

<b>Risk Assessment</b>	Live 9 Events Ltd
<b>Activity</b>	Archery

<b>Assessor</b>	Molly Huthwaite	<b>Location of Assessment</b>	NG12 3UL
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<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
	<b>Certain or near certain to occur (High)</b>	<b>Reasonably likely to occur (Medium)</b>	<b>Unlikely to occur (Low)</b>
<b>Fatality; major injury or illness causing long term disability (High)</b>	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
<b>Injury or illness causing short term disability (Medium)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
<b>Other Injury or illness (Low)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Hazards</b>	<b>Who is at risk?</b>	<b>Controls in place</b>	<b>L</b>	<b>S</b>	<b>RR</b>
Loading, handling and transportation of equipment (Injuries caused by: heavy lifting, unacceptable access)	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>All equipment must be handled correctly in line with manual handling. Only our staff should move the equipment. Manual handling should be reduced to a minimum by using the trolleys.</li> <li>Ramps &amp; lifts to be used where required and available.</li> <li>All loads must be properly secured.</li> <li>Where required, multiple persons must handle equipment. Individuals should not undertake anything that puts themselves or anyone else at risk.</li> <li>Manual handling training is supplied to all staff annually. Under no circumstances shall anyone but our staff transport equipment.</li> </ul>	L	H	Medium
Installation of equipment on site (Injury caused by: debris, tripping over equipment, related injury)	<ul style="list-style-type: none"> <li>Customers</li> <li>Public</li> <li>Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>The operator must have clear access to the setup area. The setup area must be level and free from any rubbish, debris and sharp objects, etc. The equipment must be inspected before, during and after installation to ensure it is free from damage.</li> <li>Once installed, the item should not be moved by any unauthorised persons. The equipment should be set up away from any entrances or exits, ensuring it does not block any fire exits.</li> <li>Always follow the manufacturer's instructions for setup and break down.</li> <li>Any spare equipment must be tidied away and put in a safe place.</li> </ul>	L	M	Low

Equipment instability (movement/lifting)	<ul style="list-style-type: none"> <li>• Customers</li> </ul>	<ul style="list-style-type: none"> <li>• All anchor points used and checked.</li> <li>• Equipment secured with stakes or ballast in line with guidelines.</li> </ul>	L	H	Medium
Operation of equipment on site (Injuries caused by: overcrowding of the area, lack of supervision, not following operating rules)	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• This activity must be operated and supervised by trained staff at all times.</li> <li>• Under no circumstances is the equipment to be used without our staff present.</li> <li>• Participants must follow all instructions given by the operator at all times.</li> <li>• A clearly defined shooting range and safety zone must be established and maintained.</li> <li>• Spectators must remain outside of the designated safety area at all times.</li> <li>• Number of participants at the shooting line strictly controlled by the operator.</li> <li>• A clear queue system must be maintained behind the shooting line.</li> </ul>	L	L	Low
Injury through incorrect set up (Injury caused by: positioning, insufficient anchorage)	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment to be set up by trained staff only.</li> <li>• Once all items are set up a walk-around of the item is conducted by the staff member.</li> <li>• Equipment is to be set up by trained staff only, all staff are monitored by a manager for a 6-month period before being left unsupervised. All staff attend an in-house annual training course.</li> </ul>	L	H	Medium
Weather	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment must not be used in high winds or adverse weather conditions.</li> <li>• Outdoor use must be assessed to ensure safe shooting conditions and arrow control.</li> </ul>	L	H	Medium
Overcrowding	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Number of participants at the shooting line strictly controlled by the operator.</li> <li>• Only designated participants allowed within the shooting area.</li> <li>• Spectators must remain outside of the safety zone.</li> </ul>	L	M	Low
Injury through equipment defect (Injuries caused by: equipment integrity)	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• All electrical equipment is inspected and PAT every 6 months.</li> <li>• All equipment has a visual inspection on set up and pack down, any dangerous defects are reported to the operator and equipment is taken out of action until required remedial works have been carried out.</li> </ul>	L	M	Low
Slips, Trips & Falls (Injuries caused by slippery floor, cabling or activity)	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment and arrows kept within designated area.</li> <li>• Participants must move carefully within the range and remain aware of equipment and surroundings.</li> <li>• Ground inspected prior to use.</li> </ul>	L	M	Low
Accidental release or misfire of arrow	<ul style="list-style-type: none"> <li>• Customers</li> </ul>	<ul style="list-style-type: none"> <li>• Participants instructed on correct shooting technique.</li> </ul>	L	H	Medium

	<ul style="list-style-type: none"> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Arrows only nocked when instructed.</li> <li>• Shooting only permitted when range is clear.</li> </ul>			
Arrow leaving designated shooting area	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Backstop net used at all times.</li> <li>• Clearly defined shooting lane.</li> <li>• Participants must not aim outside the target area.</li> </ul>	L	H	Medium
Injury while retrieving arrows	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Arrows only retrieved when instructed by the operator and all shooting has stopped.</li> <li>• All bows must be placed down before retrieval.</li> <li>• No shooting while anyone is downrange.</li> </ul>	L	H	Medium
Collision or interference between participants	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Number of participants at shooting line controlled.</li> <li>• Shooting lanes maintained and controlled by operator.</li> <li>• Queue system enforced.</li> </ul>	L	M	Low
Unsafe behaviour or misuse of equipment	<ul style="list-style-type: none"> <li>• Customers</li> <li>• Public</li> <li>• Employees/Staff</li> </ul>	<ul style="list-style-type: none"> <li>• Participants must follow correct shooting technique.</li> <li>• Unsafe behaviour results in removal.</li> <li>• Activity supervised at all times.</li> </ul>	L	M	Low
Spectators entering shooting area	<ul style="list-style-type: none"> <li>• Public</li> </ul>	<ul style="list-style-type: none"> <li>• Safety zone clearly marked.</li> <li>• Spectators kept behind designated boundary.</li> <li>• Operator monitors area at all times.</li> </ul>	L	M	Low

<b>Date of Assessment</b>	13/05/2025	<b>Status</b>	<b>Complete</b>
<b>Re-assessment Date</b>	16/04/2026	<i>M.Huthwaite</i>	Molly Huthwaite