

Activity	Archery		
Location		Map Reference	
Roadhead		Car Park	
Telephone Nearest		No.	
Mobile Communication link Available		Yes No	

GROUP FORMAT

Suitable for junior to adult able body groups. Special needs groups will need to be considered in relation to their individual needs.

HAZARD

Other venue users entering the shooting range.
 Other group members either taking part in the activity or spectators..
 Animals (*dogs, sheep, etc. see venue specific for detailed information*)
 Group member not keeping to the rules of no go zones and safety zones while waiting their turns.
 An archer turning away from the target with a loaded bow.
 Bow strings hitting arms and / or chest.
 Bow being fired with out an arrow in place (*dry shooting*)
 Over draw of the bow. (*Arrow not the correct size for the bow*).
 Group members not waiting till all other group members have finished shooting before retrieving their arrows from the target or ground.
 Removing of the arrow from either the target or ground.
 Returning back to the shooting line with the arrows.
 Damaged arrows (*bent arrow or missing fletcher*).
 Incorrectly strung bow.
 Equipment left unattended.
 Lost arrows.

Students failure to follow the instructions given.

Visiting staff unable to deal with the students they have brought along.

HAZARD TO WHOM

Other venue users - themselves, the group and staff.
 Other group members - Staff and the other group / activity members.
 Animals - the animal, staff and group members.
 Group member not following safety zones - Themselves, other group members and staff.
 Loaded bow pointing in wrong direction - Staff and other group members. Possible other venue users.
 String hitting arm/ chest - bow user.
 Dry shooting - bow user and possible other group members.
 Bow over drawn - bow user and possible other group members.
 Not waiting turn to retrieve arrows - group member entering the firing zone.
 Removal of arrows - Themselves and other group members and staff.
 Returning with arrows - Themselves, other group members and staff.
 Damaged equipment - Themselves, other group members and staff.
 Incorrectly strung bow - Themselves, other group members and staff.
 Equipment unattended - People who may see it and decide to have a go.
 Lost arrows - future site users.

Students failure to follow instructions. To OAS staff, the other students and other site users.

Staff unable to control students. To OAS staff, the other students and other site users

CONTROL

Other venue users entering the shooting range - Keep watch and define safety areas to students who are encouraged to be vigilante.

Other group members either taking part in the activity or spectators - Staff to keep other group members away from the activity area.

Animals (dogs, sheep, etc. see venue specific for detailed information) - Keep watch at stop shooting if any do stray into the area.

Group member not keeping to the rules of no go zones and safety zones while waiting their turns - Group are informed as to the safety zones and are remind of these areas throughout the session.

An archer turning away from the target with a loaded bow - Groups are informed at start of the sessions as to why not to and are remind through the session.

Bow strings hitting arms and / or chest - Group are informed of the dangers and are supplied with arm guards. Body posture is checked and corrected.

Bow being fired with out an arrow in place (dry shooting) - Group are informed of the dangers at the start of the session.

Over draw of the bow. (Arrow not the correct size for the bow) - Group are informed of the dangers at the start of the session. Staff to check arrow lengths being used are correct.

Group members not waiting till all other group members have finished shooting before retrieving their arrows from the target or ground - staff to control when arrows can be retrieved. Removing of the arrow from either the target or ground - Group are informed and demonstrated as to how to remove and carry back. Staff accompany group when retrieving and ensure guidelines are followed.

Returning back to the shooting line with the arrows - Group are shown how to carry arrows back at the start of the briefing session.

Damaged arrows (bent arrow or missing fletcher) - Staff check arrow at start of the session and are watch for any arrows being damaged during the session

Incorrectly strung bow - staff to string bows at start of the session. If all ready strung the staff should check that they are correct.

Equipment left unattended. - Do not leave equipment unattended or unlocked in transport.

Lost arrows - Check at end of session and inform the site of any lost arrows.

Students failure to follow instructions. OAS Staff to stop and cancel the session.

Staff unable to control students. OAS Staff to stop and cancel the session.

FURTHER ACTION

Review as sessions are delivered. Noting any difference which the venues may have which require noting and require amendments to the briefing session and the way in which the activity is delivered.

Date	December 2013	Carried out by	Stuart Igoe
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OAS/ OPPTS/ RISK/08