

Risk assessment

Name of activity, event, and location	Archery @ Beavan Challenge Tawd Vale Scout Campsite	Date of risk assessment	25/09/2024	Name of person doing this risk assessment	Richie Thornley
		Date of next review	25/09/2025		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Equipment Failure – <ul style="list-style-type: none"> String may snap Bow Limbs or riser may fail while shooting Arrows may break on release 	Archer and those in close vicinity	<ul style="list-style-type: none"> Inspect strings and bows before each session to check for wear. Replace equipment to be deemed unsafe – remove from service the damaged equipment Inspect Arrows for loose or damaged nocks, loose points. Replace damaged or loose components. Check for any blemishes or bends in the arrow. Remove if unsafe or damaged and unable to be repaired Instruct new and existing archers against "dry-firing" bows which can cause early limb failure. 	
Bowstring – <ul style="list-style-type: none"> Bowstring may become caught on loose hair Bowstring may become caught on loose clothing Bowstring may become caught on piercings/jewelry Bowstring may hit arm on release 	Archer	<ul style="list-style-type: none"> Ensure archers have tied hair back Ensure archers remove loose clothing – tuck hoods in on hoodies / drawstring tucked inside / necker removed Ensure archers have removed or covered over any piercings that they may have Archers are required to wear arm protection to minimise injury. Also instructed on proper release technique 	

You can find more information in the Safety checklist for leaders and at scouts.org.uk/safety

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<p>Clothing –</p> <ul style="list-style-type: none"> • Clothing may get caught • Arrow may land on foot 	<p>All</p>	<ul style="list-style-type: none"> • Ensure archers remove loose clothing – tuck hoods in on hoodies / drawstring tucked inside / necker removed • Closed toe shoes – Boots/Trainers are to be worn whilst on the range • If hats are worn, they should be turned backwards or removed 	
<p>Bow Assembly –</p> <ul style="list-style-type: none"> • Bow is assembled / disassembled incorrectly • Bow may come apart while in use 	<p>Archer and those in close vicinity</p>	<ul style="list-style-type: none"> • Instruct archers in correct assembly techniques for equipment. Includes limb assembly, stringing and de-stringing • Inspect bows before each session and also annually for signs of wear • Check bow setup before allowing archers to shoot 	
<p>Boss –</p> <ul style="list-style-type: none"> • Target boss and/or stand mishandled possibly resulting in boss falling on archer and causing injury • Target boss/stand not secured possibly resulting in injury to archer and/or damage to arrows 	<p>Those in immediate vicinity of Target Boss/Stand</p>	<ul style="list-style-type: none"> • Instructors to setup range ensuring that Target Boss/Stand is secure • Do not allow shooting to commence until all instructors are happy at range setup • Instructors to check Target Boss/Stand at intervals throughout the session • Instructor to use appropriate commands to stop shooting if problem occurs – FAST or STOP 	
<p>Short Arrows –</p> <ul style="list-style-type: none"> • Arrows too short for the archer and may fall off arrow rest and released into back of riser or hand 	<p>Archer</p>	<ul style="list-style-type: none"> • Check arrow length for all new archers using prescribed techniques from Archery GB. Issuing only arrows of required minimum length. • Do not allow archers to shoot if arrows of the minimum length are unavailable 	

