

Butchers Coppice Risk Assessment Document

Archery, the Archery Range

FIRE

In the event of a fire you should raise the alarm, get out, stay out and call the fire brigade.

Please ensure all of your group are aware of the fire evacuation procedures.

The fire assembly point for the whole site is at the flagpole in the centre of the field.

Only use fire fighting equipment to aid your escape - do not attempt to extinguish the fire.

FIRST AID

Each group is responsible for making their own first aid arrangements - appointing someone to co-ordinate first aid and holding an appropriate first aid kit.

A first aid kit is available in the site office during office hours and site instructors usually carry activity first aid kits.

All incidents which specifically relate to the campsite must be reported to site staff at the earliest opportunity.

GENERAL HEALTH & SAFETY INFORMATION

Please familiarise yourself with the content of our information leaflet 'essential information during your stay', which is available from the site office.

Ensure your group are aware of the 'rules for kids' and 'rules for adults', which can be found in this leaflet.

Any person found to be in contravention of site rules or causing a nuisance or danger to other visitors will be asked to leave immediately.

OUR POLICY

Our Child Protection Policy, Equal Opportunities Policy and Health & Safety Policy can be downloaded from our website.

KEY TO RISK RATINGS

IMPACT: 1 - LOW/MINOR, 2 - MEDIUM, 3 - HIGH/EXTREME

LIKELIHOOD: 1 - UNLIKELY TO HAPPEN, 2 - COULD HAPPEN, 3 - LIKELY TO HAPPEN

RISK:

1-2	LOW
3-5	MEDIUM
6-9	HIGH

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RISK ASSESSMENT REFERENCE: RA/Act/Archery
 MOST RECENT REVIEW: 19-Feb-22
 MINIMUM STAFFING REQUIRED: 1 Instructor and 1 other adult (to be supplied by the participating group)
 QUALIFICATIONS REQUIRED: Scout Association Adventurous Activities Permit (Archery) or higher
 MAX NUMBER OF PARTICIPANTS: 15
 PREPARED/REVIEWED BY: Charlie Pike, Operations Team

ACTIVITY	HAZARD WHO IS AFFECTED	CONTROL MEASURES	RISK AFTER CONTROL MEASURES IMPACT x LIKELIHOOD = RISK	MONITORED BY
ARCHERY	STRAY ARROWS all persons entering or using the premises	strict range discipline maintained and range enclosed - backstop netting - visual check before shooting	3 x 1 = 3 MEDIUM RISK	instructor
	ARROWS PROTRUDING participants and instructors	bosses approached from the side - correct technique used for arrow retrieval	2 x 1 = 2 LOW RISK	instructor
	INCORRECT TECHNIQUE participants	instruction, demonstration and ongoing coaching from instructor	2 x 1 = 2 LOW RISK	instructor
	BOW STRING participants	instruction in correct techniques - arm braces supplied	2 x 1 = 2 LOW RISK	instructor
	EQUIPMENT FAILURE participants	all equipment checked prior to use all equipment is regularly inspected by site staff	2 x 1 = 2 LOW RISK	site staff instructor
	ABRASIONS/MINOR INJURY participants and instructors	instructors check for loose jewellery, clothing and long hair - safety briefing given before activity commences	1 x 1 = 1 LOW RISK	instructor
	HORSEPLAY participants	participants are monitored by instructors and the supervising adult (provided by the group) - unruly participants are immediately asked to leave the range	2 x 1 = 2 LOW RISK	instructor and group leader

ARCHERY continued	ACCESSING RANGE DANGER AREA participants	all groups and other visitors inducted in the use of the premises - instructors point out danger areas during safety briefings and monitor participants during the session	3 x 1 = 3 MEDIUM RISK	instructor and group leader
ACCESS AND EGRESS	SLIPS, TRIPS, FALLS, OBSTRUCTED DOORWAYS OR WALKWAYS all persons entering or using the premises	all groups and other visitors inducted in the use of the premises and all appropriate signage in place throughout the premises	1 x 1 = 1 LOW RISK	instructor and group leader
FIRE SAFETY	ELECTRICAL EQUIPMENT, SOURCES OF IGNITION, SMOKING all persons entering or using the premises	all groups and other visitors inducted in the use of the premises - adequate fire precautions in place - group leaders supervising young people - sources of ignition removed - no smoking policy in place	1 x 1 = 1 LOW RISK	instructor and group leader
ELECTRICAL SAFETY	USE OF ELECTRICAL EQUIPMENT OR TOOLS all persons entering or using the premises	all equipment should be checked prior to use and well maintained (PAT would be desirable but not essential) - all circuits protected by ACD and RCD - additional RCD should be used if appropriate to risk	2 x 1 = 2 LOW RISK	instructor and group leader
EXTERNAL AREAS	SLIPS, TRIPS, FALLS, OBSTRUCTED DOORWAYS OR WALKWAYS all persons entering or using the premises	all groups and other visitors inducted in the use of the premises and all appropriate signage in place throughout the premises	1 x 1 = 1 LOW RISK	instructor and group leader