

# Checklist

## To confirm planning for indoor activity can start

Now that lockdown measures are easing in areas of the UK, some indoor guiding can take place.  
If you are planning an activity with girls indoors you must:

- Complete this checklist. **You can only meet indoors if you can answer yes to every question.**
- Complete the risk assessment template.
- Make sure your checklist and risk assessment template are approved by your local commissioner before any meetings take place.
- Talk with your local commissioner if you have any questions.

		Yes*	Guidance to help you complete this checklist and the risk assessment
1.	Has Girlguiding HQ said that face to face guiding is allowed in your area?	Yes	You can find details on the <a href="#">Girlguiding website</a> . Regular communications are sent to leaders too.
2.	Have you checked how many people can meet, in line with government guidelines?	Yes	Be aware that guidance on this might vary from area to area and change regularly. Girlguiding works with the government and youth sector organisations to update information.  Write in your risk assessment what you believe the restrictions are in your local area.
3.	Have you planned your activity to meet these guidelines, including social distancing in the space you have available in line with government guidance	Yes	In your risk assessment, make specific notes about how you'll manage the drop-off and collection parts of your meetings to include social distancing requirements.  Also, write how you'll manage social distancing requirements. For example you might use hoops, markings on the ground, chairs, carpet mats or tables.
4.	Is there a suitable and accessible space that has been risk-assessed with Covid -19 responsible guidelines, that you can use for meeting?	Yes	You should obtain a copy of the Covid-19 risk assessment for the facility you are using. You may be asked to provide this before or after getting your risk assessment signed off.  If you are moving to a new or temporary location then you must make sure GO is updated to show this.  You need to give details in your risk assessment about the safe area at the venue that you will use as a waiting area, if someone develops symptoms during the meeting.  And you'll need to include your risk assessment details of any special conditions, like one-way systems; areas that can't be used and maximum venue capacities.  Venues are encouraged to continue displaying a QR code for all attendees over 16 years old to scan using the appropriate Covid-19 app. This is good practice and it is recommended that you reinforce this.
5.	Have you discussed your cleaning responsibilities with your team?	Yes	If you have cleaning responsibilities, how have you planned these with your team? And how is the responsibility shared between you and the venue? Document this in your risk assessment.

6.	<p>Are enough adults available to run the activity safely and within ratio? You must have at least two for Rainbows, Brownies and Guides. Two are recommended for Rangers.</p> <p>Also think about whether any volunteers won't be able to attend due to Covid-19 symptoms, shielding, work or carer responsibilities.</p>	Yes	<p>Write the membership numbers of your team in the box below. Don't include details of volunteers who can't participate for personal reasons.</p> <p>If you can only give two membership numbers then also include details of your backup plan if a leader is unavailable. Your backup plan could include parent helpers, but you still need one disclosure-checked volunteer.</p> <p>You must make sure parent helpers are fully informed, and you must share your risk assessment with them. Write in your risk assessment if parent helpers will be attending and whether you have given them all the right information.</p> <p>Your backup plan might be to cancel or meet online as this may be the only or safest option.</p>
7.	<p>Will there be someone at your meeting who has completed A Safe Space Level 3 training?</p>	Yes	<p>Give the membership number of the person(s) who has this training (there's a box for this information at the end of the checklist).</p> <p>You must not hold a meeting if the leader that holds A Safe Space Level 3 training is unavailable.</p>
8.	<p>Do leaders have up-to-date disclosure (DBS/PVG/Access NI) checks?</p> <p>Take into account the extensions on re-checks that were granted due to lockdown.</p>	Yes	<p>Confirm this in the box at the end of the checklist. If you're not sure, check with your commissioner.</p>
9.	<p>Will first aid be available if needed?</p> <p>This should be provided either by the venue or activity provider, or by qualified Girlguiding volunteers.</p>	Yes	<p>You need to give information about the person(s) who has this training. Do this in the box at the end of the checklist.</p>

