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| **Name of Activity** | Archery – Running a Taster / Have a Go Session | **Date of Risk Assessment** | 4.4.23 | **Name of who undertook this Risk Assessment** | Graham Thorpe |
| **Date of Next Review** | April 2025 |

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| **Hazard Identified? / Risks from It?** | **Who is at Risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people*  *Leaders*  *Visitors etc.?* | ***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.* | *Keep* ***checking*** *throughout the activity in case you need to change it…or even stop it! This is a great place to add comments which will be used as part of the review.* |
| **Incorrect setting up of Archery Range**  -Potential for impact from direct or rebounded implement | Participants and Instructor staff  Other Site Users | Archery range to be set up and roped off as per the guidance diagram provided by Archery GB (on the last page of this assessment).  Instructors Leaders setting up the range, and running the activity will have had activity specific training.  **NOTE**-*Training and competency of the ‘Instructor; is to be reviewed by Boyd Staff, and it is the Staff at Boyd who have the final decision whether the instructor is competent to run the activity or whether to terminate the activity if required*  *Desired qualification as determined by Boyd is Archery GB Instructor Certificate*  Bows to be assembled and set up away from the range prior to the session commencing so that Instructor can give full attention to the group in hand.  Note – If netting is used to reduce the Overshoot distance requirements, please note that visibility to the other side of net is required so that and encroachment into the range can be identified and action taken. |  |
| **Incorrect setting up of targets**  -Toppling hazard (risk to archers in vicinity and risk to archery equipment) | Participants & Instructor | Ensure that targets are securely fastened with guy ropes and that all ground pegs are inserted to prohibit toppling onto archers and / or damaging arrows |  |
| **Trip hazards during set up and break down of range**  -Risk of not seeing guys used to secure targets causing impact injury | Instructors  Leaders / Helpers  Site Staff | Ensure bright coloured guys are used to secure targets to reduce the risk of them not being seen by instructors and other range staff |  |
| **Manual Handling of equipment during range set up and break down**  -Risk of muscle injury | Instructors  Leaders / Helpers  Site Staff | Manual handling of targets (wooden framed) can be reduced significantly by the use two people being used to move them on the range. |  |
| **Overcrowded range due to too many Archers**  -Risk of injury from distraction  -Risk of potential poor behaviours as group numbers uncontrollable | Participants & Instructor | Sessions number to be set at **12 archers to one Instructor**, with an additional Field Captain in place to manage archers not shooting and general conduct on the range.  It is desirable that two Instructors are used, to give more focussed guidance and tutelage, but this is down to the discretion of the Instructor based on the type, size and age of group participating.  Note – Field Captain does not have to be Archery Instructor qualified as they are assisting in managing the participants and observing the range rather than running the session.  It is desirable that |  |
| **Exposed / untied hair inc facial hair**  -Potential snagging / entanglement with bow string causing injury | Participants & Instructor | Ensure all long hair tied back of possible or worn under a hat. If hair cannot be tied back, ensure that it is tucked into clothing to reduce risk of tangling.  With regards to long facial hair (beards and moustaches) these should be secured with a band or bobble or secured with micropore tape to reduce the risk of entanglement. |  |
| **Face / Body Piercings (above the waist)**  -Potential snagging / entanglement with bow string causing piercings to be torn from body | Participants & Instructor | Hoop earrings or similar should either be removed or covered with micropore tape to reduce the risk of catching with the bow string.  Instructors should ask participants (above a certain age) if they have any body piercings above the waist, and again these should either be removed or secured with Micropore tape.  Piercings, similar to the advice given for earrings should be removed or taped |  |
| **Loose fitting clothing including scarves & neckers (drawstrings / tassels from coats & tops)**  -Potential snagging / entanglement with bow string causing injury | Participants & Instructor | Neckers and loose clothing such as scarved should ideally be removed during the Archery session. If these garments cannot be removed (e.g. for religious reasons) they should be tucked into clothing and the risk of entanglement reduced as much as possible.  If the participant is wearing a hoodie / top with tassels, these should be tucked into the garment to reduce the risk of entanglement.  Note- The Instructor may need to assess whether removing a garment or allowing it, creates an increased / additional risk, e.g., hoodie removed resulting in bare arms, and factors such as the age and experience of the group need to be taken into consideration |  |
