

Assessment Title: <h2 style="text-align: center; margin: 0;">West Leeds Activity Centre – Outdoor Archery</h2>	Ref No: <h1 style="text-align: center; margin: 0;">Spw 02</h1>
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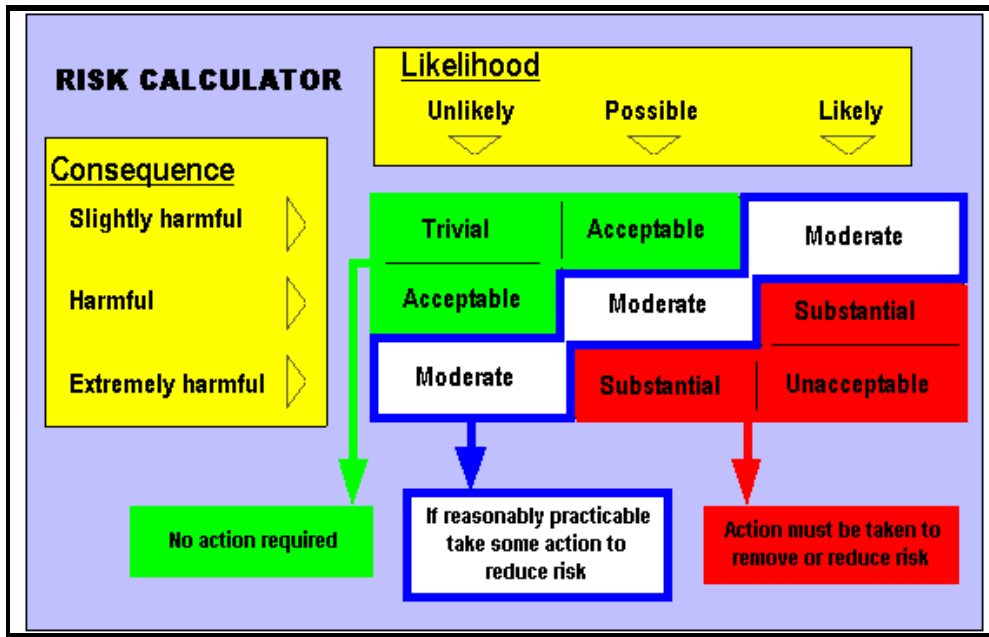
School Name: <h2 style="text-align: center; margin: 0;">West Leeds Activity Centre</h2>	School Address: Lenhurst Ave Leeds LS12 2RE
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Date Assessment Undertaken: 06/01/2020	Name of Assessor (print): Hannah Smith	Assessors Signature: H.Smith	Assessment Review Date: 06/01/2021
Name of Headteacher / Centre Manager (print): Vince Foster	Centre Manager Signature: V.Foster		

Main Legislation and/or Information Source:	<ul style="list-style-type: none"> - 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"> • Staff to inspect equipment before and after use • Staff to discuss respecting equipment with young people before and during the activity. • Staff to monitor behaviour and the use of the equipment at all times • Use of nationally qualified staff delivers group briefing. • Instructor to carry bows and arrows (in arrow tube) to range. Any misuse of equipment the instructor has the right to suspend session. 	Acceptable	Instructor
Major injury Young people/staff Group members being shot by arrow	Participants and staff	Substantial	<ul style="list-style-type: none"> • Full briefing given to all participants with strict adherence of position / demarcation lines of active participants waiting to have a go. • Safety commands explained and reinforced throughout the session “fast or stop” to be used. • Arrows only to be touched following command “load” “fire when ready”. • 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” • Participants instructed to approach target from the side and to check behind them before pulling out arrows 	Acceptable	WLAC Staff
Major injury Young people/staff Group members falling onto an arrow	Participants and staff	Substantial	<ul style="list-style-type: none"> • Participant warned not to run when carrying arrows. • Arrows to be carried points down to the ground. 	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"> 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. 	Acceptable	WLAC Staff
Injury during the operation by the string	Participants and staff	Moderate	<ul style="list-style-type: none"> All participants to wear arm guards on lower arm before session starts. 	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"> Staff to have a wide range of games and activities to occupy participants in different ways 	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												