

Above & Beyond

*Developing
Potential*



Team Building Risk Assessment & Session Plan

August 2016

Review Date: August 2017

ARCHERY RISK ASSESSMENT						
What are the Hazards?	Who may be harmed and how?	What are you already doing to minimise risk?	What Further action is necessary?	Action by whom?	Action by when?	Completed
Trips & Falls	Participants	Good safety brief at the beginning of each activity	Keep first aid kit near by	Instructor		
Equipment Failure	Participants	Check all equipment at the end of each session	Replace damage equipment and do not use	Instructor/Line Manager	ASAP	
Lifting and Carrying	All	Instruct on how to carry equipment Or work from equipment store Or work from trailer	Ask two people to help each other	Instructor		

The venues

Venues can be indoors or outdoors and could include a variety of different terrains from field, tarmac areas, woodland for example

Staff qualifications and ratios

There is no Governing Body Qualification for this activity but instructors should hold a current first aid certificate and have been approved by a Director to lead the activity and have overall responsibility for the safety of the group

Group Size can be up to 10 to 40 plus, with larger groups we expect the participating organisation to supply adult leadership to manage behaviour and to encourage participation

Equipment

1. All equipment should be checked prior, during and after use for excessive wear or damage and if any is found it should be marked clearly and withdrawn from service.

2. Participants and instructors should wear clothing appropriate to the conditions and advice will be given on this before the session takes place. Long sleeves and trousers.

3. There should be a method of transport available for emergencies and instructors must always have group emergency kit available.

Other Safety points.

Participants should remove all rings and any jewellery that may interfere with handling and moving equipment. Long hair should be securely tied back and any loose clothing removed or secured. Shoes should be securely fitted and objects removed from pockets that could fall out. Participants while not involved in the activity should remain in a secure area as designated by the instructor.

Medical Conditions*

Be aware of any medical conditions within the group

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 and Equipment is provided.

Session Plan 1 – Beginners Programme (New Group)

- Introductions
- Human Bingo or Toilet Role Game
- Birthday order without taking
- Hoola Hoop Game
- Large Sit Down Circle
- Drinks Break
- Line tallest to shortest - Split into groups
- Space Hopper Race
- Space Hopper Wars
- Space Hopper Jousting
- Ski Races
- Land Raft Race

Wet Weather (Inside)

Parachute Games

- Popcorn
- Swop over
- Cat and Mouse

Ski Races

Sedan Chair Building

Session Plan 2 or 3 – Follow up Session (for a group that has completed Session 1)

- Bridge Building

Session Plan 2 or 3 – Follow up Session in a Swimming Pool if available

- Ring Game
- Bal Game
- Bottle Game
- Relays
- Polo
- Crocodile Joust
- Duck Swim