

<b>Assessment of:</b>	Archery Tag and Puzzle Pursuit	<b>Location:</b>	Mount Cook
<b>Completed by:</b>	James Clarke	<b>Date of assessment:</b>	February 2026
<b>Reviewed by:</b>	Stephen Turner	<b>Next Review Date:</b>	February 2027
<b>Ratio:</b>	1:12 Max and Min 1 Group Leader	<b>Staff Competencies</b>	Archery GB Instructor or Inhouse trained and signed off by Activity Manager Must have suitable group management experience.
<b>Activities covered:</b>	Archery Tag and Maze Cube Team Challenges	<b>Emergency procedure</b>	Give first aid and call for help from centre if needed

<b>Hazard</b> <i>(something with potential to cause harm)</i>	<b>Risk</b> <i>(How could hazard cause harm and to whom)</i>	<b>Control Measures</b> <i>(What is required to reduce risk)</i>	<b>In place</b> <i>(Y/N)</i>	<b>Action Required</b>	<b>Action Owner</b>	<b>Residual Risk</b> <i>(low / medium / high)</i>
Equipment failure.	<b>Participants and Staff:</b>  String may snap, bow limbs or riser may fail whilst shooting. Arrows may	Regular inspection of strings and bows for wear. Replace equipment deemed to be unsafe. Regularly (every session) check arrows for loose or damaged nocks, loose ends, damaged foam. Replace damaged or loose components. Check carbon fibre arrows for splintering, discard if deemed unsafe.	Y	Quarantine damaged kit.  Pre-use and post-use kit inspections.  Careful bowstring	Activity Staff	LOW

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	break on release.	Instruct new archers against “dry firing” bows, as this can lead to early limb failure. Do not use Fastflight strings or carbon arrows on wooden bows, as these can overstress the riser. Correct maintenance schedules to be observed.		selection during setup.		
Bowstring hit arm on release.	<b>Participants:</b> Cuts, grazing, bruise.	Ensure that participants tie back long hair and remove jewellery or loose outer garments, which could become caught. Require archers to wear arm protection to minimise possible injury and instruct in proper release technique. Encourage archers to have sleeves rolled down all the time.	Y	Clear briefing by activity instructor	Activity Staff	LOW
Bow is assembled or disassembled incorrectly	<b>Participants:</b> Cuts, bruises, lacerations.  Bow may come apart while in use (consequences as per failure of bow limb or riser).	Only centre instructors to disassemble / assemble bows. All nuts to be checked during assembly as well as limbs- damaged ones not to be used.	Y	Pre-session check.  Damaged equipment quarantined	Activity Staff	LOW

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Short Arrows Length	<b>Participants:</b> Arrows shatter Cut, bruises, lacerations, skin	All tag archery arrows used on site are to be oversized. Participants briefed of correct draw technique.	Y	Activity manager to oversee purchase of any replacement arrows	Activity manager	LOW
Arrows on the ground	<b>All in Immediate Vicinity:</b>  Increase likelihood of tripping, minor cuts, grazes, bruising	Brief participants of this hazard prior to beginning the activity. Encourage participants to pick arrows up when they have the chance.	Y	Clear briefing from Instructor	Activity Staff	LOW

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Flying Arrows	<b>To Participants and Spectators –</b> Impact injury, bruising, cuts, grazing.	All arrows in use have a high-density foam tip to prevent physical harm on impact. All participants will be fitted with a protective mask prior to the start of the activity. The area of play laid out with sufficient distance between both teams. Location of the archery tag area has adequate overshoot distance.	Y	Clear briefing from Instructor  Purchasing of appropriate arrows  Archery Tag arrows clearly differentiated from target archery arrows	Activity Staff  Activity manager	LOW
Area of play layout	<b>All in Vicinity-</b> Impact injury, bruising, grazing, cuts	The area of play must be laid out so that there is sufficient distance between both teams of archers. There must also be a safety zone in the middle of the area of play, where participants can collect arrows from and not be hit by the opposing team. Location of the area of play has adequate overshoot distance.	Y	Area of play correctly set up by activity staff appropriate to group	Activity Staff	LOW

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Shooting Control	<b>All in Vicinity-</b> Inadequate control of shooting may result in personal injury to an archer or spectator	Shooting must always be under the control of an instructor. Spectators will be asked to stand an adequate distance away from the area where the activity is taking place.	Y	Clear briefing from instructor.	Activity Staff	LOW
Pegs in the ground.	<b>All Participants and Staff:</b> Trip hazard, bruising, cuts, grazes.	All pegs will be fully secured into the ground on set up. Participants briefed by Instructor on potential hazard	Y	Clear briefing from instructor	Activity Staff	LOW

