**RISK ASSESSMENT FOR 1ST ELGIN SCOUT GROUP REGARDING ARCHERY inc COVID**

**Maximum Group size is 30**

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| **Name of Section or Activity** | 1st Elgin Scout Group | **Date of risk assessment** | 31 05 21 | **Name of who undertook this risk assessment** | Andre Govier | **COVID-19 readiness level transition** | Yellow |

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| **What are the Hazards/risks?** | **Who might be harmed** | **Controls Required** | Action |
| **Spread of Covid-19** | Young people, leaders & helpers | Hand Washing & sanitizing, Cleaning, Social Distancing and Symptoms of Covid-19 is all covered by 1st Elgin COVID Yellow RA at [COVID-19 – 1st Elgin Scout Group return plan Yellow – 1st Elgin Scout Group](https://1stelginscoutgroup.co.uk/covid-19-1st-elgin-scout-group-return-plan-yellow-level)  Group arriving to carry out track and trace  Additional measures to be in place:   * Hand sanitizer, sprayer, and wipes to be at archery station. * Maintain 2m where possible and 1m when really required * 2m lanes * 2 only shooting. * No hands-on help * All equip thoroughly wiped down before and after individual use. | Instructor’s |
| **Equipment failure** | All Participating in Activity | * All the equipment should be visually inspected immediately before use. | Instructor’s |
| **Faulty or Damaged Equipment** | All Participating in Activity | * All equipment should be subject to inspections both on a monthly and yearly basis. * Faulty or Damaged equipment withdrawn. | Instructor’s |
| **Improper Handling & use of Equipment** | All Participating in Activity | * All persons should have adequate instruction and training in using the equipment for its intended purpose. * Safety briefing to all Participants | Instructor’s |
| **Shot by an arrow** | All | * Safety information stated in the brief and reinforced throughout the session. * Tie back long hair to prevent entanglement * Safety command explained and reinforced throughout the session * Firing Line to be identified to all Participants * Arrows only to be touched following the start command * Adequate instruction and training required * No one to load their bow until they are standing astride the firing line * Any person(s) nearby either fence line looking down the range the activity must be STOPPED IMMEDIATELY * Once a participant has shot all three arrows they are to await the other shooters to finish then retire from the firing line and await further instructions. * No one is to distract a person when they are in the act of loading an arrow or shooting. | Instructor’s |
| **Falling onto an arrow** | All Participating in Activity | * Participants warned not to run when carrying arrows. Covered during Safety Briefing * Arrows to be carried with points safe – pointing to the ground. | Instructor’s |
| **Hit by falling target** | All Participating in Activity | * Participants to place their hand on the target prior to pulling out the arrow to anchor the target. Covered during Safety Briefing * Difficult to reach or deeply embedded arrows to be withdrawn by staff only | Instructor’s |
| **Hit by an arrow** | All Participating in Activity | * Participants to place their hand on the target prior to pulling out the arrow to anchor the target. Covered during Safety Briefing * Difficult to reach or deeply embedded arrows to be withdrawn by staff only | Instructor’s |
| **Running into an arrow** | All Participating in Activity | * When moving around the shooting area participants are not allowed to run at any time. Covered during Safety Briefing | Instructor’s |
| **Strained joints** | All Participating in Activity | * Bows with appropriate draw strengths to be used for Participants Covered during Safety Briefing | Instructor’s |
| **Sore fingers** | All Participating in Activity | * Finger tabs to be available to all participants should they need them. Personal Protective Equipment to be worn | Instructor’s |
| **Hit by bow string** | All Participating in Activity | * All participants to wear as a minimum a short arm guard on the inner forearm of the hand holding the bow or ensure long thick jacket sleeves. Personal Protective Equipment to be worn | Instructor’s |
| **Lifting Heavy or Awkwardly Shaped Objects** | All | * Ensure equipment eg. Trolleys are used where appropriate. Use of PPE (Personal Protective Equipment) * Ask for help from others, work within your physical limits * Consider the working environment – nature of the terrain | Instructor’s |
| **Adverse Weather for outdoor activities** | All | * Adverse weather could result in hypo/hyperthermia. Leaders to make the decision if the session will go ahead or continue before activity start. * SL to check weather forecast pre event. * Have a robust recall procedure for parents if weather worsens. | Instructor’s |
| **Incident Management** | Young people, leaders, and helper | * Dealt with dynamically based upon the situation. * Minor injuries will be dealt with using first aid with a follow up call to the parents as required. * Serious injuries will be dealt with by the emergency services. * In all cases the activities will cease, and all will socially distance at a separate location from the casualty. One Leader will manage the other participants whilst First Aid is administered to the casualty. * If a first aid kit is required, the COVID first aid kit is to be used (marked). This contains a Visor, masks, gloves and the usual contents. If used the GSL is to be informed. * Emergency/Accident procedures should be followed in line with the Purple Card. * If practical and time permitting, face masks will be worn whilst treating casualties, gloves should also be worn as part of extant first aid procedures * First aid kits equipped with supply of disposable masks and gloves | Instructor’s |
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| **Checked by Line Manager** | Name, A. Govier  Role / level GSL  Date | **Checked by Executive** | Name  Role  Date |
| **Notification of level change** | Date and by who | | |

Checklist

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1. Is weather suitable?
2. Names (young people and leaders) for night allocated.
3. Cones in place
4. Table with hand sanitizer in place at gate and archery
5. Toilet cleaned & prepared pre event
6. Kitchen cleaned & prepared pre event
7. Equipment wiped down
8. Leader at main gate and directs young person to cones or hall
9. At start of session young people use sanitizer
10. Leader takes attendance sheet and keeps copy safe
11. Young people briefed
12. Gates shut after last arrival
13. At end of session young people use sanitizer
14. Controlled departure through appropriate gate
15. Toilets cleaned post event
16. Kitchen cleaned post event

## **Shooting Safety Rules**

* Never point your bow at anyone, even if there’s no arrow drawn
* Never fire the arrow high into the air as you cannot predict where it’s going to land.
* Keep your arrow aimed towards the ground as you nock it.
* It’s strongly recommended that you wear an arm guard.
* Never draw an arrow if there are any people between you and your target, even if you don’t intend to shoot yet.
* Never over-draw your recurve bow (over-drawing is when you pull the string further than the actual length of your arrow).
* Take off your watch and/or jewelry before you begin shooting.
* Never dry fire your bow (pulling and releasing the string without an arrow seated); Indoor/Outdoor Range Safety Rules
* Listen carefully to commands given by your instructor. If you can’t hear them, ask the instructor to speak louder.
* Make sure the range you shoot at has a first-aid kit.
* Never run while retrieving your arrows; you could hurt yourself with an arrow lodged in the ground,
* Keep standing behind the shooting line and never cross it until the instructor gives a clear command for everyone to stop shooting.
* Do not nock or draw an arrow unless you are at the shooting line and unless the instructor has given everyone the command to do so.
* If you drop anything in front of the shooting line, even if it’s within reach of your arm, **do not retrieve it**until the command has been given for everyone to stop shooting
* If you hear the command “HOLD,” do not shoot an arrow even if it’s already nocked and the bow is drawn.
* Walk, do not run, on the archery range.
* Always walk with arrows pointing downwards with hand over points