10.	Is the first aid kit available, in date and stocked with appropriate personal protective equipment? This includes gloves and masks.	Yes	<p>Write who is responsible for providing the first aid kit for your meeting. Also give details in your risk assessment of extra personal protective equipment that you will have available.</p> <p>And you may need to consider changes to your procedures if you have members with medical needs.</p> <p>You can find guidance on some extra equipment that should be added to your first aid kit in the FAQ section of the Girlguiding website coronavirus updates - it's in the Face to face meeting dropdown section.</p>
11.	Are all members' details up to date on GO?	Yes	<p>Make sure this applies to all your leaders and girls, and then give the date that this was confirmed in the box at the end of the checklist.</p>
12.	<p>If you are using an external provider, have you checked that they are following appropriate social distancing and hygiene measures, in line with government guidance?</p> <p>If you aren't using an external provider please write N/A in the box.</p>	N/A	<p>An external provider is an organisation, company or individual who is not affiliated with Girlguiding that make activities available.</p> <p>Is there anything specific you need to mention?</p>
13.	Have you planned how you'll manage Covid-19 related risks within your risk assessment?	Yes	<p>Be clear about what actions you will be taking to manage Covid-19. So, whenever the risk assessment has words like <u>consider</u>, <u>should</u> or <u>such as</u> (for example), write specifically what you and your team plan to change and put in place.</p> <p>Covid-19 is a serious disease, so the severity column of your risk assessment should only be high.</p> <p>What you need to think about is the <u>likelihood</u> of something happening. And what you are aiming to do is document in the risk assessment what steps you and your leadership team plan to take to reduce the likelihood of this happening as much as you can. So if something might <u>nearly always happen</u> if you did nothing, you should be able to change this to either <u>often happens</u> or <u>rarely happens</u>, once you have taken your planned action.</p>

Use this box to give the information requested from the checklist above				
Name of Unit: <b>Archery for a Girlguiding unit at Berkeley Scout Hut</b>				
Membership numbers of your team.	Archery Instructors		Unit Team	
Highlight Y to confirm if they have an up-to-date disclosure check.	2023404 (Anne) and/or 3440531 (Clare)	Y  Y	Provided on their own risk assessment	
Give details of your back up plan here.	Either Anne & Clare must be present for the activity to continue. Unit provide own back up plan for their adult cover.			
Membership number of volunteer with A Safe Space Level 3.	2023404 (Anne) & 3440531 (Clare) Anne & Clare also hold Level 4.			
Who is your first aid being provided by? Please highlight the appropriate one.	Qualified Girlguiding volunteer			
If Girlguiding volunteer please give membership number.  If venue/activity provider or other, please give further details.	2023404 (Anne) & 3440531 (Clare)			
Date that you checked all members' details are up-to-date on GO.	29 August 2021			
Checklist signed by Commissioner:	Date:			

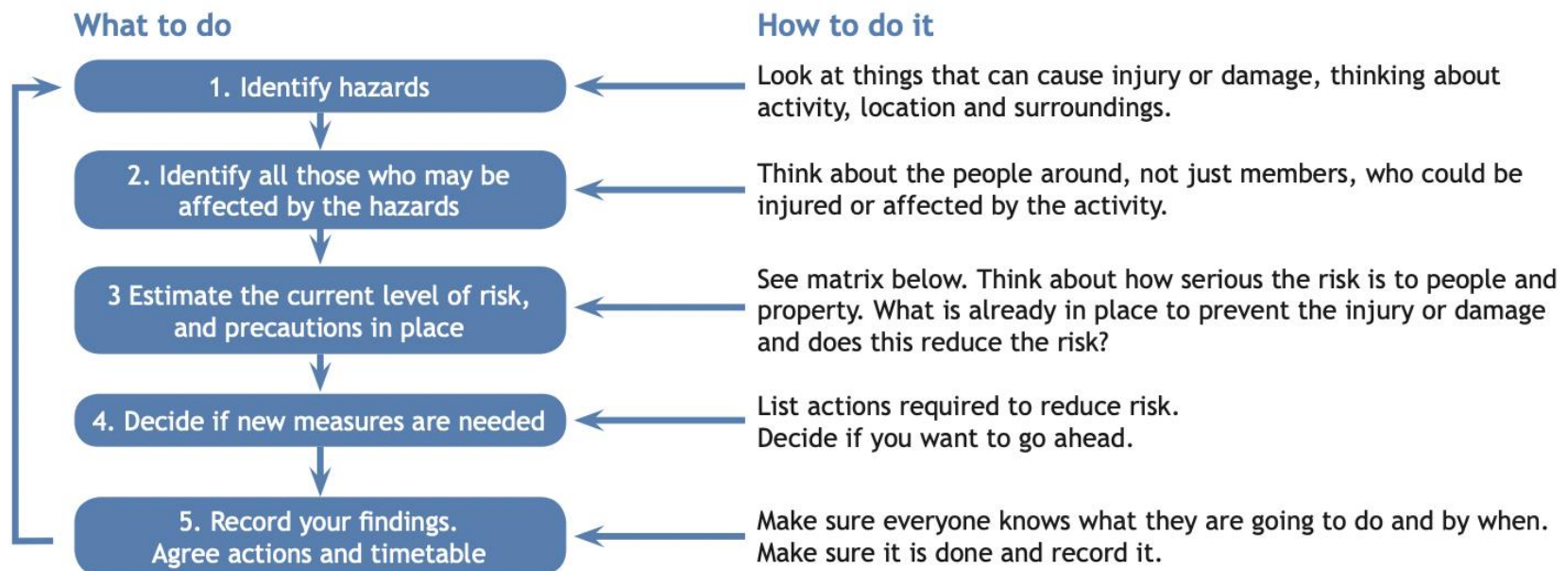
# Risk assessment: Indoor event/activity Including coronavirus considerations

