk assessment. This includes the individual who undertook the assessment and an authorised person, who will all have access to this data. Further details on the Scouts data processing stance please visit our Data Protection Policy here. <https://scouts.org.uk/DPPolicy>.