

Risk Assessment ~ Chigwell Row - Soft Archery

Location/activity (brief description): Chigwell Row Camp Site Activity: Soft Archery	Date of Risk Assessment: Jan 2020	Review date: Jan 2021	Compiled by: YS & TH
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Hazards <i>What could cause harm or damage?</i>	Who or what is at risk of being affected and how?	What are you already doing? <i>How have you reduced the risk already?</i>	Likelihood of Risk Occurring Score:1-5	Severity of Risk Score 1-5	=Level of risk Likelihood x severity	Are further controls necessary? <i>What else needs to happen to reduce the risk to an acceptable level?</i>	Action by: name & date
Participant numbers exceed permitted level	All	Recommended number of archers - 12 (plus adult leaders)	1	2	2	Information provided before and on booking re numbers of participants. Instructors will offer further sessions time permitting if numbers exceed maximum.	Instructor: Ongoing
Equipment tampered with	Participants	Equipment locked away when not in use All equipment checked on monthly and daily basis and visually during sessions.	1	2	2		Chigwell Row site staff: Ongoing

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Sporting injury	Participants	<p>In house trained instructor.</p> <p>Controlled group sizes to insure everyone is seated in safe area.</p> <p>Instructor to ensure all members of the group are aware of the risks and to be alert to anyone crossing the shooting line.</p> <p>All participants to wear arm braces if their clothing does not cover their arms. Instructor to be aware of anyone with a hyper extended elbow joint and coach them on how to better hold the</p>				Adult to supervise group while waiting on the bench	Instructor: Ongoing

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		<p>bow.</p> <p>Participants to be made aware of any possible trip hazards and told not to run during the session.</p> <p>All participants to be reminded that they are holding a loaded weapon that must never be pointed at anyone. Anyone doing so will be removed from the session.</p>					
Person Straying onto Range area	All	<p>Marked out range, back drop used to catch arrows or suitable safe over shoot distance.</p> <p>Instructor to be aware of danger</p>	1	2	2		Instructor: Ongoing

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Instructor Protocol	All	All instructors aware of risk assessment, range protocol and session plans for Chigwell Row Range	1	2	2	Ongoing staff training - Arrows archery instructor training offered for young staff team.	Instructor: Ongoing

Risk assessment checked by member of Risk Group	Date	Signed
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Risk Assessment scoring ~

A scoring system has been used to determine level of risk. A score (1-5) has been given for the **likelihood/frequency** of the exposure to risk and a score [1-5] to the **severity/consequence** of the outcome. By multiplying the two scores, a score can then be calculated to determine the “level” of risk, which can inform decisions as to whether any further actions are required to reduce the risk.

E.g. Likelihood/frequency of exposure to risk [2] x Severity/Consequences of outcome [2] =

Likelihood	Severity /Consequences	4
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	1 None	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 - Rare	1	2	3	4	5
2 - Unlikely	2	4	6	8	10
3 - Possible	3	6	9	12	15
4 - Likely	4	8	12	16	20
5 - Almost Certain	5	10	15	20	25

Green - Risk well managed **Amber** - Further controls should be put in place **Red** - This activity should NOT take place until risk is significantly reduced