

















Risk Assessment form – Pictogram.




















Task	Archery – Game Play			Issued (DD/MM/YYYY)	18 th September 2024	Assessment No.	ADW006
Client/ contract	The Activity Dome - Weston	Site address / location	Ground Floor, 17 North St, Weston-Super-Mare BS22 1QF				

People at risk	Employees	Older Workers	Public	Disabled	Contractor	Passers By	Young workers	Lone Worker	New or expectant mother	Shift Worker	Night Worker	Client Staff	Emergency Services	Other	Other	Other
Select	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Tick all relevant hazards boxes below - these illustrations are not exhaustive, where 'Other' is selected add a clear description in the 'Task specific hazard' description overleaf.

Slip / Trip Hazard	Manual Handling	Machinery	Falls from height	Contact with Electricity	Hazardous Substances	Vehicle	Verbal /Physical Assault	Noise / Dust	Confined Spaces	Open Water	Fire / Bomb Risk	Radiation	Bio-logical	Adverse Weather	Burns, Scalds, Vibration
															
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						

Tick all items of mandatory Personal Protective Equipment (PPE) which has been identified in the risk assessment below - these illustrations are not exhaustive; where 'Other' is selected identify the PPE required and a specific description to your 'Control measures' overleaf and / or 'Method statement'.

Rubber Gloves	Hand Protection	Safety footwear	Head protection	Goggles	Safety Glasses	Ear Defender	Hair Net / Chef Hat	Overall	Hi-Visibility Clothing	Apron	White / Chef Coat	Half Respirator or	Respirator	Dust Mask	Fume / Vapour Mask	Harness / Lanyards	Air Fed Helmet	Face Visor	Other Harness
																			
PPE As assigned per risk assessment																			

Type of Premises: Tick all relevant premises boxes below - these illustrations are not exhaustive, where 'Other' is selected add a description.

Hotel	Garage	Food Chain	Retail	Healthcare	Park/ gardens	Leisure	Commercial	Transport	Gas	Water	Electric	Manufacturing	Building/ construction works	Private Sector	Solicitors	Warehousing	Office
						<input checked="" type="checkbox"/>											

Task specific / General Hazard(s)	Pre control Risk rating			Control measure(s)	Post control Risk rating		
	Likelihood	Severity	Rating		Likelihood	Severity	Rating
Slips, trips and falls	5	3	15	<ul style="list-style-type: none"> Monthly safety inspection of all floors to be carried out. Adequate signage must be in place to advise of any steps or uneven flooring. Please mind the step signs are active in ALL areas where steps are located. In areas of darkness, any inclining or declining areas have handrails or similar in place to assist with walking. Lighting throughout to be periodically checked and repaired as reported. Any raised "stage areas" where applicable must have a dedicated access and egress point with handrail where applicable. Wet floor signs to be used in the event of any leak or spillage. Prompt cleaning of spillages. In the event of leaking equipment, the area should be cordoned off and the equipment isolated / repaired. Use of grit / salt on external walkways during periods of inclement weather. Use of suitable footwear is actively encouraged. Step ladders may be used but these must be used in accordance with HSE training ref document LA455 (https://ladderassociation.org.uk/la455/) and working at heights ref document (https://www.hse.gov.uk/pubns/indg401.htm). Step ladders must be checked before each use and approved by the relevant manager on site as "appropriate for intended use". All liquids to be stored in appropriate containers and checked for leaks. Any leaking containers to be appropriately disposed of. Ensure adequate lighting in all areas (gaming areas exempt as per individual dynamic assessment). All access to roof areas appropriately sealed (in the event of fire escape, these are closed as per the fire code regulations). Any windows are to remain closed or have "suicide straps" fitted to prevent purposeful or accidental falling from height. Where possible floor mats will be used in the event of wet weather conditions or regular floor cleaning to prevent the ingress of rainwater creeping in. EFAAW (First aider) to be on site at all times during opening hours. 	3	1	3
Injury due to fire & General fire procedure	1	5	5	<ul style="list-style-type: none"> All fire alarm monitors are in place and actively tested (fire drill) All fire escape routes are kept free and clear and are clearly signposted. All safety and firefighting equipment are checked regularly, maintained annually (or 5 yearly dependant on supplier) and are in good working condition. Fire warden to be on site during active hours of operation. Flammable items / chemicals and other sources of combustion are stored and secured away. Please see independent fire risk assessment and included articles around "electrical safety". 	1	3	3