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Slip, trips, and falls	<b>To All:</b> Breaks, trips, falls and sprains	Areas used for the Archery tag 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 and briefing. Participants instructed to hold equipment correctly. Help in group control from group Leaders.	Y	Clear briefing  Pre-session check	Activity Staff	LOW
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Rough edges on equipment/equipment failure	<b>To Participants and Staff:</b> Cuts, splinters, bruises	Equipment checked before sessions. Clear instructor brief. Crates only picked up by handles. Any damaged equipment quarantined.	Y	Clear briefing. Equipment checks before sessions.	Activity Staff	LOW

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Incorrect use of equipment	<b>To Participants and Staff:</b> Entanglement, cuts, bruises, sprains, twists, falls, head injury, eye injury.	Clear briefing by instructor on correct use. Leader supervising, preventing horse play.	Y	Clear briefing	Activity Staff	LOW
Falls from Crates/Stumps	<b>To Participants:</b> Breaks, Twists, Falls, Sprains	Clear brief from instructor. Activity site level. Staff trained to recognise the acceptable level of difficulty for a group.	Y	Clear briefing from instructor.	Activity Staff	LOW
Blind Folded activities	<b>To Participants:</b> Breaks, Twists, Falls, Sprains  Eye infections	Pre-course checks for trip hazards and stable ground. Instructors supervising closely, preventing horse play. Challenge by choice is observed.	Y	Clear briefing from instructor. Blindfolds kept clean.	Activity Staff	LOW
Moving through woodland	<b>To Participants and Staff:</b> Slips, trips and falls, Eye damage, Lost child	Full safety brief activity staff, Buddy system for students, regular head counts, boundaries, no running. Head torches in low light, No climbing.	Y	Clear safety briefing, Head Counts	Activity Staff	LOW
Weather Conditions	<b>To Participants and Staff:</b> Exposure to Heat, Cold, Wind and Rain.	Correct clothing, shelter, sunscreen, evacuation plan for Thunder and Lightning.	Y	Adequate clothing for activity. Monitoring of weather	Activity Staff	LOW

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Heavy/ Awkward lifting	<b>To Participants and Staff:</b> Manual handling injury, lifting and twisting, crushing injuries, breaks, concussion, head injury, eye injury.	Full safety brief from activity staff, Instruction on correct lifting techniques, participant ratios for shared lifting suitable to ability of group.	Y	Instructor instructions on correct lifting and equipment use technique.	Activity Staff	LOW
Poor light/visbaility	<b>To Participants and Staff:</b> Increased risk of slips trips and fall. Groups becoming separated from one another.	Full safety briefing and clear definite boundaries. Areas where activities are present will be lit, either with portable lighting or exterior fixed lights.	Y	Portable lighting charged prior to session and placed in most effective locations. Exterior fixed lighting turned on where required.	Activity Staff	LOW
Vehicles and Machinery	<b>To Participants and Staff:</b> Contact with Machinery, unsupervised machinery	Safety Brief at start of activity outlining potential hazards of car onsite. No vehicles permitted onsite (deliveries exempt) Speed limited onsite and intercom system prevents traffic through site.	Y	Clear staff briefing and boundaries.	Activity Staff	

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Animal/Insect habitats	<b>To Participants and Staff:</b> Disturbing of habitats, Lime disease (Ticks) potential anaphylaxis, wasps/bees	Pre-course checks for insect nests, any insect nests in or very close to activity area to be reported and removed or destroyed by suitable persons.	Y	First Aid kit, participant to keep medication close for those with allergies.	Participants and Mount Cook staff	LOW
Lack of Boundaries	<b>To Participants:</b> Missing participants. Unwanted public access	Buddy systems and regular head-checks. Brief on what to do if a student becomes lost. Clear markings of boundaries, fences and gates	Y	Boundaries in place. Monitoring of boundaries	Mount Cook staff	LOW
Uneven Ground / Animal holes	<b>To Participants and Staff:</b> Breaks, Twists, Falls, Sprains	Animal holes identified, and filled in where necessary Initial safety brief to highlight danger areas. No running rules enforced in woods Supervision at all times.	Y	Filling in any dangerous holes, removal of any dangerous stumps and roots	Mount Cook Staff	LOW

**Risk Assessment Checked by H&S or Line manager.**

Name : Steve Turner

Date of Review: 2/3/2026

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