

ACTIVITY RISK ASSESSMENT – Soft Archery (Self Led)

Activity	Persons affected	Details of hazard	Hazard severity	Risk level	Action
All locations	Participants, Instructors, Leaders	Fire	A	3	Follow Staff instructions. The leader should assist the children or young person if necessary
		Bombs	A	3	Follow leader instructions.
		Personal Attack	B	3	Stay calm and try not to provoke a response. If this young person is being attacked or attacking someone they should be removed from that environment.
		Electrical Equipment	A	3	Check the equipment looks safe to use. Report to The Old Pheasantry Manager if it doesn't.
All locations	Participants, Instructors, Leaders	Lone Working	C	3	Leader should be made aware of how to behave and react to incidents and behaviour. Where possible they should remain in the view of other staff. Leader of group to supervise any instructor led activity at all times.
All locations	Participants, Instructors, Leaders	Slips, Trips & Falls	B	3	Shoe laces to be tied up. Clear Briefing/Instructions, full understanding. Appropriate clothing and footwear to be worn. No running across the range. Keeping a clear and tidy range. (clear path from objects.) Being made aware of surroundings including rabbit holes or mole hills. Range layout suitable for use.

All locations	Participants, Instructors, Leaders	Injury/Illness	B	3	Clear Briefing/Instructions, full understanding of how to use the equipment. Leader to supervise at all times. First aid kit to be on site. Jewellery to be considered if able to become caught in equipment or outside areas. Ensure all Long hair is tied up/back as appropriate. Non-loose clothing to be worn. Leader of group to be aware of any medication required by the participants.
All locations	Participants, Instructors, Leaders	Behavioural Problems	C	3	Leader of group to supervise activities at all times and deal with any behavioural problems which occur Clear Briefing/Instructions, full understanding of the activity and safety precautions
Outside areas	Participants, Instructors, Leaders	Equipment	C	3	Before use inspection done by staff/manager when left for the group. Any broken equipment not to be used and the manager to be informed. Clear Briefing/Instructions, full understanding of how to use the equipment.
Outside areas	Participants, Instructors, Leaders	Falling trees/Woodland	B	3	Site Arborists report on trees obtained. Trees maintained appropriately All to be aware that small branches can fall down in the wind. Not to go in the woodland in severe weather such as lightening, storms and strong winds.

Outside areas	Participants, Instructors, Leaders	Wildlife	C	3	Area checked before use. Allergies (controlled by group leader) Pest control where appropriate. Do not attempt to touch any of the wildlife you see on site. Children/Young people must wash their hands after if touched any wildlife or plants.
Outside areas	Participants, Instructors, Leaders	Weather	C	3	Activity not to be used in severe weather such as lightening, storms and strong winds. Clear Briefing/Instructions, full understanding. Appropriate lighting when required. Appropriate protection in all weathers e.g. sunscreen in heat, coats in cold Water to be available for all participants and staff.
Outside areas	Participants, Instructors, Leaders	Environment	C	3	Floor covering to be made safe, removal of any objects that cause hazards as appropriate. Area for activity to be set up correctly. Visual checks for the area carried out.

Date completed: 24/07/25

Completed By Chloe Wharton

RISK RATING

Risk needs to be prioritised to ensure a swift reaction to the areas of most need and in order that resources can be effectively allocated. This can be carried out by using a risk rating formula, which should be appropriate to the circumstances. The formula below is based on measuring the severity of harm or consequences against the likelihood or probability of the hazard actually causing harm.

RISK RATING FORMULA

HAZARD (anything with the potential to cause harm. These may include substances, materials, plant, equipment, premises or processes) A = death, major injury, major damage or loss to property or equipment B = over three days worth of an injury, damage to property or equipment C = minor injury, minor damage to property or equipment	RISK (the likelihood or probability that a hazard will cause actual harm. Risk depends on a number of factors i.e. frequency of exposure to the hazard, control measures already in place, environmental conditions) 1 = extremely likely to occur 2 = frequency, often or likely to occur 3 = slight chance of occurring
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		HAZARD		
		A	B	C
RISK	1	A1	B1	C1
	2	A2	B2	C2
	3	A3	B3	C3

	A1	UNACCEPTABLE: must receive immediate attention to remove or reduce risk
	A2/B1	URGENT: must receive attention as soon as possible to reduce hazard or risk
	A3/C1	Must receive attention to verify if hazard (A) or risk (1) can be reduced. Check if satisfactory systems are in place
	B2	Should receive attention to check if hazard or risk can be reduced and the monitoring procedures are in place
	B3/C2	Low priority
	C3	Low priority