

PRO-ACTIVE ADVENTURE

HEALTH AND SAFETY PROCEDURE

Activity: Archery

Minimum Instructor Competence:
In House Training

Date Reviewed: 6/08/10
Completed by: Clive Richley
Competence:
Is the activity acceptably safe if managed as
below? YES
Signature: *C. Richley*

Main Risks (numbered) People at risk: Participating staff and clients

1. Being struck by arrow
2. Releasing arrows
3. Carrying arrows
4. Removal of arrows from target boss
5. None participants entering range area

How to manage/control/reduce these risk safely (corresponding numbers):

All staff operate within the guidelines of company policy and procedure, and hold a valid first aid certificate

- 1) Initial safety brief to include identified safe areas for observers and instructors. Archery area to be fenced off using netting.
- 2) Safety brief to include words of command and actions on. Close supervision.
- 3) Arrows to be carried by supervising staff.
- 4) Safety brief to include a demonstration of appropriate technique.
- 5) Restricted access and warning notice when in use.

All drivers should file a route plan in the unit office and record their destination on the locations board before departing on any journey.

Summoning Help: A call out person is appointed before the activity takes place. This person is contacted on completion of the activity and if not contacted, will take appropriate action.

PRO-ACTIVE ADVENTURE

ACTIVITY: Archery

MINIMUM EQUIPMENT TO BE CARRIED

Participants:

- 1) Appropriate outdoor clothing for the weather conditions

Participants are to report all defects or damage to the supervising staff immediately

Supervising Staff:

- 1) Company first aid kit
- 2) Appropriate outdoor clothing for the weather conditions

Note: The supervising member of staff must inform a senior manager of any defects or damage immediately. Should they feel the equipment is in any way dangerous, it should not be used.