				<ul style="list-style-type: none"> Waste materials to be correctly stored / disposed of. Waste bins are to be firmly closed preferred locked where available however not required. Any waste that cannot be placed within a refuse bin must be appropriately stored away from sources of ignition or disposed of by alternative means. All staff are trained in the evacuation procedure as part of the staff induction process, training repeated periodically to refresh. First aid kit to be located at arena entrance. EFAAW (First aider) to be on site at all times during game play. 			
Injury due to possible electrical contact	1	5	5	<ul style="list-style-type: none"> All electronics are installed by a qualified electrician or someone with an electrical competence certificate (PAT Tested). All portable appliances are inspected annually and are in good working condition. No wiring accessible to the public. Trailing cables are to be pinned back or appropriately covered. All packs and charging points to be regularly checked by a senior member of staff for any points of electrical contact they may need repair or replacement. Charging points and related cables regularly checked by a senior member of staff to ensure safe housing against the walls and that any cables are firmly affixed in place. All plug sockets are firmly located in place and (blanked off) where not in use. Any items that have not been safety checked (PAT tested) will be removed from site until such a time they are approved for use. Any battery-operated items are suitably closed / sealed to avoid tamper. All batteries for related items are stored correctly. Battery chargers / battery docking stations are periodically checked for damage and misuse with any faulty items removed (isolated) from use. Wall mounted electronics (lights, cameras, signs etc) are periodically checked for security (mounting) and all relevant cables are not bunched (fire hazard) together and firmly affixed in place. If secondary power extension is required, the relevant extension cable will be PAT tested and certified for its assigned use. Extension leads that are used will not exceed ONE additional socket (unless specified use if for an office area) to reduce the risk of overloading and concealed fire. All low Trailing cables that are affixed to walls are periodically checked for scuffs and or cuts due to contact to footfall. Any cable(s) that appears to be damaged are isolated from use where possible or “made safe” by a qualified individual. First aid kit to be located at reception. 	1	4	4
Appropriate Conduct both acted out and received.	5	1	5	<ul style="list-style-type: none"> All staff are trained on the company code of conduct policy as part of the staff induction procedure. 	5	1	5

				<ul style="list-style-type: none"> Any individuals who exhibit inappropriate behaviour will not be permitted access to site or be asked to leave. Any individuals who are clearly under the influence or intoxicated beyond a level where the Managers feel they are safe, will not be permitted to partake in any activities. All areas of the site are adequately supervised by members of staff and CCTV at all times as far as is reasonably practicable. All games / events / activities are monitored by a relevant Marshal or supervisor. School groups & clubs etc must additionally assist with game supervision. Parents / guardians are accountable for the overall behaviour of their children and accept that Marshals may have to “step in” where appropriate to enforce the rules. Staff to follow internal training ref conflict avoidance and emergency reporting procedures. Staff to be trained in or made aware of the different variations of clients and must be accommodating towards elderly, young and disabled customers needs. 			
COSHH (records and potential injury or harm)	5	5	25	<ul style="list-style-type: none"> All chemicals involved in the business are either stored in a locked cupboard or secured in place with lock and key. No unregistered chemicals to be used. A full COSHH data book is to be kept on site identifying all chemicals on site and the hazards or risk involved with their usage. Staff are adequately trained in the use of all required chemicals. Any cleaning materials are identified, marked and logged in the data folder and stored in the appropriate locked store. Appropriate PPE is on site for use by the relevant trained individuals as per the relevant COSHH data sheet. Contamination is being controlled by colour coded cleaning apparatus. First aid arrangements to be met as per the chemical data sheet relating to the chemicals in question. 	1	5	5
First aid requirements	1	1	1	<ul style="list-style-type: none"> All employees trained in basic first aid. First aid kits to be readily available at each reception station as per each activity. Regular training to fall alongside fire safety training regarding the procedure of dealing with a major incident. Training and awareness of the need to “raise the alarm” to the emergency services asap when required. First aid locations to be clearly signposted. 	1	1	1

