

Valley Adventure Centre – Archery Risk Assessment

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| Risk Assessment for: Archery | Assessor(s): Ben Girdwood | Date: 06/01/2023 |
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| Overview of activity/ location/ equipment/ conditions assessed: | Archery takes place on a designated outdoor range. This has a defined waiting area, shooting line and target line, with up to 4 targets mounted on stands. The target line is 10 metres from the shooting line. Equipment provided for participants includes: bows in right and left-handed versions, aluminium arrows, and arm braces. The activity is supervised by a - trained and assessed Archery GB - instructor to a minimum ratio of 1 instructor to 16 participants, with a ratio of 1:5 at the shooting line. A second assistant instructor may be required to crowd control larger groups of children. The activity operates under the overall supervision of an instructor holding the Archery GB Instructor Award or who is training towards their Archery GB Coach Award. |
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| Generic or specific assessment: | | Specific | | |
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| Serial | Hazard(s) identified | Persons affected | Existing Controls | Additional Controls |
| 1 | Induction/ Safety Brief | All staff and public | All staff and public must attend a safety brief prior to entering the archery range area. | A Safety Brief is attached |
| 2 | Slips, trips, falls and personal injury | All staff and public | Where possible, obstacles shall be removed. At the time of booking participants are informed about personal clothing and equipment and the perceived risk of the activity. | |
| 3 | Young persons and vulnerable adults | All staff and public | Ensure that young persons and vulnerable adults receive an induction talk and safety brief. | Young persons and vulnerable adults will tend to forget the safety and activity rules when they are excited. It is essential to repeat the |

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| | | | <p>It is vitally important that they not only listen to, but also fully understand, the safety issues and rules of the activity.</p> <p>Ensure that young persons and vulnerable adults do not enter sessions where there are older or more experienced participants.</p> <p>No person will be allowed to participate unless they can demonstrate that they have fully understood the safety brief and activity rules.</p> <p>Under 16s require a 'Consent Form' signed by a parent or guardian or have an adult responsible in attendance.</p> <p>The minimum age for this activity is 7 years old. Occasionally 6 year olds may be permitted to use the course (i.e. same school year 7th birthday parties) but they must be at least 120cm in height.</p> <p>All participants must read an Activity Disclaimer form, and the lead person must sign for their group.</p> | rules at frequent intervals. |
| 4 | Injury due to problems with health and/ or fitness | All staff and public | <p>Archery can be a physically demanding.</p> <p>All participants should be fit enough to undertake the activity and operate within their personal limits.</p> <p>Participants are advised to seek</p> | |

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| | | | <p>professional assistance if in doubt about the fitness level required for the activity.</p> <p>Participants with current injuries or undergoing medical treatment are discouraged from participating.</p> | |
| 5 | First aid and medical requirements | All staff and public | <p>Supervising staff must have a valid first aid award.</p> <p>A first aid kit is available with instructors.</p> <p>An accident reporting record is kept by the Centre Manager.</p> <p>Participants with additional medical requirements such as asthma inhalers, diabetes, etc should make themselves known to supervising staff so that appropriate measures may be taken to ensure the availability of personal medications if required.</p> | <p>It may be impractical for participants to carry personal medications during the activity. All personal medications should be immediately available.</p> <p>Shooting is stopped if personal medications are required.</p> |
| 6 | Fire | All staff and public | <p>The site is 'No Smoking'.</p> <p>Naked flames are not allowed on-site unless as part of the 'Bushcraft' sessions at a designated fire pit.</p> <p>Staff are inducted and trained to respond in the event of a fire.</p> <p>Contact the emergency services by calling 999 from the Office Cabin or by mobile phone.</p> <p>There is mobile reception for most</p> | <p>In the event of a Fire or Emergency all users will be escorted by an instructor to the Emergency Assembly Area which is located next to the water pumping station at the main gate entrance to the centre.</p> |

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| 7 | Staff and Public entering the area during a session | All staff and public | <p>Ensure the gate to the Archery range in the arena is closed.</p> <p>Ensure safety signs are in place if applicable.</p> <p>All public and staff entering or leaving the arena must be monitored by staff.</p> | |
| 8 | Injury due to ground and/or weather conditions | All staff and public | <p>All staff and public are to wear suitable and supportive footwear for use outdoors and on uneven ground.</p> <p>The arena is inspected prior to and during the activities.</p> <p>Activities may go ahead in most conditions. Rain and moisture have an adverse effect on the participants' ability to shoot safely.</p> | <p>A dynamic risk assessment is made before sessions.</p> <p>This activity will not commence in storms. If caught out in a storm, instructor is to find a suitable shelter for participants.</p> <p>The activity will be stopped if necessary. Rain showers will temporarily stop the activity. In the event of prolonged rainfall, the activity will stop completely and the session will be rescheduled. Lightning storms and F8 winds will stop ALL activities.</p> |
| 9 | Injury from inadequate personal clothing and/ or footwear | All staff and public | <p>Close-toed footwear is required for Archery.</p> <p>Long sleeves are essential in the absence of an arm guard.</p> <p>Long trousers are desirable, but not necessary.</p> | |

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| 10 | Injury from static and mobile equipment | All staff and public | <p>The equipment is to be inspected and maintained prior to use.</p> <p>Range must be laid out as per Archery GB standards.</p> <p>Target stands must be checked prior to use to ensure that they are stable.</p> <p>Arrow catching net must be checked to ensure it is in the correct place.</p> <p>Arrow retrieval must comply with Archery GB standards and be under the supervision of a trained instructor.</p> | |
| 11 | Issue of personal protective equipment (PPE) | All staff and public | <p>Ensure all PPE equipment is clean and fit for purpose during pre-usage check, suitable for both right and left handed participants, and conforms to safety regulations.</p> <p>NEVER issue any worn or defective PPE. Stress the importance of 'looking after equipment'.</p> | |
| 12 | Injury to head, face and eyes | All staff and public | <p>Instructors must demonstrate and supervise the activity as per Archery GB standards to ensure correct use of equipment and range procedure is followed.</p> <p>All equipment, including arm braces, must meet or exceed current industry safety ratings for their intended use.</p> | |
| 13 | Effect on equipment due to poor storage | All staff and public | Equipment is to be stored in a cool dry environment. A lockable cupboard is | |

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| | conditions | | located in the Instructor Cabin for the storage of all associated equipment. | |
| 14 | Alcohol and drug misuse | All staff and public | <p>All staff and public are particularly at risk when exposed to alcohol and/or drug misuse.</p> <p>Members of the public who appear to be under the influence of alcohol and/or drugs will be asked to leave the session immediately, possibly the site.</p> | This is included in the safety brief. ALCOHOL, DRUG MISUSE AND OUTDOOR ACTIVITIES DO NOT MIX. |

| Date of review: | Serial amended: | Reviewed by: | Date of review: | Serial amended: | Reviewed by: |
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| Jun 14 | N/A | Corbett | Jan 23 | Review. Ratios. Wind | Girdwood |
| Aug 15 | Overview,3, 4, 5, 6, 8, 10, 12, 13. Serial 14 added | Corbett | | | |
| May 15 | Overview and serial 9 amended | Robinson | | | |
| May 17 | Review | Wade | | | |
| April 18 | Overview and 3, 5 amended | Colin | | | |
| Feb 19 | Review | Colin | | | |
| Jan 20 | Review | Colin | | | |
| April 21 | General Review | Girdwood | | | |
| Jan 22 | Review | Girdwood | | | |