

# Braeside Education Centre - Activity Risk Assessment



<b>Assessment of:</b>		Archery		<b>Venue:</b>	Braeside education centre – Archery range / lower field	
<b>Assessor:</b>		Josh Simons		<b>Date:</b>	Jan 2025	<b>Review Date:</b> Jan 2026
ID	Hazards Identified	Persons at Risk	Current Risk Factor (High, medium or low)	Actions to be Taken to Minimize each Risk		New Risk Factor (High, medium or low)
	le: what can cause harm?	le: who could be harmed by the hazard?	le: determine the level of risk	le: what action can you take to lower the level of risk		le: risk factor after action taken to minimize the risk
❖ Section??						
1	Slips, Trips and Falls	<ul style="list-style-type: none"> <li>All Participants</li> <li>Braeside Staff</li> <li>School Staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Good clear briefing of dangers</li> <li>Clear boundaries</li> <li>Clear notification to group of obstacles and holes</li> <li>Supervision</li> <li>First aid kit to be available</li> </ul>		Low
2	Fences, gates and steps	<ul style="list-style-type: none"> <li>All Participants</li> <li>Braeside Staff</li> <li>School Staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Brief group to stay on path, steepness of steps &amp; barbed wire fence.</li> <li>Supervision</li> <li>First aid kit to be available.</li> <li>Handrail available from start of step ground</li> </ul>		Low

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3	Injury from flying arrow	<ul style="list-style-type: none"> <li>All Participants</li> <li>Braeside Staff</li> <li>School Staff</li> <li>Public</li> <li>Animals</li> </ul>	High	<ul style="list-style-type: none"> <li>Session to be run by qualified archery GB instructor or in house trained and assessed staff.</li> <li>Clear guidance to be given on spectator's area, waiting and shoot line.</li> <li>Instructor to demonstrate correct use of bow including where to point, how to load, when to fire and when to collect.</li> <li>Range commands to be clearly communicated and understanding checked to group before shooting.</li> <li>No arrow to be left at shooting line when bows are unattended.</li> <li>Clear signage to be put out to warn any members of the public who stray off footpath.</li> <li>Stop command to be used by anyone if anything is spotted in shooting/fallout area.</li> </ul>	low
4	Rebounding object	<ul style="list-style-type: none"> <li>All Participants</li> <li>Braeside Staff</li> <li>School Staff</li> <li>Public</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Shooting range to be set up to archery GB have a go range requirements all marked out with ropes &amp; signage.                             <ul style="list-style-type: none"> <li>10 meters from shooting line to targets</li> <li>20 meter over shoot</li> <li>10-16 meter side safety shooting lines</li> </ul> </li> </ul>	Low
6	Damage/misuse of equipment	<ul style="list-style-type: none"> <li>All Participants</li> <li>Braeside Staff</li> <li>School Staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>All Equipment to be check and recorded by an archery GB instructor or in house train and assessed staff.</li> <li>School staff or second adult to be present to help with group management. (If needed)</li> <li>Group always to be closely supervised.</li> <li>3 shooters max on guided shooting (first goes)</li> <li>Max of 6 shooters for free shooting (instructors discretion)</li> </ul>	Low

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7	Removing arrows from bosses (target)	<ul style="list-style-type: none"> <li>All Participants</li> <li>Braeside Staff</li> <li>School Staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Instructor choice if group are to remove own arrows</li> <li>Clear brief and demo to be given on: <ul style="list-style-type: none"> <li>Where to walk to bosses (downside of range)</li> <li>How to approach bosses (from behind)</li> <li>How to hold and remove arrows</li> </ul> </li> <li>Instructor to supervise group when removing</li> <li>Splinters from arrows see ID 6</li> </ul>	Low
8	Stepping over shooting line	<ul style="list-style-type: none"> <li>All Participants</li> <li>Braeside Staff</li> <li>School Staff</li> </ul>	High	<ul style="list-style-type: none"> <li>Clear instructions that the Shooting line is not to be passed, participant to walk to targets alongside of range.</li> <li>Instructor to stand in view of shooting line to call stop if anyone steps over.</li> </ul>	Medium
9	Poor Behaviour	<ul style="list-style-type: none"> <li>All Participants</li> <li>Braeside Staff</li> <li>School Staff</li> </ul>	High	<ul style="list-style-type: none"> <li>Safety briefing given at start of session and reiterated throughout.</li> <li>Constant monitoring of group</li> <li>Early intervention</li> <li>Abandonment of session should instructor deem it unsafe to continue due to poor behaviour/ external factors</li> <li>School staff or second adult to be present to help with group management. (If needed)</li> </ul>	Medium
10	Animal/animal faeces & litter	<ul style="list-style-type: none"> <li>All Participants</li> <li>Braeside Staff</li> <li>School Staff</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Area to be check at setup for litter or faeces. Moved or marked. Group to be warned.</li> <li>Whole field to be check for livestock pre session.</li> <li>Session to be brought to a stop if animals come in to shooting area or close by.</li> </ul>	Low

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11	General public	<ul style="list-style-type: none"><li>• All Participants</li><li>• Braeside Staff</li><li>• School Staff</li></ul>	Low	<ul style="list-style-type: none"><li>• Signage to be put up to keep public out of archery area.</li><li>• Session to be stopped if public enter.</li><li>• School staff to manage group and instructor to speak to public.</li><li>• If any hazard is present by any members of public, school staff to take group back to Braeside house,</li><li>• Instructor to remove arrows and bows then report to lead instructor or management for further instructions.</li></ul>	Low
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