

Assessment of:	Onsite Orienteering and Archery	Location:	Mount Cook
Completed by:	Bernard Müller	Date of assessment:	December 2023
Reviewed by:	James Clarke	Next Review Date:	February 2026
Ratio:	1:12 Max and Min 1 Group Leader	Staff Competencies	<p>Must have suitable group management experience. In-house signed off by Activities Manager or Assistant Activities Manager.</p> <p>Other indicators of competency:</p> <p>Archery GB, BOF instructor, LL, HML, ML or equivalent.</p>
Activities covered:	Archery and Onsite Orienteering		

Hazard <i>(something with potential to cause harm)</i>	Risk <i>(How could hazard cause harm and to whom)</i>	Control Measures <i>(What is required to reduce risk)</i>	In place <i>(Y/N)</i>	Action Required	Action Owner	Residual Risk <i>(low / medium / high)</i>
Slips trips and falls	To All: Breaks, trips, falls and sprains	Areas used for the Archery session are checked prior to commencement to make sure they are suitable. Any potential hazards are pointed out to groups and unnecessary hazards are removed from the area as appropriate. Good instructor awareness and briefing.	Y	Clear briefing. Pre-use range checks.	Activity Staff	LOW

Low = Slight injury or minor ill health / It is highly unlikely that the harm would occur

Medium = Serious Injuries or significant health effects / There is a likelihood that harm may occur;

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		No running on the range. Participants instructed to hold equipment correctly. Help in group control from group Leaders.				
Equipment failure.	To: Archer and those in immediate vicinity. String may snap, bow limbs or riser may fail whilst shooting. Arrows may break on release. Fiberglass arrows may splinter.	Regular (monthly) inspection of strings and bows for wear. Equipment deemed to be unsafe replaced. Regular (every session) check arrows for loose or damaged nocks, loose points. Damaged equipment replaced/ repaired. Check fibre glass arrows for splintering, discard if deemed unsafe. Instruct new archers against “dry firing” bows, as this can lead to early limb failure. Do not use Fastflight strings or carbon arrows on wooden bows, as these can overstress the riser. Correct bowstrings sizes used to prevent early limb twisting/ failure.	Y	Quarantine damaged kit. Pre-use and post-use kit inspections. Careful bowstring selection during setup.	Activities Manager, Activity Staff	LOW
Target boss falling over	To Participants and Instructors: Target boss not secured, possibly resulting in	Only instructors to move and mount bosses. Bosses to be secured to the wall or ground- Never left propped on stands.	Y	Pre-use checks.	Activity Staff	LOW

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	injury to archer/ Instructor and/or damage to arrows.	Do not allow shooting to commence until all targets are appropriately secured.				
Arrow Length	To Participants: Arrows too short for the archer may be drawn off the arrow rest and loosed into the back of the riser or the bow hand.	Oversized arrows preferred. Arrow size clearly highlighted through use of different coloured fletching. Careful supervision of archers whilst drawing.	Y Y	Careful selection of kit for sessions. Good supervision.	Activities Manager, Activity staff	LOW
Collection of Arrows	To: Participants, Activity Staff Arrows in the ground may cause injury if walked/run into. Arrows in target are a hazard whilst approaching the target or when being removed from the boss; especially to eyes or face.	Archers instructed in these hazards and of the importance of approaching the target with caution. New archers instructed in correct technique for drawing arrows from boss, including importance of standing away from boss when others are pulling arrows. Appropriate footwear must be worn. All lost arrows are reported and every effort is made to locate them.	Y	Clear briefing. Participants only allowed to collect arrows if deemed competent by activity instructors. Archery sessions held in controlled areas with clearly defined boundaries and maintained undergrowth to enable realistic search areas.	Activity Staff	LOW

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Inadequate supervision.	To Participants: Falls from height, access out of bounds areas, safeguarding concerns. Slips, trips and falls leading to bruising, cuts, abrasions, head injuries. Potentially death.	Ratio of leaders to participants controlled to effectively manage the group. Safety brief given to all participants taking part in the activity. Teachers/ adults to supervise the behaviour of the group. Instructor is familiar with the set orienteering course and positioned to keep a visual or audible communication with the group. Participants instructed not to run.	Y	Clear briefing by Instructor.	Activity Staff	LOW
Getting Lost	Participants, Leader Injury	Participants paired up regular head counts. Briefing of pupils and staff on what to do if separated. Star orienteering method used if appropriate.	Y	Clear briefing by Instructor.	Activity Staff	LOW
Vehicles and other users on driveway.	To Participants and staff: Risk of Impact injuries, bruising, cuts, head injuries and death	Safety Brief at start of activity outlining potential hazards of car onsite. No vehicles permitted onsite (deliveries exempt) Speed limited onsite and intercom system prevents traffic through site.	Y	Site access control from reception. Clear briefing by Instructor.	Activity Staff	LOW
Exposure to extreme weather –	To Participants and staff: Hypothermia, frostbite, circulation problems, sun burn, heat stroke.	Daily weather forecast obtained. Kit list sent to all groups in advance, so all participants have suitable footwear,	Y	Clear briefing by Instructor. Monitor of weather conditions	Activity Staff	LOW

