

Risk assessment



Name of activity, event, and location	Crossbow Shooting – Archery Range – Kinver Scout Camp	Date of risk assessment	26/10/2021	Name of person doing this risk assessment	Megan Williams – Operations Manager
		Date of next review	01/03/2022		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Adverse weather – High winds or poor lighting	All	<ul style="list-style-type: none"> The activity will be ended. All instructors and participants to be vacated from the activity area. 	
Unauthorised access – Injury incl. fatal injuries	All	<ul style="list-style-type: none"> Signs and rope across entrance to the range to indicate range is in use. Groups to be briefed not to enter the activity area unless instructed. 	
Unauthorised use – Injury incl. fatal injuries	All	<ul style="list-style-type: none"> All instructors must hold a current NSRA Crossbow Shooting qualification suitable for the activity. Proof of this must be provided before the activity date. All instructors must have completed a competency check with an authorised member of the campsite team and have read and understood the campsites activity operating instructions. Instructors must ensure that <u>all</u> participants have completed a Section 21 Declaration form. This must include parental consent for anyone under the age of 18. Crossbows must be de-strung before taking them to/from the range. Persons under the age of 18 must be accompanied by a qualified instructor if moving equipment to/from the range. 	
Incorrect use of equipment – Injury incl. fatal injuries, eye injuries, trapped fingers and lead poisoning	All	<ul style="list-style-type: none"> Instructor to fully brief participants on use of the equipment and safety rules and to supervise all participants taking part at all times. Maximum of 4 participants on the shooting line at one time. 	

You can find more information in the Safety checklist for leaders and at scouts.org.uk/safety

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		<ul style="list-style-type: none"> • Crossbows must be kept pointing down range at all times. • Instructor to stop the session if a person or animal walks onto the range past the shooting line. • Failure to follow the instructors instructions and/or safety concerns will end the activity session with immediate effect. 	
Collecting bolts – Slips, trips and falls	All	<ul style="list-style-type: none"> • Instructor must inspect the range before use. Any debris in the walkways to be removed. • Instructor to brief participants before allowing them to retrieve crossbow bolts, including: <ul style="list-style-type: none"> - No running on the range. - Safe removal of bolts from a target. - How to safely carry bolts. • Instructor to ensure that the crossbows are not loaded or spanned and are safe before allowing anyone onto the range to retrieve targets. • No bolts to be left unattended by the instructor. All bolts not in use to be kept in the storage box and not left unattended by the instructor. 	
Equipment Failure – Injury	All	<ul style="list-style-type: none"> • All equipment to be checked before use by the instructor. • All equipment to be checked and documented regularly by the campsite management team, as advised by the manufacturer. • Any equipment deemed not suitable for use should be removed from the activity area and reported to the camp warden to be documented, destroyed and disposed of. • All equipment must be kept in suitable, secure storage when not in use. • Participants to be advised appropriately regarding safety catches. • Only equipment owned by Kinver Scout Camp is to be used unless permission is given in writing by the Operations Manager. 	

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<p>Group Management –Injury incl. fatal injuries</p>	<p>All</p>	<ul style="list-style-type: none"> • The instructor must fully brief all participants and observers before beginning the activity. • All groups that include young people must be supervised by an appropriate adult whilst waiting to take part in the activity. • Observers and participants waiting for their turn must remain in the waiting area until told otherwise. • Groups should be aware of the recommended group size and time allocated to the activity session. • All participants and group leaders must adhere to the instructor’s instructions at all time. Failure to follow instructions and/or safety concerns will result in the instructor ending the session. • The instructor must stop the session and report to the camp warden if there is an accident or near miss. • Instructors may end the session if they feel that the activity is not suitable for the age/ability/experience of the participants. 	
<p>COVID-19</p>	<p>All</p>	<ul style="list-style-type: none"> • Hands to be sanitised on arrival at the activity. • Hand sanitiser will be available throughout the activity session. • Crossbows to be wiped down with antibacterial spray between users. • Group leaders and participants responsible for discussing Covid safety concerns with the instructor upon arrival. • Anyone displaying symptoms of Covid-19 must isolate away from the activity and will be asked to return home. <p>Please see Kinver Scout Camp’s full Covid-19 Risk Assessment for more information on Covid security on the campsite.</p>	

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