

UCET Work Method Statement

MUST READ RAMS

For other instructions relevant to this activity, you must read the following:

- ED 1 RAMS Activities Outdoors with Children (or Indoors - 6)
- Working on Site 6 Manual Handling
- Working on Site 8 Working at Height (if using indoor range)

1. **The Activity: Method Statement**

Activity being carried out: Archery

How is the activity completed?

Before the activity

- Rucksack contents checked – first aid kit, bracers
- Outdoor range checked, covers removed from targets. If windy, walk through the New Dell and only use RHS range
- Indoor range prepared – net put in place, shooting and waiting lines checked and reinstated if needed
- Equipment is checked and bows strung
- Bows and rucksack can be taken to range
- Arrows double counted and numbers recorded, left in lidded quivers and in a secure place. These are carried down with the group
- Group is checked for long hair, jewellery, loose clothing etc.

During the activity

- Children are seated in the waiting area and shown how to put bracers on and importance explained – these are put on over long sleeves or over an arm sock
- Zones of the range are shown – waiting zone, equipment zone, shooting zone, waiting line and shooting line
- Children are instructed never to cross the shooting line unless the Ufton archer says “it is safe to do so”
- Children are told about the commands which might be used i.e. **STOP** (everyone stops, takes the arrow off the bow and replaces in the quiver and puts their bow down)
- Children are shown the bow, how to know if it’s the right way up, the knocking point, the arrow rests
- Children are shown the arrow, the points, the knock and told arrows must point down to the ground or at the target. They are shown how to hold the arrow by the knock
- Arrows are shared out between the quivers

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- Children are invited to the waiting line or closer so they can see a demonstration of how to shoot.
- Children shown how to stand, how to hold the bow, how to place an arrow on the bow, how to prepare the bow for shooting the arrow, how far to pull the string back, how to aim at the target, how to release the string. Once finished, children return to the waiting area
- First four (per instructor) come to shooting line and shoot more than 3 arrows closely supervised by archery leader, then the next 4 and so on until all have shot
- Children who are waiting are encouraged to watch how their friends shoot, score for their friend and also to spot any arrows going over the net
- Arrows falling off the bow across the shooting line may not be retrieved until all the arrows are collected
- Children continue to shoot until all the arrows are used up or archery leader decides it is a suitable time to collect. Arrows MUST NEVER be left unsupervised
- Archery leader will offer helpful hints and tips to improve shooting
- When all arrows are shot, children will be selected to help carry the arrows back – they are told to move carefully, walking in the range and to carry the arrows in a bundle with all the fletches at the top and points at the bottom in two hands and can only pick up arrows on the floor
- The archery leader will remove arrows from the targets and place them carefully on the floor for the children to pick up. As part of an AQA accreditation, some children may be shown how to safely remove arrows from the target board
- A number of shooting challenges or games might be played – this might be a team challenge or an individual challenge e.g. popping the balloons, getting an arrow into each colour etc
- This is repeated until the end of the session, the challenge might change

After the activity

- Bracers collected and put in rucksack
- Any rubbish e.g. bits of balloon collected up and placed in the rucksack ready for disposal
- Arrows are retrieved and counted and put in lidded quivers – arrows are double counted in and numbers are recorded.
- Missing arrows are treated as a near miss and reported to H&S Officer, found arrows are also reported to H&S Officer. H&S Officer to check arrow log as a secondary check
- Arrows are returned to secure storage
- Bows are de-strung and returned to secure storage
- Covers are placed on outdoor targets
- Indoor net might need to come down
- Any accidents are recorded on accident form

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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 this activity?

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

Who can lead this activity?

Member of Ufton staff who holds a current Archery GB leader qualification and has completed onsite training

Leader: student ratios

1 trained archer leader to 16 students (members of visiting school staff supervise the waiting area)

What else are we expecting visiting schools to do?

- To follow all the safety instructions given by the instructor
- Follow procedures taught for using the equipment and shooting arrows
- Supervise the children who are waiting to shoot
- 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

What else are we expecting Ufton Staff to do?

- Give the children a clear briefing at the start
- Give clear instructions as to use of equipment and how to shoot
- Give clear instructions as to how to collect arrows

Which parts of this activity are visiting schools prohibited from doing?

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

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2. The Risk Assessment

Who is at Risk:

The following people may be at risk of injury either when taking part in this activity or being in the area:

Children engaged in the activity, Their leaders, Members of staff, Wedding guests, Anyone else who may visit the site whilst the activity is in progress.

Significant Hazards (These are in addition to those on any of the MUST READ RAMS)	Control measures in Place
Injury caused by equipment and/or mishandling	<ul style="list-style-type: none"> • Shown how to put on arm shields or bracers; these to be worn at all times whilst activity in progress • Groups advised to wear long sleeves and long trousers, long hair tied back and no jewellery • Outdoor shoes must have closed toes • Hats with wide brims or peaks removed whilst shooting • Clear briefing with regards to handling of equipment • Clear briefing on how to use the equipment safely • Children asked not to talk to friends who are on the shooting line or distract them • Only 4 on the shooting line at a time per instructor
Accidental shooting	<ul style="list-style-type: none"> • No one allowed to cross the shooting line without permission of instructor • Instruction informs how arrows are to be used and placed on bows and can only point at targets or ground • Children stay in waiting area unless shooting • No one can shoot without instructor's permission • Arrows falling of the bow on the other side of the shooting line may not be retrieved until all the arrows are collected • Stop command and its use explained • Arrows are double counted before and after use, any missing are reported immediately to H&S Officer. Numbers of arrows used are recorded (arrows found are also reported. Arrows are not left unattended; either locked away, brought away from outdoor range, or member of staff stays at the range
Injury whilst transporting equipment	<ul style="list-style-type: none"> • Staff trained in manual handling • Arrows carried in lidded quivers • Bracers and first aid carried in rucksack • Help usually available with setting up activity.

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Injury from putting up net and taking it down (Ufton staff only)	<ul style="list-style-type: none"> • Staff working at height have been trained in the use of ladders and working at height on site • Trained on putting nets up
Injury to wildlife caused by litter left behind	<ul style="list-style-type: none"> • Rubbish is collected at the end of a session and removed from site

3. PPE to be issued and worn

Arm shields (bracers) or arm sock

4. Risk Controls Applied

Hazard	Likelihood	Injury Outcome	Business Risk	Environmental impact	Overall risk and additional comments
Injury caused by equipment and/or mishandling	1	2	1	1	2
Accidental shooting	1	5	5	1	25
Injury whilst transporting equipment	1	2	1	1	2
Injury from putting up net and taking it down (Ufton staff only)	1	2	1	1	2
Injury to wildlife caused by litter left rubbish	1	5	1	3	15

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			

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