

Assessment Title: <b style="font-size: 1.2em;">West Leeds Activity Centre – Indoor Archery</b>	Ref No: <b style="font-size: 1.2em;">Spw 02</b>
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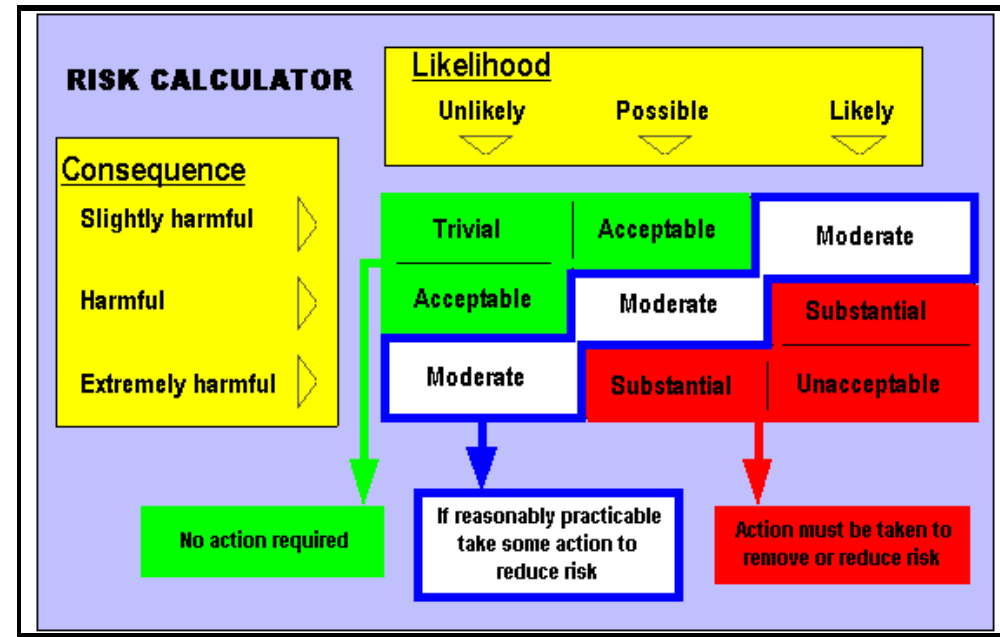
School Name: <b style="font-size: 1.1em;">West Leeds Activity Centre</b>	School Address: Lenhurst Ave Leeds LS12 2RE
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Date Assessment Undertaken:06/01/20	Name of Assessor (print): Hannah Smith	Assessors Signature: H.Smith	Assessment Review Date:06/01/21
Name of Headteacher / Centre Manager (print): Vince Foster	Centre Manager Signature: V.Foster		

Main Legislation and/or Information Source:	- Health & Safety at Work Act 1974 - Management of Health & Safety at Work Regulations 1999 - Provision & Use of Work Equipment Regulations 1998 - Control of Substances Hazardous to Health Regulations 2002 (as amended)
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**Guidance:**

- The aim of this risk assessment is to provide general information on the type of hazards employees and/or pupils as well as others who may be involved are exposed to. It is likely this assessment will need to be amended to reflect your specific circumstances
- If you amend this sample risk assessment you must re evaluate the risk ratings in line with your amendments.
- If you do not amend the risk assessment you are agreeing that you will apply all the control measures that are identified
- **IF AFTER FOLLOWING IMPLEMENTATION OF ALL CONTROL MEASURES THE RISK RATING IS STILL SUBSTANTIAL OR ABOVE CONTACT THE HEALTH, SAFETY& WELLBEING TEAM.**



Sample Risk Assessment for Childrens Services

Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial
Injury due to equipment failure	Participants and staff	Moderate	<ul style="list-style-type: none"> <li>• Staff to inspect equipment before and after use</li> <li>• Staff to discuss respecting equipment with young people before and during the activity.</li> <li>• Staff to monitor behaviour and the use of the equipment at all times</li> <li>• Use of nationally qualified staff delivers group briefing.</li> <li>• Instructor to carry bows and arrows (in arrow tube) to range. Any misuse of equipment the instructor has the right to suspend session.</li> </ul>	Acceptable	Instructor
Major injury Young people/staff Group members being shot by arrow	Participants and staff	<b>Substantial</b>	<ul style="list-style-type: none"> <li>• Full briefing given to all participants with strict adherence of position / demarcation lines of active participants waiting to have a go.</li> <li>• Safety commands explained and reinforced throughout the session “fast or stop” to be used.</li> <li>• Arrows only to be touched following command “load” “fire when ready”.</li> <li>• Once a participant has finished shooting all arrows they are to retire behind waiting line.no one to collect arrows until the command “collect your arrows”</li> <li>• Participants instructed to approach target from the side and to check behind them before pulling out arrows</li> <li>• Staff to lock doors on both sides of the hall, and explain to group about accessing the toilets and dining areas when session taking place</li> </ul>	Acceptable	WLAC Staff
Major injury Young people/staff Group members falling onto an arrow	Participants and staff	<b>Substantial</b>	<ul style="list-style-type: none"> <li>• Participant warned not to run when carrying arrows.</li> <li>• Arrows to be carried points down to the ground.</li> </ul>	Acceptable	WLAC Staff

**Sample Risk Assessment for Childrens Services**

Injury due to target falling when removing arrows	Participants and staff	Moderate	<ul style="list-style-type: none"> <li>During training it must be explained that: participant to place hands on target prior to pulling out arrows. Difficult arrows to be withdrawn by staff only.</li> </ul>	Acceptable	WLAC Staff
Injury during the operation by the string	Participants and staff	Moderate	<ul style="list-style-type: none"> <li>All participants to wear arm guards on lower arm before session starts.</li> </ul>	Acceptable	WLAC Staff
Poor activity leading to participants either becoming bored or unable to enjoy.	Participants and staff	Moderate	<ul style="list-style-type: none"> <li>Staff to have a wide range of games and activities to occupy participants in different ways</li> </ul>	Acceptable	WLAC Staff

**SCHOOL/CENTRE IDENTIFIED RISKS: -**

Hazard Observed	Who may be harmed?	Risk rating before controls Consequence x Likelihood =	Control Measures	Risk rating after controls Consequence x Likelihood =	Control measures by: Initial

<p>Please ensure the following people have been informed of the risk assessment by the most appropriate means:</p>	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Adults on visit</td> <td>Head Teacher</td> <td>Governors</td> <td>Parents</td> <td>Pupils</td> <td>EVC</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adults on visit	Head Teacher	Governors	Parents	Pupils	EVC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
Adults on visit	Head Teacher	Governors	Parents	Pupils	EVC								
<p>Have employees been instructed to report newly identified hazards at post visit meeting?</p>	<table style="width: 100%; text-align: center;"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	<p>Details of newly identified hazards.</p>							
<input type="checkbox"/>	<input type="checkbox"/>												
Yes	No												