<p>Accident or injury occurring from the Serving of licensed alcoholic beverages.</p>	4	4	16	<ul style="list-style-type: none"> • Staff to adhere to legal requirement not to serve alcohol to intoxicated customers. • All staff are trained on the company code of conduct policy as part of the staff induction procedure. • Any individuals who exhibit inappropriate behaviour will not be permitted access to site or be asked to leave. • Any individuals who are clearly under the influence or intoxicated beyond a level where the Managers feel they are safe, will not be permitted to partake in any activities. • All areas of the site are adequately supervised by members of staff and CCTV at all times as far as is reasonably practicable. • All games / events / activities are monitored by a relevant Marshal or supervisor, anyone thought to be “under the influence” will be asked to stop lay and leave the games. • Staff to follow internal training ref conflict avoidance and emergency reporting procedures. • Staff to be trained in or made aware of the different variations of clients and must be accommodating towards elderly, young and disabled customer’s needs. • Incident log to be kept and filled out as soon as possible after any incident. • Staff to be trained in manual handling, all kegs and crates of heavy stock to be moved preferably by a wheeled carrying device. • Empty glassware to be removed from tables and sides asap. • Following guidance from slips & trips section. 	2	4	8
<p>Potential Accident or injury relating to Archery game play.</p>	3	2	6	<ul style="list-style-type: none"> • Friction Burns, whilst not a required item of PPE players are advised to wear friction sleeves which are readily available from the Archery reception. • Finger cuts & abrasions, whilst not a required item of PPE it is advised that archery gloves are worn during game play to reduce the risk of cuts and abrasion relating to the strung bow. • Eye protection must be worn at all times. • No open toed footwear. • All participants must be physically able to pull the bow string and shoot at the target safely, those under the age of 16 must be accompanied by an adult over the age of 18. • All participants and guardians must not be under the influence of Alcohol or drugs. • Participants not following the instructions or misbehaving will be asked to sit out. • Participants will be invited into the range by the Marshal. • Only participants shooting and specifically trained Marshals to be within the range during game play. • Muscular strains, participants to be given bows of appropriate draw strength. • EFAAW (first aider) to always be present during game play. 	2	2	4

Risk of injury or harm from participants firing or “letting lose” arrows before Archery should begin.	4	5	20	<ul style="list-style-type: none"> Group briefing to be held from trained game Marshal before commencement of any game. No equipment (Bows & Arrows) will be handed over to participants until it is their turn to access the range. Rights waiver to be signed before commencement of any games. EFAAW (first aider) to always be present during game play. 	2	5	10
Potential risk of harm from being “shot by an arrow”. Potential risk of harm from “falling on an arrow”. Potential risk of harm from “running into an arrow”.	4	5	20	<ul style="list-style-type: none"> Instructors to position themselves so that they can observe all participants. Safety instructions/Range Rules to be given during the briefing and repeated during the session as appropriate. By-standers to be restricted to safe viewing area. Approaches to the range monitored and shooting to be halted as necessary if people approach. Participants warned not to walk/run when carrying arrows. Range to be inspected for slip/trip hazards prior to commencement of session. Participants not allowed to run on range at any time. Arrows to be pointing to the floor when being carried or not in use. Or holstered away in a suitable bag. EFAAW (first aider) to always be present during game play. 	2	5	10
Potential risk of harm from “faulty equipment”	2	3	6	<ul style="list-style-type: none"> All bows to be checked before each game, any faulty bows are to be secured away and taken out of circulation until repaired or replaced. All arrows to be checked for sharp edges or any splint that may cause an injury. Faulty arrows to be secured away and taken out of circulation until repaired or replaced. Targets to be checked regularly for and adverse damage and replaced as and when required. Draw strings to be checked before each game for potential breaks. All equipment to be serviced regularly to maintain longevity and safety. 	1	2	2
Firing of arrows or letting lose.	5	5	25	<ul style="list-style-type: none"> When firing (letting lose) all arrows must be pointing DOWN THE RANGE at a target or at the floor. A provision is made for anywhere between the two. All firing must be supervised at all times by Archery trained marshal. Firing only to commence on approval of archery trained Marshal Games will only commence when the Marshal is happy that all relevant safety provisions have been met. 	5	2	10
ARCHERY EMERGENCY PROCEDURE				<p>IN THE EVENT OF A SERIOUS ACCIDENT</p> <ul style="list-style-type: none"> All game play must be stopped immediately across all ranges. EFAAW (first aider) to assess the situation and make safe the casualty. Marshal, bystander or passer by to contact the emergency services. 			

