

<b>Assessment of:</b>	Prehistoric Archaeological Dig	<b>Location:</b>	Mount Cook
<b>Completed by:</b>	Molly Ojari	<b>Date of assessment:</b>	December 2023
<b>Reviewed by:</b>	James Clarke	<b>Next Review Date:</b>	February 2026
<b>Ratio:</b>	1:12 Max	<b>Staff Competencies</b>	Must have suitable group management experience. Signed off by activity manager
<b>Activities Covered:</b>	Archaeological Dig	<b>Specific Emergency Procedure:</b>	Not Applicable

<b>Hazard</b> (something with the potential to cause harm)	<b>Risk</b> (how could the hazard cause harm, and who could it harm)	<b>Control Measures</b> (what is required to reduce the risk)	<b>In Place</b> (Y/N)	<b>Action Required</b>	<b>Action Owner</b>	<b>Residual Risk</b> (assuming all controls in place; Low, Med, High*)
Incorrect use of hand tools (trowels, brush)	<b>Participants and Staff:</b> 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	<b>Participants:</b> 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	<b>Participants and Staff:</b> 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	<b>Participants and staff:</b> 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

Review Date : 5/2/2025



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<b>Assessment of:</b>	Prehistoric Archery	<b>Location:</b>	Mount Cook
<b>Completed by:</b>	Bernard Müller	<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		

<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 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 equipment correctly. Help in group control from group Leaders.	Y	Clear briefing.  Pre-use range checks.	Activity Staff	LOW

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<p>Equipment failure.</p>	<p><b>To: Archer and those in immediate vicinity.</b></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> <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>	<p>Y</p>	<p>Quarantine damaged kit.</p> <p>Pre-use and post-use kit inspections.</p> <p>Careful bowstring selection during setup.</p>	<p>Activities Manager, Activity Staff</p>	<p>LOW</p>
<p>Target boss falling over</p>	<p><b>To Participants and Instructors:</b></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>	<p>Y</p>	<p>Pre-use checks.</p>	<p>Activity Staff</p>	<p>LOW</p>

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Arrow Length	<p><b>To Participants:</b></p> <p>Arrows too short for the archer may be drawn off the arrow rest and loosed into the back of the riser or the bow hand.</p>	<p>Oversized arrows preferred. Arrow size clearly highlighted through use of different coloured fletching.</p> <p>Careful supervision of archers whilst drawing.</p>	<p>Y</p> <p>Y</p>	<p>Careful selection of kit for sessions.</p> <p>Good supervision.</p>	<p>Activities Manager, Activity staff</p>	<p>LOW</p>
Collection of Arrows	<p><b>To: Participants, Activity Staff</b></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>	<p>Y</p>	<p>Clear briefing.</p> <p>Participants only allowed to collect arrows if deemed competent by activity instructors.</p>	<p>Activity Staff</p>	<p>LOW</p>

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Heavy Bows	<p><b>To: Participants</b></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><b>To: All in vicinity</b></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
Arrows Shot Outside Safety Area	<p><b>To All:</b></p> <p>Arrows inadvertently shot outside of safety area may result in personal injury to spectators or archers.</p>	<p>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</p>	Y	Careful supervision	Activity Staff	LOW

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	Potential severity of injury could be fatal.	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 All:</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. Do not allow anyone to cross the shooting line except when instructed	Y		Activity Staff	LOW

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		to do so by the Field Captain/ instructor				
Bow string on release	<p><b>To Participants:</b></p> <p>Bruising on the inner forearm from the bow string when shooting. Bowstring may become caught on loose hair or clothing.</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 and instruct in proper release technique.</p> <p>Encourage archers to have sleeves rolled down all the time.</p> <p>Close supervision, particularly during guided practice.</p>	Y	Clear briefing	Activity Staff	LOW

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