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cold, wet, heat and sun.		clothing and equipment to match expected conditions. Activity is cancelled if conditions determined to be dangerous or degrade on session. Spare clothing (gloves, hats fleeces, coats, boots) available close by. Sun cream if necessary.				
Poor Light/visibility	To Participants and Staff: Increased risk of slips trips and fall. Groups becoming separated from one another.	Session ended if conditions become unsafe, i.e. visibility poor and reschedule for better light. Sufficient light available (i.e. torches, spot lights, exterior lighting)	Y	Clear briefing by Instructor.	Activity Staff	LOW
Slips, Trips and Falls	To Participants and Staff: Breaks, Twists, Falls, Sprains	Close leader supervision during activities and rest periods. Suitable footwear will be worn by participants. Activity site checked by Activity Staff before all sessions and hazards cleared where appropriate. Good instructor awareness and briefing.	Y	Clear briefing by Instructor.	Activity Staff	LOW

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Heavy Bows	<p>To: Participants</p> <p>Use of inappropriate draw-weight bow may result in muscular or other soft tissue injury.</p>	<p>Beginners use lightweight bows. Instructors ensure they employ correct draw technique before graduating to heavier bows.</p>	Y	Adequate selection of bows available.	Activities Manager, Activity Staff	LOW
Shooting Control	<p>To: All in vicinity</p> <p>Inadequate control of shooting may result in personal injury to an archer or spectator. Potential severity could be fatal if controls are not maintained</p>	<p>Shooting must always be under the control of an experienced instructor acting as Field Captain. All archers must understand that this person is in charge of the shoot and must obey their commands. New archers are instructed as to the role of the Field Captain and the commands they are likely to give. Archers must be made familiar with and adhere to Archery GB Rules of Shooting. Any archer deemed by instructors or field captains not to be doing so should be asked to stop shooting and leave the field.</p>	Y	Clear briefing	Activity Staff	LOW
Arrows Shot Outside Safety Area	<p>To All:</p> <p>Arrows inadvertently shot outside of safety area may result in personal injury to spectators or archers.</p>	<p>Archers must not be allowed to use any form of “over-arm draw” and should ensure that the bow is not pointed at too extreme an angle. Whilst using the white range netting must be pulled over the top whilst</p>	Y	Careful supervision	Activity Staff	LOW

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	Potential severity of injury could be fatal.	Dell or zipwire is in use to prevent accidental overshoot.				
Arrows Rebounding	To Participants: Arrows may rebound towards group causing injury.	Minimum safe shooting distance must be observed. Arrows may still rebound beyond shooting line, however, if minimum distances are observed these arrows are considered spent and will not cause harm.	Y	Correctly set out archery range.	Activities Manager	LOW
People/Animals Straying into Safety Area	To All: A person or animal straying into the safety area may receive personal injury from arrows or other equipment projected towards the target.	Ensure that access past the shooting line is not accessible by accident and is secured before shooting commences. The Field Captain and all archers must remain vigilant and suspend shooting immediately if the safety area is violated. All grounds are deemed accessible to the public even if this involves trespass. Ensure that spectators and those waiting to shoot remain behind the waiting line. Ensure all participants are familiar with the commands to start and stop shooting. Do not allow anyone to cross the shooting line except when instructed	Y	Clear signage on approach to range Clear briefing from activity staff.	Activity Staff	LOW

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		to do so by the Field Captain/ instructor				
Bow string on release	To Participants: Bruising on the inner fore arm from the bow string when shooting. Bowstring may become caught on loose hair or clothing.	Ensure that archers tie back long hair and remove jewellery or loose outer garments, which could become caught. Require archers to wear arm protection to minimise possible injury and instruct in proper release technique. Encourage archers to have sleeves rolled down all the time. Close supervision, particularly during guided practice.	Y	Clear briefing	Activity Staff	LOW
Inadequate supervision.	To Participants: Falls from height, access out of bounds areas, safeguarding concerns. Slips, trips and falls leading to bruising, cuts, abrasions, head injuries. Potentially death.	Ratio of leaders to participants controlled to effectively manage the group. Safety brief given to all participants taking part in the activity. Teachers/ adults to supervise the behaviour of the group. Instructor is familiar with the set orienteering course, and positioned to keep a visual or audible communication with the group Participants not to run	Y	Clear briefing by Instructor.	Activity Staff	LOW

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Risk Assessment Checked by H&S or Line manager.

Name : Steve Turner CEO

Date of Review: 27th January 2025



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