

Potential Hazard	Who is at Risk	Likelihood	Severity	Risk Rating	Preventative Measures
Being struck by an arrow	All; Participants, customers, staff	1	4	4 LOW	<ul style="list-style-type: none"> - All participants to shoot from the same line and to always have the bow & arrow pointed down range. - Warning & stop commands to be explained in safety brief. - Waiting participants to be kept in the waiting area. - Instructor to be vigilant throughout session. - No arrows to be left on the shooting line during arrow collection.
Inappropriate clothing, entanglement of clothing, hair, jewellery etc	Participants	2	1	3 LOW	<ul style="list-style-type: none"> - All participants to wear the appropriate clothing for the activity: long sleeves, closed toe shoes. - All jewellery etc to be removed, long hair must be tied back and loose clothing removed.
Bow string hitting inner arm	Participants	3	1	3 LOW	<ul style="list-style-type: none"> - Long sleeves to be worn & arm braces worn as PPE if necessary. - Bows of appropriate size & design for children to be used, instructor to check equipment before & after use.
Falling onto arrow while in quiver or ground	Participants	1	3	3 LOW	<ul style="list-style-type: none"> - No running on the archery range. - Always walk down the side of the range and not towards the boss, approach arrows from behind where possible. - Activity shall only be permitted in daylight, postpone activity in poor weather conditions & reduced visibility.
Equipment failure, inappropriate use of equipment	Participants	2	3	6 LOW	<ul style="list-style-type: none"> - Instructors to give safety briefing to all participants at the start of the session & to supervise the activity closely. - Manager to ensure regular inspections of all equipment and range are undertaken and relevant paperwork to support this is available in the office. - Instructor to inspect equipment before and after use, to ensure that all equipment is stored away correctly after the session.
Adverse weather conditions & exposure to environmental factors.	All; Participants, Leaders, Staff	1	4	4 LOW	<ul style="list-style-type: none"> - Appropriate clothing for the weather to be worn by all. - Manager / instructor to check weather forecast; not to be undertaken in strong winds, heavy rain or thunderstorms. Instructor to assess & make a decision.

Existing medical condition	Participants, customers	2	3	6 LOW	<ul style="list-style-type: none"> - Leaders to ensure the appropriate health & parental consent forms are used. - Ensure necessary medication available if needed. - Information about existing medical conditions to be shared with the instructor and leaders. - Ensure all leaders are aware of the OAC's accident / emergency procedures. - Group to have access to a mobile phone.
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Operating Notes:

- All instructors must hold an Archery GB qualification and adhere to the GB rules.
- The range must be set out as per the Archery GB rules and regulations with marked areas for shooting and waiting with arrow-stop netting provided where overshoot areas cannot be guaranteed. Bosses must be secure to prevent them falling when arrows are withdrawn.
- Group size must not extend the Whiteley Wood policy of 8 participants per hour.
- The Archery range and all equipment must be checked regularly by the Centre Manager & the paperwork to support this must be available in the office.
- Correct arrow length must be used with the correct size bows; shorter arrows must **never** be used for the adult size bows to avoid arrows dropping off the arrow rest during the draw.

Signed:

On behalf of:

Date:

Likelihood of Occurrence	Severity of Outcome				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)
2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)
3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)
4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)
5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)

Likelihood of occurrence X Severity of outcome = Risk Rating

Example:

Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)