Bradley Wood Activity Centre
Archery 2026 - Risk Assessment 001

Document History			
Written / Revised By	**Date**	**Notes**	**Review Date**
Jo Davies-Robertson	April 2023	/	-
Amy Parry	March 2024	Reviewed, revised to incorporate new layout including changes to SOPs	March 2025
Alice Chapman	March 2025	Reviewed and revised after the season, including any changes to SOPs.	March 2026
Alice Chapman	March 2026	Reviewed and revised, including any changes to SOPs.	March 2027

Hazard & Associated Risk	**Persons at Risk**			**Control Measures**	**Additional Precautions**	**Probability**	**Impact**	**Score**	**Risk**
	Young	**Staff**	**Visitors**						
Non-compliance with Scout POR or Archery GB Legislation - Causing any personal injury to user, other range users and spectators	P	P	P	- All rules are in accordance with Scout POR - Regular consultation with County Activity Lead on any changes from POR - Archery is classed as an Adventurous Activity for the Scouts, as such any Instructor leading a Scouts Archery session must have a current and appropriate activity permit - Any Instructor leading Archery for non-Scouting groups must have a current and relevant Archery GB qualification, membership and insurance		1	3	3	Minor
Bow String - Injury to arms / head / fingers	P	P		- Arm guards are provided; these must be worn by under 18's (optional to adults) and fitted correctly, Instructor to check this - Any facial/dangly jewellery or rings should be removed or taped over if suitable. This is at the discretion of the Instructor. - Hair of shoulder length or longer must be tied back - Clear safety briefing and demonstration delivered by Qualified Instructor to include correct shooting technique	- First Aid kit must be available on the range -Instructor holds current Scout First Aid qualification (or higher)	3	1	3	Minor
Persons entering range - Hit by arrows	P	P	P	- Activity area protected by fence to prevent walking onto range - No access beyond line during session -Clear safety briefing delivered by Qualified Instructor to include when movements are allowed on the range & what to do if someone/something enters the range during shooting	- First Aid kit must be available on the range -Instructor holds current Scout First Aid qualification (or higher)	1	3	3	Minor
	P	P	P		-During events where no set time session	2	2	4	Moderate

Hazards Arising from the Actions of Group Members - i.e. overcrowding and disorderly behaviour.				-Clear safety briefing delivered by Qualified Instructor will set expectations for the range, how to use equipment properly and will make sure rules are followed - Activity to be supervised throughout by a Qualified Instructor, who will make sure rules are followed - Group Leader/Teacher will provide supervision and correct ratios - Persons failing to follow rules will be asked to leave the range - To avoid overcrowding at the shooting line there must only be one archer per target - Maximum group size of 12 participants - Both Archery 1 and Archery 2 ranges have a maximum of 4 archers at the shooting line at any one time	takes place instructors are to ensure waiting participants are out of the way of the archers and that the number of archers never exceeds one per target.				
Failure of Equipment - leading to personal injury to user or staff	P	P		- Procedures in place to check equipment before use and action taken if any issues are discovered - Clear safety briefing delivered by Qualified Instructor to include correct use of equipment - Appropriate equipment for group to be used, correct sized bow used to match the size and frames of participants - No overdrawing of the bow, Instructor to supervise and intervene when required - No dry releasing of bows - Any equipment found to be faulty must not be used, it must be quarantined in the correct area and the Duty Manager informed - Only Bradley Wood equipment to be used on Bradley Wood sessions.	- First Aid kit must be available on the range -Instructor holds current Scout First Aid qualification (or higher)	2	2	4	Moderate
Uneven Ground / Disorderly Behaviour – Resulting in trips / slips	P	P	P	- Correct footwear must be worn, secure to foot and closed toe - Procedures in place to check activity area before use and action taken if any issues are discovered - Clear briefing to include no running, jumping the stream (Archery 1) or poor behaviour - Close supervision by the instructor and Leader/Teacher throughout the session, participants will be asked to leave range if rules are not being followed - Spectators to remain seated, in designated waiting area	- First Aid kit must be available on the range -Instructor holds current Scout First Aid qualification (or higher)	3	2	6	Moderate

Misaimed or Overshot Arrows - Person hit by arrow	P	P	P	- Clear safety briefing delivered by Qualified Instructor to include aiming arrows down range and not too high, only when the instructor has given explicit permission to shoot - Close supervision by the instructor and Leader/Teacher throughout the session, persons will be asked to leave range if rules are not being followed - Activity area protected by fence to prevent walking onto range - Large overshoot area behind targets - Overshoot netting behind targets to catch majority of overshot arrows - Targets and knocking points regularly checked for positioning to ensure true flight - Spectators to remain seated	- First Aid kit must be available on the range -Instructor holds current Scout First Aid qualification (or higher)	1	4	4	Moderate
Arrows Landing Before Target - Walking into arrows causing injuries to the shins	P	P		- Clear safety briefing given by Qualified Instructor to include where on the range they should walk to collect their arrows - Arrows on the floor should be picked up before collecting arrows from target.	- First Aid kit must be available on the range -Instructor holds current Scout First Aid qualification (or higher)	1	4	4	Moderate
Removing Arrows from Targets – Causing injury to user	P	P		- Clear safety briefing given by Qualified Instructor to include the correct technique on removing arrows, approaching the target and withdrawing the arrow from the side - Instructor will supervise -The instructor can take over this task if deemed necessary - Bosses should be secured to ensure pulling arrows out doesn't cause movement	- First Aid kit must be available on the range -Instructor holds current Scout First Aid qualification (or higher)	2	2	4	Moderate
Carrying Arrows - Causing injury to user	P	P		- Clear safety briefing given by Qualified Instructor to include how to carry arrows - Only walking allowed while on the range or carrying arrows - Instructor to supervise this - Instructor can take this over this if appropriate	- First Aid kit must be available on the range -Instructor holds current Scout First Aid qualification (or higher)	2	2	4	Moderate

Arrows Rebounding - Causing injury to user or other range users	P	P		- Clear safety briefing given by Qualified Instructor to include when persons are allowed to cross the shooting line, never when people are actively shooting - Minimum shooting distance marked out - Correct footwear must be worn, secure to foot and closed toe	- First Aid kit must be available on the range -Instructor holds current Scout First Aid qualification (or higher)				
Adverse Weather: storms, high wind and heavy rain etc – Resulting in injury or damage	P	P	P	- Archery 1 has covered shooting line and waiting area, with lighting over both -Archery 2 had a covered waiting area - Activity session may have to cancelled due to any adverse weather, where operation can become dangerous. This it at the discretion of the duty manager	-Instructor is empowered to stop the session themselves if they deem the weather to have an unsafe impact - Follow 'severe weather' procedure in the site's *Emergency and Disaster Recovery Plan* if required	1	3	3	Minor
Unauthorised Use - causing theft, vandalism or foreign objects in activity area	P	P	P	- Equipment removed after session, and locked in correct storage area - Bows made safe if there is a break between sessions - Arrows always removed from range when not in use -Bows and arrows are not to be stored together - The Qualified Instructor is responsible for counting all items in and out to ensure none are left behind. - Procedures in place to check equipment and activity area before use and action taken if any issues are discovered - The activity area will be checked monthly for any damage and the fences integrity. Inspections will be logged - Normal site security procedures in place		2	3	6	Moderate