| **Loose / hanging necklaces and jewellery**  -Potential snagging / entanglement with bow string causing jewellery to be torn from body | Participants & Instructor | Loose jewellery such as necklaces should ideally be removed during the Archery session. If these items cannot be removed, they should be tucked into clothing and the risk of entanglement reduced as much as possible |  |
| **Loose fitting clothing including coats and jumpers**  -Potential snagging / entanglement with bow string causing arrow to deflect out of range | Participants & Instructor | Where possible, loose-fitting clothing such as coats should not be worn.  If due to the weather situation at the time of the session, coats are necessary, efforts should be made to reduce the number of loose folds in the vicinity of the bow, and this could be done by tucking in garments or applying tape |  |
| **Wearing of open toed footwear**  -Potential puncture wound from dropped / shot arrows | Participants & Instructor | Only closed toe footwear is permitted on the range, including the use of trainers.  No sandals or flip flops are allowed due to risk of impalement. |  |
| **Overdrawing**  -Potential puncture wound in hand by using too short an arrow | Participants & Instructor | All arrows are long enough for adults to use to prevent over drawing,  Arrow length test should be performed on each participant prior to approaching the Shooting line and being given a bow.  During the test, the arrow must extend at least 5cm past the point of the thumb tip.  Always use the principle ‘if in doubt – go long’ as defined within Archery GB Instructors handbook  Good Instructor awareness required throughout the session |  |
| **Firing of bow**  **-** Bruising on the inner fore arm from the bow string when shooting | Participants & Instructor | Arm braces must be worn by everyone  Correct shooting technique taught and should be monitored by Instructor on the range  Full length arm bracer available if needed  Encourage long sleeves to be worn  Good Instructor awareness required throughout the session |  |
| **Slips & Trips - General**  -Risk of various injuries | Participants and Instructor staff | Areas used for the Archery session are checked prior to commencement to make sure they are suitable  Any potential hazards are pointed out to groups and unnecessary hazards are removed from the area as appropriate  Good instructor awareness required at all times, with support from the Field Captain  Safety briefing to be given to all participants prior to starting the session and going onto the range  No running on the range |  |
| **Encroachment into range past Shooting line during live range activity by Archers**  -Potential to be hit by arrows resulting in injury and potential death | Participants and Instructor staff | Instructor vigilance at all times, assisted by the Field Captain  Use of the “stop” command given to all participants as part of the Safety Brief and/or Initial ‘Guided Shooting’  If any person (or animal) encroaches onto the range, ANY MEMBER of the session can Shout STOP to alert fellow archers and Instructor / Field Captain.  Once Stop has been called, shooting of arrows will cease immediately, and the call of Come Down will be given by the Instructor, so that the bows can be lowered in a controlled fashion.  The encroachment can then be investigated and dealt with  Note – If the instructor needs to enter the range, bows  will be left at shooting line and archers will retreat to the behind the waiting line under the supervision of the Field Captain, arrows will be collected from the shooting line (to remove the risk of uncontrolled / unwarranted shooting arrows) whilst the incident is dealt with. |  |
| **Public / other persons on site walking on to range**  -Riks of inadvertently being shot due to misfire or a rebound | Other site users | Limited entry points to ranges, with area roped off  Warning signs to be displayed along the rope boundary of the range  Instructor & Field Captain vigilance at all times  “Stop” command briefed to all participants (see above instruction under ‘Encroachment into range past Shooting line during live range activity’ for details on how to manage an incident)  A Spectating Line to be set up behind the Waiting Line, where the range can be observed safely. |  |
| **Misuse / Incorrect use of equipment during activity**  -Risk of injury (various) | Participants and Instructor staff | Safety briefing by Instructor to ensure participants are aware that the tomahawks are or could be sharp and not to touch the cutting edge under any circumstances.  When not shooting, or specifically instructed by the Instructor, all participants must remain behind the Waiting Line  During initial welcome and safety briefings Instructor to be placed between Archers and targets.  Command of Range (or Shooting Line) is Open to be given to archers, to allow only archers who have been given permission to shoot to approach the Shooting line  Typical session will include:-  Instructor Demonstration – 3 arrows  Guided shooting- 3 Arrows  Free Shooting – 3 Arrows per set  Once all arrows provided have been shot, the command “Range (or Shooting Line) is now closed” will be given and all archers will return to behind the Waiting Line  Equipment to be stored to one side away from archers so that access to equipment to those not shoots is reduced  Instructors / Activity leaders must ensure that each person taking part has the strength and are able to do so safely according to their own training.  The age, maturity and ability of each participant should be considered  Section / activity code of conduct in place to set clear expectations of behaviour prior to beginning activity. |  |