Using this template, you should risk assess activities, trips and events in line with Girlguiding’s risk assessment policy. Using the information on the website and this cover page, you should be able to identify effective risk management strategies and tasks to ensure that activities run safely and effectively.

For more information or support with risk assessments, please speak to your local commissioner.

- **Hazards** are anything that has the potential to cause harm (e.g. cars, trip hazards, exposed electrical wires, theft, etc.).
- **Risk** is the likelihood of something happening, combined with the severity of the harm that could be caused by one or more hazards

Risk management is a dynamic cycle that needs to be repeated in order to effectively manage risk. The frequency of reassessment will depend on activity, and new risks could occur that have not previously been assessed. In this instance, a dynamic risk assessment is required.



Likelihood \ Severity	Slight harm (Superficial injuries, minor cuts and bruises)	Harmful (Minor fractures, ill health leading to minor disability)	Extremely harmful (Multiple injuries, major fractures, fatalities)
<b>Unlikely</b> (Rarely happens)	Low risk	Low risk	Medium risk
<b>Likely</b> (Often happens)	Low risk	Medium risk	High risk
<b>Very likely</b> (Nearly always happens)	Medium risk	High risk	High risk

Event information and risk assessment approval:

Name of Unit: <b>Archery for a Girlguiding unit at Berkeley Scout Hut</b>				
Event/activity (brief description): <b>Archery session - indoor range</b>				Date: <b>Various</b>
Leader in charge: Anne Anderson	Total attending: Maximum 16	Adults: Min 1, max 2 archery instructor (Anne and/or Clare) Min 1, max 2 adult from the unit attending	Girls/young women: Maximum 12	General public: 0
Consent for activity/event forms completed please state: <a href="#">Information &amp; Consent Forms</a> required (responsibility of the unit team)			Venue: Berkeley Scout Hut, Park Road View, GL13	
Instructor qualification checked* please state: <a href="#">Archery GB Instructor Award</a> - Registration Numbers: Anne 2119084 (Expires 24/04/2022), Clare 2119082 (Expires 24/06/2022)				
<b>Decision:</b> once all the actions are carried out, can you eliminate or safely manage the risk of harm to ensure you can safely go ahead with this event/activity? If there is still some challenge or risk, are you still confident the control measures in place will keep girls safe?				Yes
If you answered no to the above decision question, please explain why:				
Risk assessment completed by: Anne Anderson				Role: Volunteer Instructor
Has the risk assessment been shared with the leadership team?				Yes
Risk assessment must be reviewed weekly and ongoing with every change to either the meeting plans or government guidance on coronavirus safety measure.				Date: 31 Dec 2022 or if government guidance about Covid-19 changes

**Updates:**

31/12/22 - Identified review required. No sessions until 4/2/22

4/2/22 - Reviewed. Added Anne's qualification expiry date. Otherwise no changes required. (Guidance brought in masks but these are no longer required again at present)

<sup>1</sup>Adults refers to adult volunteers who are part of the event/activity delivery team. \* Refer to the activity finder for information about instructor qualifications.

