

Assessment of:	Prehistoric Archaeological Dig		
Location:	Mount Cook	Date of assessment:	December 2022
Completed by:	Molly Ojari	Expiry Date:	January 2024
Ratio:	1:12 Max	Staff Competencies	Must have suitable group management experience.
Activities Covered:	Archaeological Dig	Specific Emergency Procedure:	Not Applicable

Hazard (something with the potential to cause harm)	Risk (how could the hazard cause harm, and who could it harm)	Control Measures (what is required to reduce the risk)	In Place (Y/N)	Action Required	Action Owner	Residual Risk (assuming all controls in place; Low, Med, High*)
Incorrect use of hand tools (trowels, brush)	Participants and Staff: bruising injuries, Cuts, head injury, eye injury.	Full safety brief from activity staff, Instruction on correct techniques and supervision of participants.	Y	Clear briefing by activity Instructor	Mount Cook Activity Staff	LOW
		Adequate participant spacing	Y			
Rough/sharp edges on buried items exposed	Participants: Cuts, abrasions	Instructor brief on correct handling and recovery of finds. Protective gloves worn by participants while digging	Y	Clear briefing by activity Instructor	Mount Cook Activity Staff	LOW
		Flint objects inspected before burial.	Y			

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Poor Hygiene	Participants and Staff: Sickness or Illness	Safety talk at the start to outline potential hazards. Gloves worn whilst digging Handwashing recommended after session Dig site checked for hazards prior to session	Y	Clear briefing by activity Instructor	Mount Cook Activity Staff	LOW
Slips, Trips and Falls on route to site	Participants and staff: Breaks, Twists, Falls, Sprains	Close leader supervision during activities and rest periods. Suitable footwear will be worn by participants. Activity site checked by Mount Cook staff before all sessions and hazards cleared	Y	Briefing by activity instructor	Mount Cook Activity Staff	LOW

Risk Assessment checked by H&S or Line Manager

Name: Steve Turner CEO

Date: 19/12/2022

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Assessment of:	Prehistoric Archery		
Location:	Mount Cook	Date of assessment:	December 2022
Completed by:	Bernard Müller	Expiry Date:	February 2024
Ratio:	1:12 Max	Staff Competencies	Archery GB Instructor or Inhouse trained and signed off by Activity Manager
Activities covered:	Archery		

Hazard <i>(something with potential to cause harm)</i>	Risk <i>(How could hazard cause harm and to whom)</i>	Control Measures <i>(What is required to reduce risk)</i>	In place <i>(Y/N)</i>	Action Required	Action Owner	Residual Risk <i>(low / medium / high)</i>
Slips trips and falls	To All: Breaks, trips, falls and sprains	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	Y	Clear briefing. Pre-use range checks.	Activity Staff	LOW

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		<p>are removed from the area as appropriate.</p> <p>Good instructor awareness and briefing.</p> <p>No running on the range.</p> <p>Participants instructed to hold equipment correctly.</p> <p>Help in group control from group Leaders.</p>				
Equipment failure.	<p>To: Archer and those in immediate vicinity.</p> <p>String may snap, bow limbs or riser may fail whilst shooting. Arrows may break on release.</p> <p>Fiberglass arrows may splinter.</p>	<p>Regularly (monthly) inspection of strings and bows for wear. Equipment deemed to be unsafe replaced.</p> <p>Regularly (every session) check arrows for loose or damaged nocks, loose points. Damaged equipment replaced/ repaired.</p> <p>Check fibre glass arrows for splintering, discard if deemed unsafe. Instruct new archers against “dry firing” bows, as this can lead to early limb failure.</p>	Y	<p>Quarantine damaged kit.</p> <p>Pre-use and post-use kit inspections.</p> <p>Careful bowstring selection during setup.</p>	Activities Manager, Activity Staff	LOW

