

UCET Work Method Statement or Standing Operating Procedure

For other instructions relevant to this activity, please refer to:

- ED 1 RAMS Activities Outdoors with Children
- ED 4 RAMS Activities in the Barn and surrounds – children
- ED 6 RAMS Activities Indoors with Children

1. **The Activity**

Activity being carried out: Archery

All staff leading archery at Ufton will hold the Archery GB Instructor Award or equivalent GNAS qualification to lead indoor or outdoor sessions, teaching safe procedures and improve ability of children. This will be carried out using a ratio of 1:15.

What equipment is used?

- Rolan Junior Snake Bow(18/22lbs)
- Recurve bows
- Alloy arrow (various lengths)
- Armguard/Bracer
- Target Boss (ground level)
- Target Boss – animals shapes
- Target Boss – hanging bags
- Backdrop Safety Net
- Ground Quiver

What locations are approved for the activity?

Outdoor Ranges in Archery Woodland and Indoor Range in Archers' Hall

What are we expecting the accompanying staff and students to do?

- Take note of the Hazard Exchange Form information shared and act on it; share information about the needs of their children and any behaviour which might affect the session with UCET staff
- To follow all the safety instructions given by the instructor
- Follow procedures taught for using the equipment and shooting arrows.
- When shooting at the targets in the smaller outdoor range, stand in places indicated by a physical marker, never step forward to next marker unless instructor consents
- Administer first response first aid to any of their children who injure themselves (Ufton staff are available to support and help if requested following the first response.)

Which parts of the activity are the accompanying staff and students prohibited from doing?

Crossing the shooting line without permission of the instructor, Equipment maintenance – fixing arrows

What significant hazards have you identified in the activity?

- Slips and Trips
- Injury caused by equipment and/or mishandling
- Accidental shooting
- Moving archery equipment to and from Woodland
- Putting up net and taking it down (Ufton staff only)

Are there any other issues that may affect the activity which you need to include in the control measures?

None

What control measures do you have already in place?

General safety & procedures before getting to the range

- Ratio of 1 trained archery leader to 12 participants
- Long sleeves
- Long trousers (on outdoor range)
- Tops done up
- Long hair tied back
- No loose jewellery
- No gloves when shooting
- Turn caps round or take them off
- Outdoor shoes must be closed toes

At the range

- Walk at all times
- Identify range, shooting area and waiting area
- Do not cross the shooting line unless asked
- Bracers must be worn
- Identify roles for each group – shooter, scorer, spotter etc
- Spot for your friends to watch for arrows going over
- Children to stay in the waiting area unless shooting
- Avoid disturbing those who are shooting – must not call out or talk to others on the shooting line
- Ensure first aid kit is available
- Ratio of people on the shooting line at once

Specific shooting safety & procedures

- Stand correctly: safe and correct posture
- Show how to hold bow correctly
- Show how to pick up an arrow – always pointing down or to the range
- Show how to safely load the bow
- How to draw the string correctly using three fingers
- Safe release of string
- What to do if you drop an arrow while loading
- STOP command if anything unsafe is happening
- Tips on how to aim more accurately

How to collect arrows

- Ensure range is clear before resuming shooting. Give a clear signal to resume.
- Importance of counting arrows in and out
- Reporting missing arrows as a 'near miss'
- Reporting once arrows have been found

2. Hazards if exposed during the activity

None

3. PPE to be issued and worn

Armguard/Bracer to be worn at all times once entered Archery Range

4. Other controls applied

School staff will supervise the children in the waiting area

5. Risk Controls Applied

Hazard	Likelihood	Injury Outcome	Business risk	Environmental impact	Overall risk and additional comments
Possibility of intruder	2	5	5	1	50 Critical Incident plan is put into action
Lost child	1	5	4	1	20 Critical Incident plan is put into action
Child absconds	1	5	4	1	20 Critical Incident plan is put into action
Cuts, grazes and splinters	5	2	1	1	10
Allergic reactions	2	5	5	1	50 See Ed 5 RAMs – activities in woodland See Ed 13 RAMs – natural resources Collect medical information to avoid materials which cause anaphylaxis. Make sure epi-pens are carried where allergies are known Hazard Forms
Accidental injury caused by equipment and/or mishandling	1	2	1	1	2
Accidental shooting	1	5	5	1	25 Children 'spot' each other
Moving archery equipment to and from Woodland	1	2	1	1	2
Putting up net and taking it down	1	2	1	1	2

Key

Likelihood	Injury Outcome	Business Risk	Environmental Impact
1 Remote – no historical occurrences here but has happened elsewhere	1 No treatment	1 No impact	1 No impact
2 Unlikely – Occurs here but extremely rare (not in last year)	2 On site first aid administered	2 Minor impact	2 Minor Impact
3 Possible – has occurred in the last year	3 Treatment by external medical professional and same day discharge	3 Moderate short term impact	3 Moderate short term impact
4 Foreseeable – occurs occasionally (once per term)	4 Admission to hospital	4 Serious medium term impact	4 Serious medium term impact
5 Regular – occurs regularly (weekly)	5 Death or life changing injury	5 Very serious long term impact	5 very serious long term impact
Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact. Any score above 25 must result in control measures being applied in the additional comments column			