Risk Assessment – TARGET ARCHERY

Number:	KSTC/Act001	Status:	Live	Issue Date:	May 2022

Approved by:	Megan Williams	Post:	Operations Manager

Purpose:	The purpose of this risk assessment is to identify the common significant risks to which Kinver staff, volunteers and visitors are exposed to and identify appropriate control measures.
Scope:	The risk assessment is to be used in association with the activities that are carried out at Kinver Scout Camp.
Related Documents:	**Generic Risk Assessments** KISC/act.017 Supervision of Children/Young Persons on Site
	POR Rule 9.1 - Activity Rules - Application Rule 9.2 - Preparations Rule 9.3 - Home Contact Rule 9.4 - Risk Assessment Rule 9.5 - Emergency Procedure Rule 9.77- Other Activities
	Fact sheets FS120000 – Activities - Risk Assessment FS120406 – Archery FS120088 – Weather Conditions
	Site Procedures KSTCSPOI - Archery

Required Personal Protective Equipment (PPE)					
	Arm-Guards	Suitable Footwear			

Data Protection Statement.
The information and data provided herein applies only to Kinver Scout Camp for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or part for any purpose whatsoever without the prior written permission from the Operations Manager via kinver@scuotshw.org.uk.

It is the duty of all users to observe the following Risk Assessment to provide a code of good practice and conduct with the object of preventing accidents. At all times members must work in a safe manner both to prevent personal injury to themselves and to others.

Important Note: It is the duty of all members under Regulation 14 of the "Management of Health and Safety at Work Regulations1999" to inform the 'employer', i.e. Operations Manager, Duty Warden or County Executive of any circumstances that may indicate any shortcomings in this assessment

Minimum Leader Competence	GB Archery Instructor or Scout Permit	Minimum Assistant Competence	In-house assessed
Maximum group size	12 per 1 hour	Minimum Age of Participants	4+ years

Reviewed:	15th May 2022
Next Review Due:	15th May 2023

GENERIC RISK ASSESSMENT

TARGET ARCHERY

Task Element	Hazard and harmful effect	Likelihood Info	Initial risk level			Control measures to reduce likelihood	Controlled risk level		
			SEVERITY	LIKELI-HOOD	RISK LEVEL		SEVERITY	LIKELI-HOOD	RISK LEVEL
Maintenance of bows, arrows and associated equipment for use in target archery and checking of activity area.	Equipment failure Damaged equipment leading to injury if used	Young persons and adults (possibly with little or no experience) Including Members of the Scout or Guide Movement, schools, companies and other groups who may be allowed to use the campsite.	3	3	9	• All equipment to be checked by competent person on regular basis in accordance with manufacturer's instructions. • Any faulty, broken or worn equipment to be removed from use and quarantined. • Any damages must be reported in writing to the Operations Manager after the equipment is removed from use. • All arrows to be repaired and checked by competent person. • Archery Hollow and structures to be check prior to use and immediately afterwards to ensure no stray arrows are left around etc. • All equipment to be checked out and back into store before and after use. • All equipment to be kept in secure storage.	3	2	6

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			SEVERITY	LIKELI-HOOD	RISK LEVEL		SEVERITY	LIKELI-HOOD	RISK LEVEL
Use of bows and arrows at the target archery range at Kinver STC.	• Death • Injury from bow or arrow • Injury due to misuse or failure of equipment • Penetrating wounds • Cuts, scratches, abrasions • Trips, slips, falls • Poor weather conditions • Slip/trips/falls	Young persons and adults (possibly with little or no experience) Including Members of the Scout or Guide Movement, schools, companies and other groups who may be allowed to use the campsite.	4	3	12	• All instructors must hold relevant up-to-date qualifications for the activity. • Instructors not known to Kinver Scout Camp, or from other organisations, companies' etc., must provide valid certificates prior to activity. • All instructors will run activity sessions as per the Standard Operating Procedures and complete a competency check. • Instructors will be of at least 18 years of age unless operating under a Scout Permit. • Persons transporting bows and arrows between secure store and archery range must be escorted by competent instructor. • Authorised instructors only to supervise activity. • No more than 12 persons per session allowed at the range at any time. • A maximum of 6 persons shooting at once. • Bows to be placed on bow rest whilst anyone is on range or whilst retrieving arrows. • Full instruction on use of bows to be given before firing arrows • Bows and arrows must not be pointed at others at any time. • Instructor to stop activity immediately should any of the following occur - Group is too large or unruly to supervise - No adult supervision is provided by the group - Any rules/instructions are broken by anyone using the activity. - Weather conditions deteriorate - A person or animal moves towards or across the target area.	4	2	8