

RISK ASSESSMENT FORM

Workplace	Buzz Active	Likelihood (L)	X	Severity (S)
Department	Children's Services	Almost Impossible	1	Insignificant (minor injury, no time off)
Risk Assessor	R Wilson	Unlikely	2	Minor (injury and up to 7 days off)
Room/Area	Bushy Wood Archery Range	Somewhat likely	3	Moderate (injury causing more than 7 days off)
Activity/Task	Archery Taster sessions	Likely	4	Major (death or serious injury)
Date reviewed	11/02/2025	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Teambuilding, learning new skills, fun, balance, co-ordination, communication, trust, self-esteem, problem solving, confidence	Low = 1-8	Medium = 9-14	High = 15-25

What are the significant, foreseeable, hazards? <i>(the dangers that can cause harm)</i>	Who is at Risk?	Current control measures <i>(What is already in place/done)</i>	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating				
			L	S	R		L	S	R		
Manual Handling	All	Bows and equipment to be placed in a trolley for ease of movement. When using the equipment, the correct size bow allocated to minimise strains, good briefing on posture and positioning to reduce twisting and back strains. How to hold the string and how to pull back safely reducing muscle fatigue.	2	2	4						
Archery range injury from damaged structure or area	All	Boundary lines, shooting area defined, visual check of area and structure, staff to remove any foreign objects and to report any damage.	1	4	4						
Behind the range- danger area	Other site users	Exclusion zone in place, signage, and barriers to mark 'drop zone'	1	4	4						

Shooting line- Persons (elbows)	Participants	Persons not shooting to be waiting in designated waiting area away from shooting area.	3	2	6			
Down range- persons in range area being struck by an arrow	Participants	Wait for signals from staff and walk down range only to one side of the targets. All bows to be hung up and no one to be touching the equipment whilst collecting arrows. Briefing on how to remove arrows safely from targets. Place hand on target and hold arrow from base of imbedded tip. Check behind you and gently pull out one at a time. Hold arrows pointing down and walk with them in hand. Briefing and clear instructions given at start and at intervals. Staff to dictate pace of session.	1	4	4			
Archers being injured by bows or arrows (static)-	Participants	Bows and arrows checked and maintained by staff. Briefing on how to safely handle items and where to store them (quiver stand/ bow hooks)	1	2	2			
Archers being injured by bows or arrows while shooting	Participants	Arrows to be kept in quiver stands until required. Always hang bow up when not in use. Only pick up bows when on the shooting line.	1	4	4			
Participants being injured by archers drawing and aiming bows	Participants	Briefing on loading, shooting, aiming, and recovering, all participants must wear appropriate arm guards and show appropriate handling and drawing of bows. Awareness of where to hold the string and the effects of fatigue on fingers and skin from the string.	1	3	3			

Arrows being shot in an unsafe manner	Participants	Specific commands such as 'come down' and 'safe/ stop' to be covered in safety brief. Staff to implement them as and when required during a session to control activity. All other participants to be waiting in area behind the 'waiting line'. Archers to be spaced out and straddling the 'shooting line'.	1	3	3			
Uneven ground, tree roots and mud, slippery ground when wet, brambles etc.	Participants	Area cleared and group briefed regarding uneven and slippery surfaces. Walking and not running, especially while carrying any equipment. Equipment to be transported using the trolleys provided.	1	3	3			
Environmental- Possible, sunburn, heat stroke or hypothermia, minor injury major injury from cuts and grazes.	Participants	Appropriate equipment worn - arm guards. Loose clothing to be removed/ tucked well away. Hair tied back. Suncream provided by parents or group leaders. All rules as above followed by all participants, clients to use shaded areas where possible. Water advised to be taken on session.	3	2	6			

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed
Review suggested by 2nd Willingdon Scout leader 24.5.21	R Wilson	NA	24/5/21
Review spelling and grammar/ errors spotted on comms from EDSA 9.5.24	R Wilson	10.5.24	10.5.24

Signature and review

Name of Manager:	R Wilson	Signature of Manager:	R Wilson	Date:	10/01/20
1st review undertaken:	Richard Wilson	Signature of Manager:	R Wilson	Date:	12/1/2021
2nd review undertaken:	Richard Wilson	Signature of Manager:	R Wilson	Date:	24/5/2021
3rd review undertaken:	Pip Lansdown	Signature of Manager:	P Lansdown	Date:	18/03/2023
4th review undertaken:	Pip Lansdown	Signature of Manager:	P Lansdown	Date:	19/1/2024
5th review undertaken:	Richard Wilson	Signature of Manager:	R Wilson	Date:	10/5/2024
6th review undertaken:	Richard Wilson	Signature of Manager:	R Wilson	Date:	11/02/2025