



## Risk Assessment

Name of activity, event, and location	Cranham Scout Centre Archery	Date of risk assessment	11/11/2025	Name of person doing this risk assessment	Brandon Ely Operations Manager
		Date of next review	11/11/2026		

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? <b>The Session Leader will...</b>	Review & revise What has changed that needs to be thought about and controlled?
Inadequate control of/misbehaviour of participants causing distraction leading to injury	All Participants and passers by	<ul style="list-style-type: none"> <li>ensure there is a group-specific risk assessment in place prior to the session and that it has been read by any helpers prior to the session.</li> <li>ensure there is at least one responsible adult, in addition to the instructor, to help manage behaviour.</li> </ul>	
Defective equipment	All Participants and passers by	<ul style="list-style-type: none"> <li>check the equipment before and after each session. Equipment Checks required: Strings sound, no frays, all serving sound, strings waxed Stem free from cracks or defects Grip sound, rest in good condition both sides Arrows all sets straight and fletchings in good condition Arm guards in usable condition Finger tabs for all ages Safety nets in good condition and secured at sides and base. Bosses and stands in good condition. Securing pegs for windy conditions attached. Ground spikes fixed to all legs. Faces in</li> </ul>	

You can find more information in the Safety checklist for Section Volunteers and at [scouts.org.uk/safety](https://scouts.org.uk/safety)

## Risk Assessment

		usable condition. <ul style="list-style-type: none"> <li>remove and report any defective to the equipment or damage to the firing area to the Operations Manager.</li> </ul>	
Injury due to inadequate instruction	All Participants and passers by	<ul style="list-style-type: none"> <li>ensure the instructor holds the relevant Scout Permit or G.B. Archery Certificate and is a qualified first aider.</li> </ul>	
Slips, trips and falls on the range could cause injury, especially when collecting arrows.	All Participants	<ul style="list-style-type: none"> <li>brief participants to always walk on the range.</li> </ul>	
Person hit by an arrow causing piercing injury	All Participants and passers by	<ul style="list-style-type: none"> <li>brief the group about safety including explaining that arrows must only point towards the ground or towards the targets and that no one should cross the firing line until all shooting is finished, and the instructor has given permission to allow arrow retrieval.</li> <li>instruct the participants who are not shooting to remain seated.</li> <li>ensure participants understand that they must not cross the white firing line without permission for the instructor.</li> <li>make sure the archers and instructor to know their firing position number.</li> <li>brief participants not to aim over the safety net.</li> <li>teach archers to use of bow sights and not to aim down the arrow.</li> <li>brief participants to place bows on the stands provided when arrows have been fired.</li> <li>brief the archers to take one step back from firing position after loosing a set of arrows.</li> <li>brief the archers to stop shooting immediately if the instructor shouts "Stop, Stop, Stop".</li> <li>will always monitor all archers.</li> </ul>	
Repeated bowstring impact on the archer's arm could	Participants	<ul style="list-style-type: none"> <li>brief the participants to wear long, but not baggy, sleeves.</li> <li>ask the participants to wear the bracers (arm protection) which is</li> </ul>	

## Risk Assessment

cause bruising if the correct technique not mastered.		provided.	
Injury or another first-aid incident	All Participants and passers by	<ul style="list-style-type: none"> <li>• have a mobile phone with sufficient signal them during the session.</li> <li>• have a first aid box</li> <li>• report all accidents or near misses via the QR code displayed on site, or failing that, directly to the Operations Manager.</li> </ul>	

### Review due:-

A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, recommended every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.

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 halfway 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.