



Kenelm Youth Trust
 Alton Castle & Soli Retreat Centres
 Alton
 Staffordshire ST10 4TT
 T: 01538 703224 F: 01538 703613
 W: www.kenelmyouthtrust.org.uk

Alton Castle Activity Risk Assessment – Archery Guild Hall Range

HAZARDS	WHO IS AFFECTED	LIKELIHOOD	SEVERITY	RISK CONTROL MEASURE	COMMENT ACTIONS	RESIDUAL RISK
Carrying Archery equipment to & from the site. Children dry fire the bows	Visiting Children, Team Leaders, Teachers and Staff	Unlikely	Harmful	Children are shown how to hold equipment vertically using the handle not string. Children are told about the dangers of dry firing the bows before setting off. Activity Leader to carry the arrows. Children will never be allowed to move around with a strung bow and arrow at the same time.	Activity Leaders to account for all arrows	Low
Loose clothing and jewellery getting caught in bow string	Visiting Children, Team Leaders, Teachers and Staff	Likely	Slight Harm	Children given an opportunity to put on the correct clothing for the activity.	Leader to provide safety briefing.	Low
Children become unruly whilst waiting for their turn	Visiting Children, Team Leaders, Teachers and Staff	Likely	Harmful	Explain to the teacher how the session will run. Ask them to be responsible for children's behaviour management behind the waiting line.	Leader to provide safety briefing.	Low

A child walks into the path of another group member shooting an arrow.	Visiting Children, Team Leaders, Teachers and Staff	Very Unlikely	Harmful	Shooting and waiting lines clearly explained. The area is clearly marked. All the group Briefed on Immediate actions on the word Stop - the person shooting relaxes the string and awaits further instruction.	Leader to provide safety briefing.	Low
Hit by bow string	Visiting Children, Team Leaders, Teachers and Staff	Likely	Slight Harm	All participants to wear as a minimum a short arm guard on the inner forearm of the hand holding the bow.	Leader to ensure that equipment is available	Low
Muscle and arm injuries Face, Fingers and fore arms string injuries	Visiting Children, Team Leaders, Teachers and Staff	Likely	Slight Harm	Arm guards to be worn by all. One to one coaching on first attempt should prevent string injuries, followed by group supervision on subsequent turns	Leader to provide safety briefing.	Low
Children allowed to collect arrows possible eye, foot leg injuries	Visiting Children, Team Leaders, Teachers and Staff	Likely	Harmful	The children are given a briefing and demonstration before they are allowed to collect arrows. Strictly no running on the range.	Leader to provide safety briefing.	Low
Target bosses falling over	Visiting Children, Team Leaders, Teachers and Staff	Unlikely	Harmful	Target bosses are fitted with a large foot plate. Correct technique employed to remove arrows,	Leader to provide safety briefing.	Low

Undisciplined Shooting	All.	Unlikely	Harmful	Clear warning signs displayed on every approach to the range. Instructor to visually inspect the site for fishermen and advise them of the activity about to take place.	Exclusion zone created around the activity as detailed in the GNAS handbook.	Low
Latex allergies from balloons. Asthma Attacks/other medical conditions	Visiting Children, Team Leaders, Teachers and Staff	Likely	Harmful	All medical information will be declared in advance. Teachers advised of suitability of activity. All current medicines and inhalers to be taken on the activity.	Leader to provide safety briefing.	Low

Minimum Qualification to lead this Activity under the auspices of Alton Castle is Archery GB Instructor Award or staff who have had their competence confirmed by an appropriately qualified and experienced technical adviser.

Risk assessment Conducted By / Qualification	Reviewed By	Date	Next review scheduled	Signed	Signed Off By
Dom Salter Archery GB Instructor	Dom Salter	23 rd May 2019	May 2020		