

# Above & Beyond

*Developing  
Potential*



## Archery

## Risk Assessment & Session Plan

### May 2016



Review Date: May 2017



<b>ARCHERY RISK ASSESSMENT</b>						
<b>What are the Hazards?</b>	<b>Who may be harmed and how?</b>	<b>What are you already doing to minimise risk?</b>	<b>What Further action is necessary?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Completed</b>
*Any Medical Conditions the Instructor should know about?	The participant with the condition	Collecting consent forms	Awareness - For Example  Diabetes - are glucose levels good; is the session taking place through a meal time?  Asthma – is the persons inhaler to hand?	Above & Beyond Instructor	At the beginning of session	
Warm up stretches	Participants	Proving bungee cord and straps and instructing on a gentle warm of the muscles being used through he session	Be aware of injuries and participants who are struggling	Above & Beyond Instructor	See Session Plans from Instructor before Session	
Waiting Line	Participants	Ensure seating at the waiting line  Point out in Safety Talk	None	Above & Beyond Instructor	See Session Plans from Instructor before Session	
Shooting Line	Participants	Ensure a physical line is present  Point out in Safety Talk	Make sure my coils of string is in Archery Box to make a physical shooting line	Above & Beyond Instructor	See Session Plans from Instructor before Session	

<b>ARCHERY RISK ASSESSMENT</b>						
<b>What are the Hazards?</b>	<b>Who may be harmed and how?</b>	<b>What are you already doing to minimise risk?</b>	<b>What Further action is necessary?</b>	<b>Action by whom?</b>	<b>Action by when?</b>	<b>Done</b>
Walking in Archery Area	Everyone	Ensuring emphasis is made during safety talk	Keep eyes open ask other adults to take note	Above & Beyond Instructor	See Session Plans from Instructor before Session	
Getting hit by arrows	Everyone	Ensuring emphasis is made during safety talk	Keep eyes open ask other adults to take note	Above & Beyond Instructor	See Session Plans from Instructor before Session	
Walking into arrows	Everyone	Ensuring emphasis is made during safety talk	Keep eyes open ask other adults to take note	Above & Beyond Instructor	See Session Plans from Instructor before Session	
Bruising to arm	Everyone	Issuing arm guards		Above & Beyond Instructor	See Session Plans from Instructor before Session	
Catching hair/jewellery	Everyone	Ensuring jewellery is removed and long air is tied back	none	Above & Beyond Instructor	See Session Plans from Instructor before Session	
Misbehaving	Everyone	Ensuring emphasis is made during safety talk on behaviour expectations	Sanctions for dangerous behaviour	booking organisation Staff  Above & Beyond Instructor		

Items marked with a \* can be establish with a cover letter and consent/medical/health form obtained before the session.

Above & Beyond will supply Activity & Medical Consent form

Below are examples to include in your information to parents/carers

- When attending the session participants should be dressed appropriately for example long sleeves, fully covering shoes/trainers/boots nothing open toe/foot
- Please complete the attached Activity & Medical Consent form stating any illness or medical condition we should be aware of.
- Water and Drinks should available during the session.
- All safety gear is provided and all Above & Beyond Staff are Archery GB trained instructors.

**No more than 12 Young People**

**Session Plan 1 – Beginners Programme (New Group)**

- Introductions
- Warm Up
- Safety Talk
- Safety Gear
- Demonstration  
Using the Bow Shooting  
Collection of Arrows
- 1st go with close instruction
- 2nd go with close instruction
- 3rd go Free Play
- Break
- Game - 5 Arrows, 5 Colours
- Game – Top Score
- Help to pack kit away
- Depending on Time  
Pop a Balloon

**No more than 12 Young People**

**Session Plan 2 – Follow up Session (for a group that has completed Session 1)**

- Introductions
- Help set up and Check Kit
- Warm Up
- Safety Talk Recap, asking Young People what they remember
- Safety Gear
- Demonstration – if needed – can a Young Person Demonstrate?  
Using the Bow Shooting  
Collection of Arrows
- 1st go with close instruction
- Break
- Game - Pop a Balloon
- Game – 3 to 0 Balloons, cross range shooting
- Help to pack kit away and kit check

..... Group

**Venue:** **Name and position of person doing check:** **Date of check:**

N.B. A new risk assessment form must be completed at the start of each season, to ensure you cover the group should the incident happen again and any resultant changes made to the delivery of the session

**PLAYING/TRAINING AREA**

Check that the area and surroundings are safe and free from obstacles. **Is the area fit and appropriate for activity?** Yes No  
(e.g check floor, roof leaks, lighting, heating, security and welfare arrangements) If no, please outline the hazard, who may be at risk and action taken, if any.

**EQUIPMENT**

Check that it is fit and sound for activity and suitable for age group/ability. **Is the equipment safe and appropriate for activity?** Yes No  
(e.g check there is no equipment left from other activities or obstructions left in the sporting area. If no, please outline unsafe equipment, who may be at risk and action taken, if any.)

**PARTICIPANTS**

Check that the attendance register is up to date with medical information and contact details. Check that participants are appropriately attired for the activity.

**Is/are the register(s) in order?** Yes No (If no, please outline current state and action taken, if any.)

**Are participants appropriately attired and safe for activity?** Yes No (If no, please outline unsafe equipment/attire and action taken, if any.)

**EMERGENCY POINTS**

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

**Are emergency access points checked and operational?** Yes No (If no, please outline the issues and action taken, if any.)

**Is a working telephone available?** Yes No (If no, please outline the issues and action taken, if any.)

**Are emergency procedures published and accessible to those with responsibility for sessions in the club?** Yes No

(If no, please outline what information is missing and action taken, if any.)

**Does the group need to take any further action? (If yes, please specify.)**

SIGNED: DATE:

Name: