



## Risk Assessments

### **Archery**

Contained in the following pages are the risk assessments for Dukes Barn Archery sessions. These risk assessments have been carried out by the staff of Dukes Barn taking into account any entries to our accident / near miss report folder. These risk assessments are Reviewed periodically

Reviewed Periodically

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# Archery

<b>Benefit Statement</b>		<ul style="list-style-type: none"> <li>An enjoyable and rewarding sport. People are taught skills and have the opportunity to demonstrate their learning. There is a great sense of achievement in hitting the target and refining your skills.</li> </ul>		
<b>What are the hazards?</b>	<b>Who affected and Risk</b>	<b>What we are already doing / control measures</b>	<b>Further action required</b>	<b>Action required</b> Responsibility/dates due and completed
General	- Participant or bystander	<ul style="list-style-type: none"> <li>Code of Practice applies</li> <li>Suitably qualified &amp; experienced instructor (includes First Aid) Clear briefings &amp; supervision</li> <li>All accidents, near misses and incidents are recorded, and appropriate action is undertaken as required.</li> <li>Seek &amp; share information with similar providers. The instructor will be suitably qualified or experienced</li> <li>The instructor will inspect equipment before use</li> <li>The instructor will brief the group at the start and again during the session</li> </ul>	No further action is required at this time.	
Equipment Failure	- Participant	<ul style="list-style-type: none"> <li>All equipment checked prior to use.</li> <li>Regular checks, maintenance &amp; renewal</li> <li>Any broken arrows and bows to be removed from service for repair/replacement</li> </ul>	No further action is required at this time.	
Arrows shot toward others in the group	- Bystander or Participant	<ul style="list-style-type: none"> <li>Archery area clearly marked and fenced off for other visitors not participating in the session</li> <li>Always point arrow solely at target and nowhere else</li> <li>Safety signs must be in place</li> </ul>	No further action is required at this time.	
Walking into arrows	- Participant	<ul style="list-style-type: none"> <li>The instructor will maintain effective group control throughout the session</li> <li>Briefing on the correct way to retrieve arrows from the target, to look behind them before pulling them out, under close supervision</li> </ul>	No further action is required at this time.	
Bruising to inner arm or face by a string	- Participant	<ul style="list-style-type: none"> <li>Suitable clothing should be worn - long hair tied back, loose items including jewellery removed</li> <li>Arms must be covered, and Arm guards and finger tabs must be available for use.</li> </ul>	No further action is required at this time.	

# Archery

Misfire (Arrow falling/landing close to firing line)	- Participant	<ul style="list-style-type: none"> <li>Group briefed to leave arrow where it is until all participants have been told it is safe to collect their arrows of the correct length are used to prevent overdrawing</li> </ul>	No further action is required at this time.	
Holding arrows unsafely when walking back	-	<ul style="list-style-type: none"> <li>Group briefed on the appropriate way to walk back with arrows - Tips pointing down and not enclosed in a hand</li> </ul>	No further action is required at this time.	
Rebounding arrows	-	<ul style="list-style-type: none"> <li>Shooting line to be an appropriate distance from the target according to the ability of the group</li> </ul>	No further action is required at this time.	

procedures

## Archery

### Instructor requirements:

Current First Aid, Relevant NGB awards for the activity and or site-specific trained, with relevant experience

### Key briefing points:

- All equipment used should be suitable for its purpose.
- Instructors should inspect all equipment at the start of any session and remove any item they are not happy with for inspection by the Head of Centre.
- The safety net should be adjusted for use.
- Bows and arrows should be placed on/in stands in readiness for use.
- Specialist bows should be set up appropriately.
- Arm guards and finger tabs must be available for use.
  
- Two ropes must be laid out at an appropriate distance from the targets, one as a “firing line” (i.e. from which students will fire arrows), the second as a “safety line” (i.e. behind which everyone remains EXCEPT when firing)
- If appropriate for the safety and supervision of the group, sufficient seating will be arranged behind the safety line to enable all group members to sit down.

### Notices

Suitable notices must be posted to warn bystanders or visitors that an archery session is in progress.

### Personnel

- The group should be appropriately briefed before the session.
- The instructor should always be in a suitable position to supervise the whole group.
- No one else may enter the archery area during a session without the permission of the instructor in charge.

# Archery

## Operation

- The instructor will brief the whole

group and visiting staff on safety before coaching individuals on loading and firing.

- At an appropriate signal, selected individuals will step forward to the “firing line.”
- Loaded bows must always face the target area.
- NO ONE will step in front of the “firing line” until given permission by the instructor.
- Once all arrows have been fired, the instructor will organise the collection of spent arrows. If students are involved in this, instructions will be given on carefully removing arrows from the target and carrying them back safely.
- All bows must remain on the stands whilst arrows are collected from beyond the firing line.