| **Impalement whilst removing arrows from the target**  -Risk of impact / puncture wounding of persons in vicinity | Participants and Instructor staff | At the Instructors discretion the group will be able to remove their own arrows from the target but this will only be allowed if the instructor is confident in their ability to do so safely  A full demonstration and brief will be given  The instructor must be vigilant throughout  No arrows to be left at the Shooting line when retrieving arrows to ensure that these cannot be fired down the range when archers are passed the Shooting line on the actual range  On return to the Shooting line, the Instructor shall be the last person to cross the line, to ensure that all participants have safely returned  Regular inspection of the arrows should be undertaken, and any damaged arrows should be removed from the range |  |
| **Arrows in the ground**  Walking into arrows that did not make it to the target / shot past target causing injuries to the shins | Participants and Instructor staff | No running on the range, and all participants are vigilant when retrieving arrows  Ensure all arrows are accounted for before returned to the Shooting line / Waiting Line areas |  |
| **Hanging Arrows**  -Potential risk from rebound and risk to equipment | Participants and Instructor staff | If a hanging arrow in the target occurs, the instructor is to give the command ‘Come Down’ and bows will be reset to start position.  Bows will be left at shooting line and archers will retreat to the behind the waiting line  The Instructor will then remove the arrow in question, with the Field Captain monitoring and managing the Archers whilst the Instructor is briefly on the range |  |
| **Encroachment into Overshoot area**  -Injuries/Fatalities due to arrow impact | Other site users | Warning signs and/or danger flags behind the ranges marking the boundaries of a large overshoot area  Instructor to give briefings and to stop anybody who purposely shoots over the netting from continuing the session  All participants to be instructed in using the ‘STOP’ Command whenever they see potential encroachment into the overshoot area |  |
| **Infections & viruses transmitted via skin contact**  -Risk of transfer of illness and disease from contaminated equipment | Participants and Instructor staff | All bows should be wiped down with anti-bac wipes at the end of a session to prohibit the spread of any infection |  |
| **Behaviour** – over excitement at start, end of evening | All present | Safety briefing by Instructor to set clear expectations of behaviour prior to beginning activity.  If, in the opinion of the instructor the behaviour of an individual, or the group as a whole is not conducive to running a safe session then the activity session will be stopped and the person or persons causing concern removed from the activity area.  Where the Instructor deems it safe and practical for two archers to shoot at one target, where these archers may be left and right handed, it is best practice to place the back to back to ensure that neither can be distracted by each other. |  |
| **Intoxication from Alcohol / Substance use**  -Risk of injury through not following the required protocols on the range | Participants and Instructor staff | Zero alcohol policy in place on the line  If a participant is suspected of being under the influence (from either alcohol, substance or medication) the participant will not be allowed to shoot.  It also the duty of the Instructor on the range to enforce this, as required under Archery GB Rules of Shooting |  |
| **Adverse Weather during Activity**  -Potential for hot or cold situations | Participants and Instructor staff | If wet/cold weather is expected, ensure correct clothing, including waterproofs are advised prior to the activity, depending on weather  Note - see section on loose clothing.  If hot weather is expected, sun cream may be required to be carried and used when required.  Adequate drinks must be carried. | Instructor to assess risk of running / continuing the activity based on the weather conditions at the time.  Note - Considerations to be given to elements such as:-  -reduced grip due to wet hands  -Greasy hands from suncream  -unsafe ground conditions (see Slips & Trips) |
| **Adverse Weather during Activity – High Winds**  -Potential misdirection of arrow when fired | Participants and Instructor staff | Due to the distance between archer and target (10m) and the power of the bare bows being used, arrows should not be diverted in high winds.  It is down to the discretion of the Instructor though to assess whether the session is disrupted by the weather at that time |  |
| **Access to Bows and/or arrows when activity not in use (range not set up)**  -Potential for Misuse  -Potential for injury (Various) | All present | Safety briefing by Instructor to ensure participants are aware that equipment is only to be used when an instructor is present.  Arrows shall be removed from the activity when not in use or during a period when the Instructor is not present |  |

Range Setup diagrams (as per Archery GB) for un-netted and netted overshoot areas