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		<p>Do not use Fastflight strings or carbon arrows on wooden bows, as these can overstress the riser.</p> <p>Correct bowstrings sizes used to prevent early limb twisting/ failure.</p>				
Target boss falling over	<p>To Participants and Instructors:</p> <p>Target boss not secured, possibly resulting in injury to archer/ Instructor and/or damage to arrows.</p>	<p>Only instructors to move and mount bosses.</p> <p>Bosses to be secured to the wall or ground- Never left propped on stands.</p> <p>Do not allow shooting to commence until all targets are appropriately secured.</p>	Y	Pre-use checks.	Activity Staff	LOW
Arrow Length	<p>To Participants:</p> <p>Arrows too short for the archer may be drawn off the arrow rest and loosed into the back of</p>	<p>Oversized arrows preferred. Arrow size clearly highlighted through use of different coloured fletching.</p> <p>Careful supervision of archers whilst drawing.</p>	Y Y	<p>Careful selection of kit for sessions.</p> <p>Good supervision.</p>	Activities Manager, Activity staff	LOW

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	the riser or the bow hand.					
Collection of Arrows	<p>To: Participants, Activity Staff</p> <p>Arrows in the ground may cause injury if walked/run into.</p> <p>Arrows in target are a hazard whilst approaching the target or when being removed from the boss; especially to eyes or face.</p>	<p>Archers instructed in these hazards and of the importance of approaching the target with caution.</p> <p>New archers instructed in correct technique for drawing arrows from boss, including importance of standing away from boss when others are pulling arrows.</p> <p>Appropriate footwear must be worn.</p> <p>All lost arrows are reported and every effort is made to locate them.</p>	Y	<p>Clear briefing.</p> <p>Participants only allowed to collect arrows if deemed competent by activity instructors.</p>	Activity Staff	LOW

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Heavy Bows	<p>To: Participants</p> <p>Use of inappropriate draw-weight bow may result in muscular or other soft tissue injury.</p>	<p>Beginners use lightweight bows. Instructors ensure they employ correct draw technique before graduating to heavier bows.</p>	Y	Adequate selection of bows available.	Activities Manager, Activity Staff	LOW
Shooting Control	<p>To: All in vicinity</p> <p>Inadequate control of shooting may result in personal injury to an archer or spectator. Potential severity could be fatal if controls are not maintained</p>	<p>Shooting must always be under the control of an experienced instructor acting as Field Captain. All archers must understand that this person is in charge of the shoot and must obey their commands. New archers are instructed as to the role of the Field Captain and the commands they are likely to give. Archers must be made familiar with and adhere to Archery GB Rules of Shooting. Any archer deemed by instructors or field captains not to be doing so should be asked to stop shooting and leave the field.</p>	Y		Activity Staff	LOW

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Arrows Shot Outside Safety Area	To All: Arrows inadvertently shot outside of safety area may result in personal injury to spectators or archers. Potential severity of injury could be fatal.	Archers must not be allowed to use any form of “over-arm draw” and should ensure that the bow is not pointed at too extreme an angle. Whilst using the white range netting must be pulled over the top whilst Dell or zipwire is in use to prevent accidental overshoot.	Y	Careful supervision	Activity Staff	LOW
Arrows Rebounding	To Participants: Arrows may rebound towards group causing injury.	Minimum safe shooting distance must be observed. Arrows may still rebound beyond shooting line, however, if minimum distances are observed these arrows are considered spent and will not cause harm.	Y	Correctly set out archery range.	Activities Manager	LOW
People/Animals Straying into Safety Area	To All: A person or animal straying into the safety area may receive personal injury from	Ensure that access past the shooting line is not accessible by accident and is secured before shooting commences. The Field Captain and all archers must remain vigilant and suspend shooting	Y		Activity Staff	LOW

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	arrows or other equipment projected towards the target.	<p>immediately if the safety area is violated.</p> <p>All grounds are deemed accessible to the public even if this involves trespass.</p> <p>Ensure that spectators and those waiting to shoot remain behind the waiting line.</p> <p>Ensure all participants are familiar with the commands to start and stop shooting.</p> <p>Do not allow anyone to cross the shooting line except when instructed to do so by the Field Captain/ instructor</p>				
Bow string on release	<p>To Participants:</p> <p>Bruising on the inner fore arm from the bow string when shooting.</p>	<p>Ensure that archers tie back long hair and remove jewellery or loose outer garments, which could become caught.</p> <p>Require archers to wear arm protection to minimise possible injury</p>	Y	Clear briefing	Activity Staff	LOW

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	Bowstring may become caught on loose hair or clothing.	and instruct in proper release technique. Encourage archers to have sleeves rolled down all the time. Close supervision, particularly during guided practice.				
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