

<b>Assessment of:</b>	Viking Archery and Throwing	<b>Location:</b>	Mount Cook
<b>Completed by:</b>	Molly Ojari	<b>Date of assessment:</b>	January 2024
<b>Reviewed by:</b>	James Clarke	<b>Next Review Date:</b>	February 2026
<b>Ratio:</b>	1:12 Max	<b>Staff Competencies</b>	Archery GB Instructor or Inhouse trained and signed off by Activity Manager
<b>Activities covered:</b>	Archery and Throwing. Archery Tag		

<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>
Slips trips and falls	<b>To All:</b> Breaks, trips, falls and sprains	Areas used for the Archery and Throwing 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. No running on the range. Participants instructed to hold	Y	Clear briefing.  Pre-use range checks.	Activity Staff	LOW

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Medium = Serious Injuries or significant health effects / There is a likelihood that harm may occur;

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		equipment correctly. Help in group control from group Leaders.				
Equipment failure.	<b>To: Participants and those in immediate vicinity.</b>  String may snap, bow limbs or riser may fail whilst shooting. Arrows may break on release. Throwing items may break on impact  Fiberglass arrows may splinter.	Regular (monthly) inspection of strings and bows and throwing items for wear. Equipment deemed to be unsafe replaced. Regular (every session) check equipment, arrows for loose or damaged nocks, loose points. Damaged equipment replaced/ repaired. 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. Do not use Fastflight strings or carbon arrows on wooden bows, as these can overstress the riser. Correct bowstrings sizes used to prevent early limb twisting/ failure.	Y	Quarantine damaged kit.  Pre-use and post-use kit inspections.  Careful bowstring selection during setup.	Activities Manager, Activity Staff	LOW
Target boss falling over	<b>To Participants and Instructors:</b> Target boss not secured, possibly	Only instructors to move and mount bosses. Bosses to be secured to the wall or ground- Never left propped on stands.	Y	Pre-use checks.	Activity Staff	LOW

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	resulting in injury to archer/ Instructor and/or damage to arrows.	Do not allow shooting or throwing to commence until all targets are appropriately secured.				
Arrow Length	<b>To Participants:</b> Arrows too short for the archer may be drawn off the arrow rest and loosed into the back of the riser or the hand.	Oversized arrows preferred. Arrow size clearly highlighted through use of different coloured fletching.  Careful supervision of archers whilst drawing.	Y  Y	Careful selection of kit for sessions.  Good supervision.	Activities Manager, Activity staff	LOW
Collection of Arrows and Projectiles	<b>To: Participants, Activity Staff</b> Arrows and projectiles in the ground may cause injury if walked/run into. Arrows and projectiles in target are a hazard whilst approaching the target or when being removed from the boss; especially to eyes or face.	Archers instructed in these hazards and of the importance of approaching the target with caution. New archers instructed in correct technique for drawing arrows from boss, including importance of standing away from boss when others are pulling arrows. Appropriate footwear must be worn. All lost arrows are reported, and every effort is made to locate them.	Y	Clear briefing.  Participants only allowed to collect arrows and projectiles if deemed competent by activity instructors.	Activity Staff	LOW

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Heavy Bows	<b>To: Participants</b> Use of inappropriate draw-weight bow may result in muscular or other soft tissue injury.	Beginners use lightweight bows. Instructors ensure they employ correct draw technique before graduating to heavier bows.	Y	Adequate selection of bows available.	Activities Manager, Activity Staff	LOW
Shooting Control	<b>To: All in vicinity</b>  Inadequate control of shooting may result in personal injury to an archer or spectator. Potential severity could be fatal if controls are not maintained	Shooting and throwing must always be under the control of an experienced instructor acting as Field Captain. All participants 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.	Y	Clear briefing	Activity Staff	LOW
Arrows Shot Outside Safety Area	<b>To All:</b> Arrows inadvertently shot outside of safety area may result in	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.	Y	Careful supervision	Activity Staff	LOW

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	personal injury to spectators or archers. Potential severity of injury could be fatal.	Whilst using the white range netting must be pulled over the top whilst Dell or zipwire is in use to prevent accidental overshoot.				
Arrows Rebounding	<b>To Participants:</b>  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	<b>To Participants and Staff:</b>  A person or animal straying into the safety area may receive personal injury from arrows or other equipment projected towards the target.	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 immediately if the safety area is violated. All grounds are deemed accessible to the public even if this involves trespass. Ensure that spectators and those waiting to shoot remain behind the waiting line. Ensure all participants are familiar with the commands to start and stop shooting.	Y	Clear signage on approach to range Clear briefing from activity staff.	Activity Staff	LOW

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		Do not allow anyone to cross the shooting line except when instructed to do so by the Field Captain/ instructor				
Bow string on release	<b>To Participants:</b>  Bruising on the inner forearm from the bow string when shooting. Bowstring may become caught on loose hair or clothing.	Ensure that archers 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. Close supervision, particularly during guided practice.	Y	Clear briefing	Activity Staff	LOW
<b>Archery Tag/Projectiles Specific</b>						
Arrows/projectiles	<b>To Participants and Staff:</b> Bruising, grazes.	All arrows/projectiles in use are made from 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.	Y	Clear briefing from activity staff.  Archery Tag arrows/projectiles clearly separated from target archery arrows/projectiles on session	Activity Staff	LOW

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		Location of the archery tag area has adequate overshoot distance.				
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**Risk Assessment Checked by H&S or Line manager.**

Name: Steve Turner CEO

Reviewed on: 6/2/2025

A handwritten signature in black ink, appearing to read "Steve Turner", is written over a light blue grid background.

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