

Scouting Risk Assessment – Archery



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| Date of risk assessment | 15/2/25 | Name/Role of who undertook this risk assessment | Ben Shirvill |
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Earleywood Scout Campsite

| Hazard Identified? / Risks from it? | Who is at risk? | How are the risks already controlled? What extra controls are needed? | What has changed that needs to be thought about and controlled? |
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| <p>Hazard – something that may cause harm or damage. Risk – the chance of it happening.</p> | <p>Young people, Leaders, Visitors.</p> | <p>Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.</p> | <p>Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.</p> |
| <p>Activity instructors and Equipment</p> | <p>Activity instructors</p> | <ul style="list-style-type: none"> • Activity instructors leading and running the activity to hold a current Scout Association Permit relevant to the activity or equivalent national accredited qualification from Archery GB. • Activities to be carried out in accordance with Scout Association Policy Organisation and Rules (POR) • Earleywood's equipment is only to be used by Earleywoods approved activity instructors. • Any other equipment may be used at your risk (i.e. equipment is compliant and in date) | |
| <p>Indoor shooting</p> <p>Doors</p> <p>Storage area behind bosses and netting</p> <p>Arrows missing the boss or glancing off the boss</p> | <p>Activity instructor and Participants</p> | <ul style="list-style-type: none"> • Doors are to be locked from the inside or closed for the duration of the activity. • Activity instructor check these areas are empty of people before the session. • All doors to these areas to be closed. • Safety nets to be used when shooting in progress. • Shooting is never longer than the distances specified in the venue safety policy. • Waiting line to be outside the building supervised by the Leader in charge. • Spectators to wait in kitchen area, with hatch doors open | |

Additional information can be found in the [Safety Checklist for Leaders](https://scouts.org.uk/safety) and other information at scouts.org.uk/safety

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| <p>Outdoor Shooting</p> <p>Weather</p> <p>Ground conditions</p> <p>Backstop</p> <p>Signage</p> | <p>Activity instructor and Participants & Spectators</p> | <ul style="list-style-type: none"> • Target bosses to be anchored down • Lightning strikes, activity to be stopped. • Damp grass and uneven ground, care to be taken when walking on range. • Any stray arrows to be found before leaving site or reported. • Check all nets are in good condition and secondary overshoot net is in place. • Signs to be put out along carpark edge, at side of building and gate to be shut. • Spectators to wait in designated area | |
| <p>Failure of Equipment</p> <p>Injury from use of damaged or inappropriate equipment</p> | <p>Activity instructor and Participants</p> | <p>Activity instructor to ensure that each participant has:</p> <ul style="list-style-type: none"> • an arm bracer; • a bow appropriate to their physical size and strength, subject to an 18lb maximum; • arrows which are long enough and made of aluminium. <ul style="list-style-type: none"> • Inspect all equipment and test regularly and prior to use. Check equipment log in armoury. <p>Remove damaged equipment immediately, marked up and reported to Activity Director and recorded using defect sheet inside cupboard door – damaged/broken equipment to be placed in quarantine cupboard.</p> <ul style="list-style-type: none"> • Ensure stable stands used with bosses • Instruct how to remove arrows properly from bosses, by holding the boss | |
| <p>Slips, Trips, & Falls</p> | | <ul style="list-style-type: none"> • Beware of arrows in the ground and boss when walking into range | |
| <p>Arrow ricochet</p> <p>Injury to persons</p> <p>Eye Injuries</p> | <p>Everyone involved in the session.</p> | <ul style="list-style-type: none"> • Only participants shooting to be on the range with the activity instructor, everyone else to be in waiting area • Netting to be pulled across hanging loose. • No obstructions on the range. • Only shoot at designated targets. | |

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| Injury arising from being shot | Everyone involved in the session. | <ul style="list-style-type: none"> • Activity instructor to manage the range • Maximum of 4 shooting at a time from the designated shooting line. • Nobody to cross the shooting line, unless instructed by the activity instructor. | |
| Overcrowding and disorderly behaviour | Everyone involved in the session. | <ul style="list-style-type: none"> • Maximum of 12 participants on the range | |
| Use of bows for shooting targets on the range. | | <ul style="list-style-type: none"> • Archery GB rules of shooting to be followed • Activity instructor to control the “field” via whistle or agreed verbal calls. • Activity must be pre-booked in accordance with site booking procedure. • Ensure all long hair is tied up. • Remove jewellery which impede the activity and necklaces tucked in • Full instruction on use of equipment to be given before use. • A loaded bow should NEVER be pointed at others. If any participant does this the activity will stop and they will be requested to leave the range immediately and then the activity may recommence. • Bows to be pointed down the range at all times • Arrows should not be pointed at others and carried as shown. • Activity instructor's instructions must be adhered to at all times. | |
| Range Setup and Storage | | <ul style="list-style-type: none"> • Range to be setup and run in accordance with Archery GB and Earleywood Range user manual. • Equipment to be kept in secure storage. • Check range for any hazards before session • Check net backdrop is in good condition and fitted correctly • Signs are in place and being used • External doors that can enter the live range area to be securely shut • Fire evacuation procedure explained • In case of fire take arrows with you | |
| Medical Incident/Injury | Everyone involved in the session | <ul style="list-style-type: none"> • Leader in charge to have readily available an adult with current mandatory module 10 first aid training. • Leader in charge to have first aid kit. | |