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<p>Collection of Arrows –</p> <ul style="list-style-type: none"> • Arrows in ground may cause injury if walked/run into • Arrows in target may cause injury when archer approaches target or removes arrows from target 	<p>All in immediate vicinity</p>	<ul style="list-style-type: none"> • Instruct archers of these hazards and importance of approaching target with caution and from the side • Instruct archers in correct technique for removing arrows from target • Shown correct technique for carrying arrows back to the waiting area – points down and under arm • Instruct other archers waiting to collect their arrows the importance of standing clear • No running on range • Walk down the central path to the target collecting stray arrows from the middle of the range on the return back to the waiting area • Report any lost arrows to the instructor immediately • Ensure every effort has been taken to locate missing arrows 	
<p>Shooting Control –</p> <ul style="list-style-type: none"> • Inadequate control of shooting may result in personal injury to another archer or spectator 	<p>All in immediate vicinity</p>	<ul style="list-style-type: none"> • Shooting will only take place under the control of a qualified instructor with a minimum of a Scouts Archery Activity Permit who will act as the Field Captain • All archers must understand that this person is in charge of the range and must obey their commands • All archers are instructed as to the role of the Field Captain and the commands that they are likely to give • All archers will have a 3 arrow introduction as part of the safety briefing followed by a 3 arrow guided shoot. If after the 3 arrow guided shoot, the archer/instructor is not confident for the participant to continue without guidance they will continue with further guidance. 	
<p>Arrows shot outside area – Arrows inadvertently shot outside of safety area may result in personal injury</p>	<p>All, plus all in vicinity</p>	<ul style="list-style-type: none"> • Archers given strict instruction that arrows are to be pointing down the range at all times from when they pick them up to firing. • Any archer deemed by Field Captain or another Archery GB Instructor not doing so will be asked to stop shooting and to leave the shooting line. • Archers must not be allowed to use any form of “over-arm draw” and the instructor should ensure that the bow is not pointed at too extreme an angle 	

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<p>Range Layout –</p> <ul style="list-style-type: none"> Incorrect range layout may result in personal injury to spectators or other archers 	<p>All</p>	<ul style="list-style-type: none"> The range must be secure and laid out in accordance with the Archery GB Rules of Shooting. Shooting may not begin until this is the case Spectators and participants are advised where they may and may not stand whilst shooting is in progress Range will be marked out by fencing and appropriate signage to prevent any one walking onto the range Participants will shoot to one target, a maximum of 4 people will shoot at the same time. No one will venture onto the range whilst shooting is taking place 	
<p>People / Animals straying into the range / safety area –</p> <ul style="list-style-type: none"> A person or animal that strays into the shooting area or safety area may receive injury from arrows or other equipment projected towards the target 	<p>All</p>	<ul style="list-style-type: none"> Ensure that the range is laid out in accordance with Archery GB Rules of Shooting and that all safety areas and shooting area can be seen from the shooting line Field Captain and all archers must remain vigilant and suspend shooting using the command FAST or STOP if areas are violated People must not be able to enter the area without passing suitable barriers warning that beyond a danger exists Access to rear of Archery range is prohibited and will be monitored throughout the session Access to the range is only through the entrance/exit which does not stray past the shooting line No-one is to cross the shooting line except when instructed to do so by Field Captain/Instructor Ensure that all participants and spectators remain behind the waiting line Ensure all participants are familiar with the Start and Stop commands 	
<p>Slips, Trips and Falls</p>	<p>All</p>	<ul style="list-style-type: none"> Area checked for any hazards during setup, visual check done throughout session Remind all participants to take extra care if it has been raining Running on the range is not allowed 	
<p>Unauthorised access to equipment or the range</p>	<p>All</p>	<ul style="list-style-type: none"> Range is kept broken down when not in use Bows and arrows stored correctly and appropriately 	

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<p>Weather –</p> <ul style="list-style-type: none"> • All participants, spectators and instructors are at risk from elements when shooting outdoors. • Fog can reduce visibility • Archer or their equipment can be struck by lightning • All participants, spectators and instructors can suffer from cold weather • Participants, spectators and instructors will get cold & wet in rain • Shooting in dusk/night 	<p>All</p>	<ul style="list-style-type: none"> • Shooting must be suspended if safety areas and maximum overshoot distance is not visible • Shooting must be suspended at first signs of thunder and lightning – taking shelter in the building – shooting will recommence 1 hour after the last sign of thunder & lightning • A check on the weather will be done the night before and any adverse weather conditions will be reported to event organisers. • As Instructors are also Scout Leaders, they will hold a valid First Aid Certificate and should be able to identify signs of Hypothermia. • Shooting must be suspended during heavy rain to eliminate causes of Hypothermia setting in whilst waiting to shoot. • Shooting in the dark is not allowed and all shooting must stop 20 minutes before forecasted sunset. 	
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Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.

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