**Note to leaders:** We recommend you agree with your approving commissioner/assessing team in advance how long they will need to review your risk assessment. We suggest allowing two weeks as a reasonable amount of time.



<b>Hazards</b>  What could cause harm or damage?	<b>Who or what is at risk of being affected and how?</b>	<b>What are you already doing?</b>  How have you reduced the risk already?	<b>Likelihood of risk occurring (L/M/H)</b>	<b>Severity of risk (L/M/H)</b>	<b>Are further controls necessary?</b>  What else needs to happen to reduce the risk to an acceptable level?	<b>Action by:</b>  name/date  You must complete this for every action	<b>Guidance notes</b>  Be as specific as you can with the detail that you give in this document. What will you do to reduce the risk of a hazardous event happening?
You should use the examples below as a starting point for your risk assessment - delete those that are not appropriate and add those that are in order to take account of all the likely risks that might be present at your meeting. Covid guidance varies between nations and you will need to adjust your risks in line with government guidance. You can find further information on this <a href="#">page</a> .							
Incompetent person leading the activity	All attendees from injury	Archery GB rules apply.  Instructors qualified to a minimum of Archery GB Instructor, plus first aid to a minimum of 1st Response level and Girlguiding's A Safe Space level 3.  Clear briefing and supervision.  All accidents and near misses and incidents are recorded and appropriate action as required. Anne keeps a log available to anyone upon request. These are also reported to the District Commissioner.	Low	High	Groups must provide at least one adult to supervise their groups throughout the session.	Anne - pre-activity info.  Anne/Clare - throughout session.  Group Leaders - throughout session.  Anne - Incident record, ongoing.	
Range not to Archery GB standards	All attendees from injury	Archery GB rules apply. <a href="#">Setting up an archery range</a> - page 8.  Instructors qualified to a minimum of Archery GB Instructor, plus first aid to a minimum of 1st Response level and	Low	Medium	Backstop netting permanently fitted and set out for all sessions.  Waiting line minimum of 2.7m from shooting line. Those in waiting area required to remain	Anne - in place 19/09/2021	

		Girlguiding's A Safe Space level 3.			<p>seated at all times. Benches provided by hall.</p> <p>Shooting line denoted by ground quivers and footprint markers.</p> <p>No more than three archers at any one time.</p> <p>All doors within the range area remain locked during the session to prevent unauthorised access.</p> <p>Warning signs on the doors.</p>		
Inappropriate behaviour or pre-existing injuries within the group	All attendees from injury	<p>Participants or group leader to share relevant previous and existing medical issues with instructors.</p> <p>Adult:child ratios to comply with Girlguiding rules. Instructor is not counted in this ratio.</p> <p>Group leader to inform instructor of any other issues including behavioural.</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p> <p>Instructor to cease the session if behaviour is deemed to be posing a hazard to the activity.</p>	Low	Medium	<p>Groups must provide at least one adult to supervise their group throughout the session.</p> <p>Additional adult supervision should be provided by the group if there are known concerns.</p>	Group Leaders - prior to/during each session.	

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Waiting participants not remaining in the seated waiting area	All attendees from injury	All instructors qualified to Archery GB standards. Range rules explained at start of session. Instructor to cease the session if behaviour is deemed to be posing a hazard to the activity. Instructor trained in 1st aid and 1st aid kit taken to each session.	Low	High	Groups must provide at least one adult to supervise their group throughout the session.	Instructors/ Group Leaders - ongoing throughout the session.	
Participants unsure of range rules and commands	All attendees from injury	All instructors qualified to Archery GB standards. Range rules and whistle commands explained at start of session.	Low	High	Groups must provide at least one adult to supervise the group throughout the session.	Instructors/ Group Leaders - ongoing throughout the session.	
Equipment Failure	Participants from injury	All equipment to be inspected before and after each session. All equipment to correspond to relevant standard. Instructor trained in 1st aid and 1st aid kit taken to each session.	Low	Medium	Any equipment that falls under the standard to be marked as such and not used. This should be reported back to hall committee who own it.  Where possible our instructors will support with the maintenance of the equipment.	Instructors at each session.	
Damage to property or poor equipment repairs affecting other hall users	Relationship with the hall committee/ other users damaged	Hall users are aware that archery takes place in the hall and are advised not to leave items on top of their cupboards that could	Low	Low	Any damage is reported to the hall committee.  Hall committee have advised this is at the	Anne - when damage occurs.	

