# Risk assessment

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| **Name of**  **activity, event, and location** | **Wike Campsite - Archery**  **North Leeds Scout District**  **Backstone Gill Lane**  **Leeds**  **LS17 9JS** | **Date of risk assessment** | **June 2024** | **Name of person doing this risk assessment** | **Duncan Jefferies** |
| **Date of next review** | **June 2025** |

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| **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?** |
| Weather | All | * Weather to be assessed prior to activity and decision to be made by permit holder as to whether the session can go ahead. If weather deteriorates then the permit holder has the right to stop the session. |  |
| Terrain | All | * The range is to be sited on appropriate ground and consideration to be given to the state of the ground underfoot |  |
| Setting up of range | All | * Barricades to be set around the range to prevent accidental incursion onto the range. |  |
| Injury from use of equipment | All | * Arm guards to be available for all users if required. * Long hair to be secured back. * All equipment to be checked by instructor prior to start of session * All participants to be shown how to use the equipment appropriately and safely. This is to be enforced and anyone not adhering to the rules will be removed from the range. * A first aid kit should be available in the immediate vicinity |  |
| Flying Arrows | All | * Access to the range is restricted. * Access to the archery equipment including bows and arrows is controlled by the instructor. * Instructor(s) to be fully competent and training for running a range. * A suitably qualified leader must assume the role of Range Officer and is responsible for all aspects of safety’ * Range to conform to Archery GB standards. * Signage to be placed at the perimeter of the range warning people to keep clear of the area. * Other Groups on Site to be made aware of restricted access. * Activity to be halted immediately if any person or animal strays into the vicinity of the range. * Number of people at the firing points to be controlled by the instructor (Maximum of 6 per Leader, maximum per session – 12). |  |
| Equipment failure | All | * Equipment to be checked regularly and particularly before use |  |
| Injury to participant(s) and instructor(s) | All | * Instructor to give clear demonstration and instruction how to use a bow. * Participant to wear arm guards if appropriate * Instruction to be given on safe collection of arrows |  |
| Storage of equipment | All | * All bows to be ‘de-stringed’ and arrows put back into storage tubes. * Equipment to be kept in locked store. |  |
| Unauthorised use | All | * All bows and arrows to be removed from range after use and stored separately. |  |



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

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