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| | | <ul style="list-style-type: none"> • Leader in charge/activity instructor to be aware of where nearest first aid kit is located (Scout Centre kitchen and Rowney Building kitchen). • Leader in charge to have available and be aware of all medical/allergy conditions and reasonable adjustments of everyone at risk. • Participants with reasonable adjustments to be located nearest the activity instructor and if necessary have a competent person supporting them • Leader in charge to be aware of Earleywood incident action plan and follow it. • Leader in charge establish procedures in the event of an injury at beginning of session. • Leader in charge to maintain young person/adult ratio | |
| Slips, Trips, Cuts, Bites & Falls | Everyone involved in the session | <ul style="list-style-type: none"> • Leader in charge to survey the activity area before starting to prevent participants having an incident: <ul style="list-style-type: none"> ○ Mark locations of obstacles in the ground ○ Remove loose debris to a safe location ○ Mark locations of insect infestations and nests ○ Mark locations of low lying stinging or scratchy plants ○ Identify boundaries. • Wear appropriate footwear and shoelaces to be tied. • Walk, no running • Ensure the activity area is suitable for use, kept clear and tidy | <ul style="list-style-type: none"> • Periodical checks / Be aware of any objects on the ground and remove trip hazards. |
| Overcrowding and disorderly behaviour | Everyone involved in the session. | <ul style="list-style-type: none"> • Leader in charge/activity instructor rules/instructions explained to participants during briefing. • Leader in charge to remain with the group. • Activity instructor to stop activity immediately if: <ul style="list-style-type: none"> ○ There are too many participants using the activity ○ The participants behaviour is unacceptable or unruly ○ No leader is present from the participants group ○ Consider safety of participants is at risk | |

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| | | <ul style="list-style-type: none"> • Leader in charge to resolve the issue to the satisfaction of the activity instructor before the activity starts again. | |
| Animal Encounter – Wild/Domestic | Everyone involved in the session. | <ul style="list-style-type: none"> • Do not approach animal. • Do not encourage animal to approach you. • Maintain safe distance between you and the animal. • Leader in charge to scare away the animal without causing physical harm. | |
| Animal Faeces | Everyone involved in the session. | <ul style="list-style-type: none"> • Leader in charge to survey the activity area before starting, remove and dispose of animal faeces. • Any animal faeces identified while participating in the activity, pause activity and Leader in charge to remove and dispose of animal faeces. | |
| Weather Conditions & Environment | Everyone involved in the session. | <ul style="list-style-type: none"> • Bring clothing and equipment appropriate to the weather conditions. • In event of inclement weather, the activity instructor may cancel or postpone the activity, in the meanwhile Leader in charge to find a point of safety. • In hot weather ensure adequate hydration and self-administration of sun protection. • Use torches if dark. • Wear close toed footwear (i.e. no sandals/ flip flops, etc) • Turn on activity flood lighting as appropriate | |
| Missing Persons Lost individual in distress | Everyone involved in the session. | <p>Leader in charge to:</p> <ul style="list-style-type: none"> • Take regular HEAD COUNTS • Take register before activity starts. • Have In-Touch arrangements accessible. • Check mobile phone connectivity is available. | |
| Unauthorised Access Activity area left unattended Equipment unattended Theft Injury | Everyone involved in the session. | <ul style="list-style-type: none"> • Equipment to be locked away securely whilst not in use. • Participants must never be left alone with equipment. | |

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| Checked by | | Name: Ben Shirvill Role: Activity Director Date 26 th February 2023 | |
| Approved by | | Name: Derek Salter Role: Health & Safety Director Date 26 th February 2023 | |
| Version Control | Original Date 26 th February 2023 | Whats changed? | Rewritten and updated replacing previous version. |
| | Revision Date 1st February 2024 | | Annual review |
| | Revision Date 15 th February 2025 | | Annual review |

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HQ Template Published June 2020