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		get damaged by the activity.			risk of the other users, not us.		
Bow string	All attending from injury whilst bow stringing/ unstringing or string breaking during activity	<p>Bow stringers to be used when stringing and unstringing the bows.</p> <p>Strings regularly inspected for wear. Check for worn or broken end servings or broken strands. Do not use if damage is found.</p> <p>Spare strings kept in the archery kit box for replacement when required.</p> <p>Monitoring safety of strings during the session.</p>	Low	Medium	Instructors to carry out stringing/ unstringing of bows.	Instructors before, during & after each session.	
Entangled hair, arms, earrings, etc.	Participants from injury	<p>Long hair should be tied back (spare hair bands in kit box).</p> <p>Bracer to be worn at all sessions.</p> <p>Long / dangly earrings should be removed.</p> <p>Any other loose clothing to be removed tucked in (eg hooded tassels)</p> <p>Instructor trained in 1st aid and 1st aid kit taken to each session.</p>	Low	Medium	Information sheet sent to Group Leader prior to their session to share information with participants.	<p>Anne - Prior to each session.</p> <p>Instructor - during safety briefing and ongoing observation during each session.</p>	
Rebounding arrow	All attendees from injury	Shooting line to be an appropriate distance from the target according to the ability of the participants.	Low	Low		Instructors - at each session	

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		Bow size and arrow length checks for each individual participant.					
Falling bosses	All participants from injury	Security of bosses and targets to be checked at the start of the session.  Correct technique for arrow retrieval to be demonstrated and monitored by instructors.	Low	Low		Instructors - before & during each session.	
Hit by arrow	Participants from injury	Range rules explained at start of session.  Range layout conforms to Archery GB regulations.  Safe retrieval of arrows explained in safety briefing. Reminders given as required.  Instructor trained in 1st aid and 1st aid kit taken to each session.	Low	High	Groups must provide at least one adult to supervise their group throughout the session	Instructor - during safety briefing and ongoing observation during each session	
Participant turning round with bow/arrow drawn	All attendees from injury	Range rules explained at start of session.  Clearly defined area for shooting range.  Limited number of people at shooting line.  Instructor trained in 1st aid and 1st aid kit taken to each session.	Low	High	Groups must provide at least one adult to supervise their group throughout the session.	Instructor - during safety briefing and ongoing observation during each session	

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Running into an arrow	Participants from injury	Briefed on walking everywhere when doing archery.  Instructor trained in 1st aid and 1st aid kit taken to each session.	Low	Medium	Groups must provide at least one adult to supervise their group throughout the session	Instructor - during safety briefing and ongoing observation during each session	
Bow string making contact with forearm	Participants from injury	Briefed on how to hold bow correctly.  Bracers should be used by all participants.  Long-sleeved tops to be worn.  Instructor trained in 1st aid and 1st aid kit taken to each session.	Low	Low		Instructor - during safety briefing and ongoing observation during each session	
Misfire (arrow falling/landing close to firing line)	Participants from injury from temptation to crossing shooting line to retrieve arrow.	Group briefed to leave arrow where it is until all participants have been told to collect arrows.  Correct arrow length used.	Low	High		Instructor - during safety briefing and ongoing observation during each session	
Incorrect removal of arrows from boss	All attendees from injury	Briefed on how to retrieve arrows safely.  Limit collections to those shooting.	Low	Medium	Younger groups could require instructor/ Group Leader to collect.	Instructor - during safety briefing and ongoing observation during each session	
Holding arrows unsafely when walking back	All attendees from injury	Group briefed on ensuring tips face down and not enclosed in hand.	Low	Low	Younger groups could require instructor/ Group Leader to collect.	Instructor - during safety briefing and ongoing observation during each session	