- Hand over casualty to emergency services on their arrival detailing the incident.
- A full accident report must be filled out.
- Any incident where a ambulance or emergency services are required is RIDDOR reportable and must be reported following the guidance of the HSE.

All players must read and agree to follow safety rules and sign the Waiver of Liability prior to participating in any activities without exception. Any violation of the safety rules will result in mandatory ejection from the field and / or premises.

Assessors Statement:

Having reviewed the hazards and risks, the level of risk and the key risks, I believe that if the control measures identified are applied then The Activity Dome Weston will, so far as is reasonably practicable, have met the requirements of this assessment.

Date Completed
(DD/MM/YYYY)

20th September 2024

Print: Michael Tedd (IOSH)

Role: Authorised on behalf of The Activity Dome Weston, Acting Risk consultancy agent (IOSH) RAM Consult risk management.

Signature:



Assessment review due
(DD/MM/YYYY)


20th September 2025 (Solus agreement, any change and or amendment required will result in further agreed costs).

Risk matrix

Potential Severity	Risk Evaluation					Likelihood of Occurrence
	5	10	15	20	25	
Fatality	5	10	15	20	25	Fatality
Very Serious	4	8	12	16	20	Permanent disability
Serious	3	6	9	12	15	Temporary disability, fractures, etc.
Moderate	2	4	6	8	10	Injuries such as lacerations, strains, sprains
Minor	1	2	3	4	5	Injuries such as cuts, bruising, etc.
	Improbable	Low	Medium	High	Near Certainty	
						Low 1/1,000,000
						Medium 1/10,000
						High 1/1,000
						Near Certainty 1/100

Risk assessment / SSOW /plan/ method statement - Sign off sheet.

Task	Archery – Game Play	Issued (DD/MM/YYYY)	20 th September 2024	Assessment No.	ADW006
Client/ contract	The Activity Dome Weston	Site address / location	The Activity Dome Weston, Ground Floor, 17 North St, Weston-Super-Mare BS22 1QF		

Assessment completed	Annual Review	Annual Review
Location Manager Signature:  Assessor's Signature: Date: 20 th September 2024	Location Manager Signature: Assessor's Signature: Date:	Location Manager Signature: Assessor's Signature: Date:

Review of the task and associated hazards is to be carried out annually.

All employees must receive initial, on the job and task specific training, this training shall be identified and recorded in the company's office / employee training log / Programme.

Declaration by employee involved in the activity detailed above.

I fully understand the activity outlined above and the risk control measures, including any PPE that I must use.

I have received sufficient information, instruction and training to enable me to conduct this activity with the minimum of risk to myself, or others.

Employee Name:	Signature:	Managers Name:	Date:	Employee Name:	Signature:	Managers Name:	Date:

Further advice and guidance can be obtained from www.ram-consult-risk.com