

Activity Risk Assessment

Name of activity, event, and location	Archery Hertfordshire Scout Activity Centres- Includes offsite/mobile activities	Date of risk assessment	October 2024	Name of person doing this risk assessment	Katy Pearce EM HCSC Reviewed by: Doug Stack ACM HCSC
		Date of next review	October 2025		

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Misuse of arrows	All	High	<ul style="list-style-type: none"> All instructors hold Archery GB Instructor Award or higher and/or Scout Archery Permit dependant on group type. Participants must be instructed that arrows must be pointed down the range or to the ground at all times. Arrows must be counted out and in at the start and end of sessions. Arrows must be removed from the shooting line when individuals are on the range, collecting arrows. In the safety brief participants must be provided with a clear demonstration of how to load/shoot the arrows correctly. Equipment must not be left unsupervised. Participants must only touch any equipment when told to do so by the instructor. 	Low
Misue of bows	All	High	<ul style="list-style-type: none"> All instructors hold Archery GB Instructor Award or higher and/or Scout Archery Permit dependant on group type. Participants are told that bows must be pointed down the range or to the ground at all times. Participants are told to never dry shoot the bow (shoot without an arrow). In the safety brief participants must be provided with a clear demonstration of how to use the bow correctly. Equipment must not be left unsupervised. Participants must only touch any equipment when told to do so by the instructor. 	Low
Injury to arm from bow string	Participants, instructors	Low	<ul style="list-style-type: none"> All participants must be wearing a correctly fitted arm brace. Instructors must demonstrate to participants the correct shooting stance i.e., arm slightly bent. 	Low
Injury from walking into arrows	Participants, Instructors	High	<ul style="list-style-type: none"> Participants must not run when collecting arrows. Participants must walk up the side of the range to get to the target. Participants must wait for permission to collect arrows by the instructor. 	Low

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Injury from the boss falling over	Participants, Instructors	Medium	<ul style="list-style-type: none"> Archery bosses are secured to the ground. Routine visual inspections completed and signed for at the start of the day and before each session. 	Low
Injury from removing arrows from target	Participants, Instructors	Medium	<ul style="list-style-type: none"> A demonstration must be provided in the safety briefing to explain how to safely remove an arrow i.e. looking around for other people before commencing. Participants must wait for permission to collect arrows by the instructor. 	Low
Falling with arrows when returning to shooting line	Participants, Instructors	Medium	<ul style="list-style-type: none"> Participants must be shown how to safely carry arrows i.e. points to the ground. No running allowed on the range. 	Low
Someone entering range or crossing shooting line	Person who is on the range	High	<ul style="list-style-type: none"> Ranges are enclosed with clear physical boundaries. Participants must be made aware of the 'stop' command during the safety briefing. 	Low
Arrows overshooting or flying out of the range	Other site users	High	<ul style="list-style-type: none"> Ranges are designed to meet requirements for 'have a go' range including overshoots and net to protect surrounding area. 	Low
Footwear	Participants, Instructors	Medium	<ul style="list-style-type: none"> Appropriate closed toed shoes must be worn at all times. 	Low
Weather	Participants, Leaders, Instructors	Low	<ul style="list-style-type: none"> Centre Management Team/Lead Instructors must check weather at start of day and monitor throughout. Sessions must be stopped if wind speeds exceed 24mph, dependant on location. Sessions must be stopped immediately in thunder and lightning, and wait for 30 minutes after end of storm, before re commencing. Sessions to be cancelled in extreme hot or cold temperatures. 	Low

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Uncontrolled groups of young people	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Keep all young people involved sitting down while not participating. Groups must be accompanied by a supervising adult. Group leader is responsible for managing the groups behaviour as stated in the booking terms and conditions. 	Low
Self-led sessions/ equipment	Participants, Leaders	Medium	<ul style="list-style-type: none"> Group leader is responsible to ensure that those with own permits/qualifications must have completed and signed a Self-Led Activity Registration Form for the activity. Up-to-date permits/qualifications must be uploaded. Supervising adult must be shown the activity area/activity equipment by centre staff before commencing the activity or been provided an alternative method. An additional competent adult should be present supervising individuals that are not engaged on the activity. Those with own permits/qualifications are responsible for their own risk assessment in addition to this risk assessment. When using own equipment individuals are responsible for their own risk assessment and must be set-up and run to HCSC standard operating procedures. 	Low
Clients with additional abilities/pre-existing health issues	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Group leader must provide information about significant medical requirements and additional needs during the booking process. Instructors should discuss any issues with group leaders before the session is started. Lead instructors/management should review information and make any specific adaptations, determined with an individual risk assessment. Group leader is responsible for having access to essential medication i.e. inhalers. Participants with a history of injuries should be warned about the physical nature of taking part in this activity and have read the activity information before starting. 	Low
Novice participants	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Ratio of 1 instructor and at least one competent adult per 15 participants. Safety briefing given at the start of the session to identify the specific hazards and safety rules to follow and reinforced throughout. 	Low
Failure of equipment	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Monthly equipment checks are carried out. Routine visual inspections completed and signed for at the start of the day and before each session by the activities team. If the activity equipment has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately. 	Low

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Poorly maintained activity area	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> • Monthly activity area checks are carried out. • Routine visual inspections completed and signed for at the start of the day and before each session by the activities team. • If the activity area has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately. 	Low
General Injury	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> • Groups are responsible for their own first aid. Groups must have someone adequately trained and have a suitable first aid kit. • Additional first aid kit and defibrillator are available at reception/activity and key staff on duty to offer further support if required. 	Low