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Manual handling during set up	Instructors from injury	Ensure safe lifting and moving of equipment for both set up and take down of range.	Low	Medium	Manual handling poster in cupboard as a reminder.  Ask Group Leaders to support if required.	Instructor - during set up/ pack down.	
Transmission of Covid-19 - General	All attendees from illness	Group Leaders to ensure the relevant details are in place for test and trace. Anne holds group leader's contact details in line with GDPR.  Anyone with Covid symptoms or has been instructed to self-isolate is informed to stay away from the Centre.  Only those taking part are permitted to enter the building. Parents/carers drop off outside.	Low	High	Anyone showing symptoms during the session is removed from the group and group leader contacts parents for immediate collection and reminded to follow government guidance for testing for Covid-19.  Instructor to inform Hall Committee. Equipment to be deep cleaned or quarantined for 72 hours before reuse.  Where first aid is required, injured person to administer where possible, PPE to be worn if first aider needs to be closer than 1m.	Anne - informing group leader prior to session.  Group Leader - prior to session.  Instructor - during session safety brief and ongoing during each session and between sessions	
Transmission of Covid-19 - Close contact between people.	All attendees from illness	Social distancing and masks are not currently required under government or Girlguiding regulations.  Government and Girlguiding guidance has no maximum numbers.  If anyone starts to display symptoms of	Low	High	Everyone aware they may continue to wear a mask if they wish.  Information sheet sent to Group Leader prior to their session to share information with participants.	Anne - prior to session.	

		Covid-19 they will be removed from the group to a safe distance (kitchen), to be collected as soon as possible.					
Transmission of Covid-19 - Close contact when administering 1 <sup>st</sup> aid.	All attendees from illness	Masks and gloves added to the first aid kit.	Low	High	If first aid is required, where possible injured party to administer this themselves with direction from the First Aider at a 2m distance. If this is not possible then PPE supplied to be used by First Aider.	Instructors - Ongoing	
Sharing equipment.	All attendees from illness	Equipment is cleaned prior to and at the end of each session.  Hand sanitiser is provided and used by all in the group each time they approach the range to touch shared equipment.  Girls will bring their own drinks bottle which we will refill from the kitchen sink if required.	Low	High	Scientific evidence has indicated touch is less risky for contamination.  Information sheet sent to Group Leader prior to their session to share information with participants.	Instructors - at each session.  Anne - prior to session.	
Poor hand hygiene		Hand sanitiser used on arrival by all and on approach to the range.  Tissues provided by us. All used tissues are thrown away into a lidded bin, then hands	Low	High		Instructors - at each session.	



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		are washed or sanitized.					
Infection of vulnerable members.		Group Leader to ensure they're aware of any girls or volunteers who have a medical condition which makes them especially vulnerable at this time and inform the instructors	Low	High		Group Leader - prior to the session	
Poor respiratory hygiene.		Reinforce the 'catch it, bin it, kill it' message.  Tissues provided by us. All used tissues are thrown away into a lidded bin, then hands are washed or sanitized.  Venue has minimal ventilation. Kitchen door to remain open throughout the session.	Low	High		Instructors - at each session.	
Poor level of cleanliness of hall and equipment, especially after other hirers.	Potential for cross-contamination and passing infection between users.	There is no legal requirement for a Covid-secure RA from the venue any more and they are not providing one.  One designated toilet will be used and cleaned before and after our session.  Discussion held with instructors so they understand their responsibilities around cleaning.	Low	High	We are providing our own cleaning supplies, gloves and masks.	Instructors - at each session.	

