

## Braeside Education Centre - Activity Risk Assessment



Braeside Education  
Centre

<b>Assessment of:</b>		Archery		<b>Venue:</b>	Braeside education centre – Archery range / lower field	
<b>Assessor:</b>		Josh Simons		<b>Date:</b>	Jan 2026	<b>Review Date:</b> Jan 2027
<b>ID</b>	<b>Hazards Identified</b> le: what can cause harm?	<b>Persons at Risk</b> le: who could be harmed by the hazard?	<b>Current Risk Factor (High, medium or low)</b> le: determine the level of risk	<b>Actions to be Taken to Minimize each Risk</b> le: what action can you take to lower the level of risk		<b>New Risk Factor (High, medium or low)</b> le: risk factor after action taken to minimize the risk
<b>❖ Section??</b>						
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

## Braeside Education Centre - Activity Risk Assessment



Braeside Education  
Centre

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 checked and recorded by an archery GB instructor or in house trained 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

## Braeside Education Centre - Activity Risk Assessment



Braeside Education  
Centre

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 giving 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 with both feet.</li> <li>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 with both feet.</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 checked 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

## Braeside Education Centre - Activity Risk Assessment



Braeside Education  
Centre

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
----	----------------	--	-----	---	-----