

Activity Area:	Long Archery- Open area
Minimum Staffing Level	1 Instructor 1-3 when shooting
Staff/Pupil Ratio	1:12
Staff Qualifications	GNAS Trained
Maximum Number of Participants	15
Role of Accompanying Adult:	Supervision of group

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	Control 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 always.	Low 5
Persons shot with arrow	Instructors Participants Observers	High 16	Archery instruction takes place on a location to be set away from main camping area at the time with instructors tutoring to Archery GB standards. Arrows shot by instructor to observe wind direction prior to session, with shooting line allocated accordingly.	Medium 13
Persons shot with arrow from overshoot.	Observers	High 16	Instructor to watch over participants shooting, stopping any attempt to overshoot. Session to be stopped if customers continue to try and overshoot. Signs put in place to advise the fall out area with no entry. Flu Flues to be used to stop over shoots.	Medium 13
Abrasions or Bruises to body whilst shooting	Instructors Participants	Medium 4	Correct instruction and PPE (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 to visually check the equipment for obvious faults at the start of every session.	Low 5
Weather	Instructors Participants Observers	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
Walking into arrows that did not make it to the target.	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	Low 2

Falling on an arrow	Participants, Instructors	Medium 4	Participants warned not to run when carrying arrows. Range to be inspected for slip/trip hazards prior to commencement of session. Constant instructor observation when shooters are carrying arrows back to shooting line.	Low 2
Unauthorised access while shooting	All	High 16	Instructor to brief participants on arrival reference not going onto any activity without a member of staff. Instructor to observe the main landing area and stop all shooting if persons wonder into the shooting line. Area to be chosen by the Duty Manager, location to be set away from main camping area at the time. Are to be marked out to warn other customers or Archery operating in the area. Staff member to have a whistle to alert shooters and potential walkers onto the range.	Medium 3

Walesby
Forest Est. 1938