Someone falling ill with Covid-19 symptoms during meeting.	Potential for cross-contamination and passing infection between users.	<p>There are no venue instructions.</p> <p>If anyone starts to display symptoms of Covid-19 they will be removed from the group to a safe distance (kitchen), to be collected as soon as possible.</p> <p>Group Leader ensures that GO holds contact information and is accessible for test and trace. Anne holds Group Leader's contact details.</p>	Low	High	<p>First aid kit contains PPE.</p> <p>Instructors and Group Leaders briefed in procedures.</p>	Instructors - at each session.	
Participant displays symptoms after meeting, raising concerns that others may have been infected.		<p>Group Leader ensures that GO holds contact information and is accessible for test and trace. Anne holds Group Leader's contact details.</p> <p>Attendance records are kept by Group Leader for one month after any meeting, in case test and trace is required due to a later suspected case.</p>	Low	High		Group Leader - ongoing	
<b>Please use the sections below to capture the other hazards and controls at your activity, as you normally would.</b>							
Arrivals/departures	Young members - accident/injury in the car park	<p>Volunteers arrive before girls so cars are parked.</p> <p>Parents are responsible for ensuring their girls' safety and bring girls to the door.</p>	Low	High	Parents informed in regular updates that they must not leave until we open the doors and invite the girls in.	Volunteers - start and end of every meeting	

		On departure, parents must come to the door. Girls not released until a parent is present. Parents responsible for their girls in the car park after this.					
Inability to provide 1 <sup>st</sup> aid when required	All - worsening injury or illness	At least one adult volunteer present who holds a minimum of the Girlguiding 1 <sup>st</sup> Response training. (See page 5 for current details).  First aid kit kept up to date.  Group Leader responsible for informing parent/carer of any accident, any first aid treatment given or if a child has said they feel unwell. Instructor available to talk to the parent if the injury is as a result of the archery activity.  In an emergency, the <a href="#">Girlguiding procedures</a> should be followed.	Low	Medium	Nearest defibrillator is outside the Coop, 5 Salter Street, GL13 9BS.  Instructors to have fully charged mobile phone in case of emergency.	Anne - Annual check September 2021  Volunteers - ongoing in the event of an accident or emergency	
Slips, trips and falls	All from injury	Visual check of the venue on arrival before setting up for activities or allowing girls to enter. Any hazards spotted are rectified immediately. If the hazard cannot be rectified then the area is marked as out of bounds and volunteers	Low	High	Spills cleaned up immediately. (Mop in cleaning cupboard or kitchen towel in kitchen).  Wet floor sign available at the venue.	Volunteers - ongoing	

		and girls informed of this. If the hazard is significant and cannot be rectified or put out of bounds, or if this reduces the hall space available for the archery activity, then the meeting must be cancelled.					
Various kitchen hazards	All - injury (particularly cuts & burns)	Kitchen remains out of bounds to young members aside from access in/out of the building.	Low	Low		Group Leaders - at each session	
Scout storage space	Instructors and Group Leaders - injury	Storage space is a communal cupboard. Instructors to be cautious when removing items from the cupboard. Ensure a clear path before moving items.	Low	High		Instructors - ongoing	
Fire		Visual check of fire doors prior to the start of the meeting to ensure they are clear and accessible. Venue provides a fire extinguisher in the kitchen. There is a smoke detector in the kitchen but no formal fire alarm system. Fire exits are: <ul style="list-style-type: none"> <li>• 1 through kitchen</li> <li>• 1 behind backstop netting</li> </ul>	Low	High	At least one volunteer to have fully charged mobile phone in case of emergency.	Volunteers - ongoing	

		<ul style="list-style-type: none"> <li>1 through the main door</li> </ul> <p>Fire doors locked to prevent unauthorised absence during session but keys remain in the door on the inside for easy unlocking and opening in an emergency.</p> <p>Group advised to only use the far door if the others are blocked (eg by fire). Backstop netting can easily be moved to one side to access the door quickly.</p> <p>Fire evacuation plan in place and shared with group at the start of each session.</p>					
Power outage	All from being in the dark	Torch kept in the archery kit box. Batteries checked at the beginning of each term.	Low	Low	Instructors react in a calm manner and archery session to cease. Young members to remain in main hall.  If power cut continues or young members are showing signs of distress then parents are called to collect.	Instructors - ongoing  Anne - Beginning of each term	
Bullying	Girls from physical or emotional impact	Adult supervision throughout the session and instructors remain vigilant.	Low	Medium		Instructors - Ongoing	

		Any issue is addressed promptly.					
Signed by commissioner:				Date:			