Bradley Wood Activity Centre
Soft Archery 2026 - Risk Assessment 023

Document History			
Written / Revised By	**Date**	**Notes**	**Review Date**
Alice Chapman	March 2025	/	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						
Bow String - Injury to arms / head / fingers	P	P		- Clear safety briefing and demonstration delivered by Trained Instructor to include correct shooting technique - Soft archery uses lower poundage bows than traditional archery - Arm guards provided, must be worn by under 18's (optional to adults) and fitted correctly - Any facial/dangly jewellery or rings should be removed or taped over if suitable. This is at the discretion of the Trained Instructor. - Hair of shoulder length or longer must be tied back	- 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 suction cup arrows	P	P	P	- Designated shooting area, shooting line and waiting area to prevent walking onto range - No access beyond line during session - Clear briefing delivered	- First Aid kit must be available on the range -Instructor holds current Scout First Aid qualification (or higher)	1	2	2	Minor
Failure of Equipment - leading to personal injury to user or staff	P	P		- Procedures in place to check equipment before use - Appropriate equipment for group - Briefing on correct use of equipment	- 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	P	P	P	- Clear briefing to include no running or poor behaviour - Close supervision	- First Aid kit must be available on the range	3	2	6	Moderate

Behaviour – Resulting in trips / slips				- Area to be checked for debris prior to session - Spectators to remain seated	-Instructor holds current Scout First Aid qualification (or higher)				
Misaimed or Overshot Arrows - Person hit by arrow	P	P	P	- Clear briefing on aiming arrows down range and poor behaviour - Supervision at all times – asked to leave range if rules are not being followed - Instruction given about entering target range - Spectators to remain seated - Suction cup arrows to be used	- First Aid kit must be available on the range -Instructor holds current Scout First Aid qualification (or higher)	2	1	2	Minor
Removing Arrows from Targets – Causing injury to user	P	P		- Suction cup arrows to be used - Clear safety briefing given by Trained 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	1	2	Minor
Carrying Arrows - Causing injury to user	P	P		- - Clear safety briefing given by Trained 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	1	2	Minor
Hazards Arising from the Actions of Group Members - i.e.	P	P		-Clear safety briefing delivered by Trained Instructor will set expectations for the range, how to use equipment properly and will make sure rules are followed	-During events where no set time session takes place instructors are to ensure waiting	2	2	4	Moderate

overcrowding and disorderly behaviour.				- Activity to be supervised throughout by a Trained 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	participants are out of the way of the archers and that the number of archers never exceeds one per target.				
Adverse Weather: storms, high wind and heavy rain etc – Resulting in injury or damage	P	P	P	- Soft Archery can be run both indoors and outdoors - 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 - The Trained 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 - Normal site security procedures in place		2	3	6	Moderate