

<b>Activity Area:</b>	<b>Archery</b>
<b>Minimum Staffing Level</b>	1 Instructor per range
<b>Staff/Pupil Ratio</b>	1:3
<b>Staff Qualifications</b>	Internal Archery Training
<b>Maximum Number of Participants</b>	20
<b>Role of Accompanying Adult:</b>	Supervisor

Risk Matrix	Likelihood			
	Very Likely	Likely	Unlikely	Highly Unlikely
Fatality	High -16	High -15	High -14	Medium -13
Major Injuries	High -12	High -11	Medium -10	Medium -9
Minor Injuries	High -8	Medium -7	Medium -6	Low -5
Negligible Injuries	Medium -4	Medium -3	Low -2	Low -1

Hazard	Persons at risk	Prior Risk	Controls Measures	New Risk Factor
Slips, Trips and Falls	Instructors Participants Observers	High 8	Bangs and Scrapes could be minimised by disciplined instruction being maintained at all times. First Aid kit available at all times.	Low 5
Persons shot with arrow	Instructors Participants Observers	High 15	Archery instruction takes place on a permanently laid out range with instructors tutoring to Archery GB standards.	Medium 13
Persons shot with arrow from over shoot.	Campers	High 15	Archery instruction takes place on a permanently laid out range with instructors tutoring to Archery GB standards. Instructor to watch over participants shooting, stopping any attempt to over shoot. Session to be stopped if participants continue to try and over shoot.	Medium 13
Abrasions or bruises to body whilst shooting	Instructors Participants	Medium 4	Correct instruction and PPE (Wrist / Arm guards) available.	Low 2
Hair, clothing or jewellery trapped in equipment	Instructors Participants	Medium 4	Instructor is to brief all participants to tuck away loose clothing and long hair prior to participation. Instructor is to brief participants to remove prominent jewellery prior to participation.	Low 2
Misuse of equipment	Instructors Participants	High 8	When not in use the archery equipment is to remain locked in the Trading Post. Equipment is only used under trained supervision.	Medium 6
Faulty equipment	Instructors Participants	High 8	Equipment is checked on a regular basis and recorded, and replaced where necessary. Instructor is to visually check the equipment for obvious faults at the start of every session.	Low 5
Weather	Instructors Participants	High 16	Appropriate clothing, to suit weather conditions at the time. Instructor to monitor the weather during the session and cancel if not safe to continue.	Medium 13
Carrying arrows	Instructors Participants	High 12	Instructors to give clear instructions at start on how to carry the arrows. Three strike rule if the person does not listen.	Medium 9
Walking into arrows that did not make it to the target causing injuries to the shins/eyes	Instructors Participants	Medium 4	Groups instructed to walk down the side of the range. Arrows on the floor furthest from the target should be picked up first before collecting arrows from target. Good group control by instructor	Low 2
Hit by falling target	Participants, Instructors	Medium 4	Arrows to be withdrawn from target by placing hand on target, to anchor target, and pulling out arrow. Target secured to main archery stand.	Low 2

Arrows rebounding	Instructors Participants Observers	Medium 4	Minimum shooting distance marked out. All group members instructed to stay behind the waiting line if not shooting. Closed toed footwear to be worn	Low 2
Falling on an arrow	Participants, Instructors	High 12	Participants warned not to run when carrying arrows. Range to be inspected for slip/trip hazards or large rabbit holes prior to commencement of session.	Medium 9
Seating area.	Instructors Participants Observers	High 8	Seating area checked before and after use for any damage. Care must be taken to spot any wasp nests in the summer period.	Medium 6
Unauthorised access	All	Medium 4	Instructor to brief participants on arrival reference not going onto any activity without a member of staff. All equipment to be taken away at end of the day, bosses to be secured at end of day.	Medium 3

Walesby  
Forest Est. 1938