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| Activity being assessed: | Archery | | | Reference no: | ARA |
| Location: | Anderton Centre + University of Bolton | Assessment date: | 6th January 2022 | Review period: | January 2022 |

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| **Significant Hazards**  What could cause harm? | **What harm might occur, and to whom?**  Remember to consider all affected groups | **Existing control measures** | **Risk Rating**  **(with current controls)** | | | **Additional control measures**  What can we do / use / put in place to further reduce the risks to an acceptable level? | **Residual Risk** | | | **Action no.**  (continues over page) |
| **L** | **S** | **RR** | **L** | **S** | **RR** |
| Unsafe behaviour in and around the Archery range | Being physically struck and injured by an arrow shot from a bow;  participants being injured by the ‘nock’ of an arrow in the act of retrieving an arrow;  Being injured whilst returning arrows to the quiver. | All participants will be made aware of the safety calls prior to running of the session,  clear briefing including shooting, waiting and spectator lines  Participants told not to run on the range, how to remove arrows from target and how to walk with arrows from target back to quiver  Lost arrows reported on the tutor evaluation list? | **1** | **4** | **4** | Instructors to make participants aware of basic range commands:  Fast/Stop  Demonstrate safe handling and use of equipment.  Make all participants aware of ‘range control’ and ‘safe behaviour procedures’  Demonstrate Safe retrieval of arrows and walk back to quiver  Instructor to brief on what to do in the event of a misfire and an arrow falls out of the bow onto the range floor in front of the shooting line | **1** | **3** | **3** |  |
| Equipment | Participants being issued with incorrect bows resulting in muscle injury from ‘over bowing’  Participants being injured by using too short an arrow  Participants receiving a burn / bruise to their bow arm from the bow string | Arm guards may be worn if required? | **3** | **2** | **6** | Instructors should undertake an eye test with all participants to establish eye dominance.  Instructors must select safe and suitable equipment for each participant. The centre only has long arrows to prevent this issue.  Both right and left handed bows should be made available in a range of sizes, A corresponding arrow length (nose to outstretched hand - made of aluminium!) should be selected for each participant  Arm guards and finger tabs should be made available to all participants | **1** | **1** | **2** |  |
| Defective equipment | Participants being injured by damaged bows, arrows strings and targets | At end of session, equipment checked for damage/faults and removed from use where necessary... | **3** | **2** | **6** | Prior to commencement of session Instructor to check that all equipment is in proper working order, remain vigilant throughout and inspect all equipment again at the end of the session, removing equipment deemed unfit.  Resources in place to repair damaged equipment (arrow fletching, nooks & tips) | **1** | **2** | **2** |  |
| Long hair, Items of lose clothing, Jewellery, Lanyards etc. | Lose items being caught in release of the bow string | Instructor to ask all participants to remove or cover lose items | **3** | **3** | **9** | Procedures, Observations and Group Management:  Instructor to check that all participants are appropriately dressed.  Participants must be asked to tie their hair back (issue hair bands!) zip clothing up, tuck tassels in and or remove/cover jewellery | **2** | **2** | **4** |  |
| Spectators and others | Being hit by an arrow | Excellent group management required a clear briefing including shooting and waiting lines and spectator areas  Any failure to comply with safety instructions should result in the session being stopped.  Instructor to ensure net is used and signs are suitably placed before session. | **3** | **3** | **9** | Appropriate warning signage and barriers should be placed on the approaches to and surrounding the archery range to provide a visual warning; these should be taken down after the session.  Instructors to actively manage anyone wishing to take photographs of participants.  Instructors to be aware of other activities ‘in-play’ beyond and surrounding the archery range and immediately halt the session should there be a conflict | **2** | **2** | **4** |  |
| Arrows sticking out of the ground, target, target stand, back net and etc | Various injuries sustained to the archer and other participants, by walking into the end of an arrow,  being struck by an arrow being removed,  Tripping over and being impaled upon an arrow and or stabbing another participant. | Participants told not to run on the archery range and shown how to remove arrows safely. | **3** | **3** | **9** | Instructors to demonstrate the safe removal and retrieval of arrows, walking to the left or right of the target and looking back down the range as each arrow is removed from the target and or collected from the floor... | **2** | **2** | **4** |  |
| Equipment left unattended | Anyone picking up a bow and arrow and indiscriminately ‘shooting’ arrows | Bows and arrows when together must never left unattended. | **2** | **4** | **8** | In the event that bows are left unattended on ‘bow stands/rests’ the arrows **must** be removed to a ‘secure’ location away | **1** | **3** | **3** |  |

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| Action number | Action required | Who is responsible? | By when? | Date completed |
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| Likelihood | Guide Description |  | Severity | Guide Description |
| 5 | Very likely/imminent – certain to happen |  | 5 | Catastrophic - fatality, catastrophic damage |
| 4 | Probable – a strong possibility of it happening |  | 4 | Major – significant injury or property damage, hospitalisation |
| 3 | Possible – it may have happened before |  | 3 | Moderate - injury requiring further treatment, lost time |
| 2 | Unlikely - could happen but unusual |  | 2 | Minor - first aid injury, no lost time |
| 1 | Rare – highly unlikely to occur |  | 1 | Very minor – insignificant injury |

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|  | **Severity (S)** | | | | | |  | **Risk Rating (RR)** | **Action** |  |
| **1** | **2** | **3** | **4** | | **5** |  | **High Risk** | Stop the task/activity until controls can be put into place to reduce the risk to an acceptable level |  |
| **Likelihood (L)** | **5** | 5 | 10 | 15 | 20 | 25 | |  |
| **4** | 4 | 8 | 12 | 16 | 20 | |  | **Medium Risk** | Determine if further safety precautions are required to reduce risk to as low as is reasonably practicable |
| **3** | 3 | 6 | 9 | 12 | 15 | |  |
| **2** | 2 | 4 | 6 | 8 | 10 | |  |
| **1** | 1 | 2 | 3 | 4 | 5 | |  | **Low Risk** | No further action, keep under review |

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| Signature of  Risk Assessor |  | Name / job title: | David Germain (Head of Centre) |
| Details of any persons consulted | David Buddell (Senior Instructor, Current GB Archery Coach) | | |