

Scouting Risk Assessment – Soft Archery



Date of risk assessment	7/1/26	Name/Role of who undertook this risk assessment	Ben Shirvill
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Earleywood Scout Campsite

Hazard Identified? / Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
Hazard – something that may cause harm or damage. Risk – the chance of it happening.	Young people, Leaders, Visitors.	Controls – Ways of making the activity safer by removing or reducing the risk from it. For example - you might use a different piece of equipment or you might change the way the activity is carried out.	Keep checking throughout the activity in case you need to change it...or even stop it! This is a great place to add comments which will be used as part of the review.
Activity instructors and Equipment	Activity instructors	- Leader in Charge to appoint an Activity Lead for the session - Activities to be carried out in accordance with Scout Association Policy Organisation and Rules (POR) - Any other equipment may be used at your risk (i.e. equipment is in good working order) - Activity Lead to provide clear instructions, demonstrate how to use the equipment and answer all questions. - Only commence the activity if all participants understand the instructions and continue to monitor and advise throughout session	
Indoor shooting Doors Storage area behind targets and netting	Activity instructor and Participants	- Activity Lead checks the areas are empty of people before the session. - All doors to these areas to be closed - Safety nets to be used when shooting in progress. - Spectators to wait in designated area.	
Outdoor Shooting Weather Ground conditions	Activity instructor and Participants & Spectators	- Targets to be anchored down if windy. - Lightning strikes, activity to be stopped. - Damp grass and uneven ground, care to be taken when walking on range. - Any stray arrows to be found before leaving site or reported. - Spectators to wait in designated area.	

Additional information can be found in the **Safety Checklist for Leaders** and other information at scouts.org.uk/safety

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		Range area is not designated. Please select appropriate safe area on site away from large groups of people and where arrows will not be lost in bushes or ditches. Ideally set up range towards a wall or fence.	
Failure of Equipment Injury from use of damaged or inappropriate equipment	Activity instructor and Participants	- Activity Lead to: - Inspect all equipment and test prior to use. - Remove damaged equipment immediately and report to Activity Director via bookings@earleywood.org.uk - Ensure stable stands used with targets - Instruct how to remove arrows properly from targets	
Arrow ricochet Injury to persons Eye Injuries	Everyone involved in the session.	- Only participants shooting to be on the range with the activity instructor, everyone else to be in waiting area - No obstructions on the range. - Only shoot at designated targets; arrows must always be pointed towards the target. - Maintain a sensible clear overshoot (10-20 metres)	
Injury arising from being shot	Everyone involved in the session.	- Activity Lead to manage the range - Maximum of 4 shooting at a time from the designated shooting line. - Nobody to cross the shooting line, unless instructed by the Activity Lead - Range must be set up in a direction pointing away from the public or spectators. - Ensure all participants have finished shooting before collecting arrows	
Overcrowding and disorderly behaviour	Everyone involved in the session.	- Maximum of 12 participants on the range - Activity Lead to be supervising and managing behaviour at all times	

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		• Leader in charge/Activity Lead to ensure rules/instructions explained to participants during briefing. • Leader in charge to remain with the group. • Activity instructor to stop activity immediately if: - There are too many participants using the activity - The participants' behaviour is unacceptable or unruly - No leader is present from the participants group - Consider safety of participants is at risk • Leader in charge to resolve the issue to the satisfaction of the activity instructor before the activity starts again.	
Use of bows for shooting targets on the range.		• Activity Lead to control the "field" via whistle or agreed verbal calls. • Activity must be pre-booked in accordance with site booking procedure. • Ensure all long hair is tied up. • Remove jewellery which impede the activity and necklaces tucked in • Full instruction on use of equipment to be given before use. • A loaded bow should NEVER be pointed at others. If any participant does this, the activity will stop and they will be requested to leave the range immediately and then the activity may recommence. • Bows to be pointed down the range at all times • Arrows should not be pointed at others and carried as shown. • Take any un-shot arrows down the range when collecting arrows. • Activity Lead's instructions must be adhered to at all times.	
Range Setup and Storage		• Equipment to be kept in secure storage. • Check range/designated areas for any hazards before session	

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		Fire evacuation procedure explained if indoors	
Medical Incident/Injury	Everyone involved in the session	- Leader in charge to have readily available an adult with current mandatory module 10 first aid training. - Leader in charge to have first aid kit. - Leader in charge/Activity Lead to be aware of where nearest first aid kit is located (Scout Centre kitchen and Rowney Building kitchen). - Leader in charge to have available and be aware of all medical/allergy conditions and reasonable adjustments of everyone at risk. - Participants with reasonable adjustments to be located nearest the Activity Lead and, if necessary, have a competent person supporting them - Leader in charge to be aware of Earleywood incident action plan and follow it. - Leader in charge establish procedures in the event of an injury at beginning of session. - Leader in charge to maintain young person/adult ratio	
Slips, Trips, Cuts, Bites & Falls	Everyone involved in the session	- Leader in charge to survey the activity area before starting to prevent participants having an incident: - Mark locations of obstacles in the ground - Remove loose debris to a safe location - Mark locations of insect infestations and nests - Mark locations of low lying stinging or scratchy plants - Identify boundaries. - Wear appropriate footwear and shoelaces to be tied. - Walk, no running - Ensure the activity area is suitable for use, kept clear and tidy	Periodical checks / Be aware of any objects on the ground and remove trip hazards.
Animal Encounter – Wild/Domestic	Everyone involved in the session.	- Do not approach animal. - Do not encourage animal to approach you. - Maintain safe distance between you and the animal. - Leader in charge to scare away the animal without causing physical harm.	
Animal Faeces	Everyone involved in the session.	Leader in charge to survey the activity area before starting, remove and dispose of animal faeces.	

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		Any animal faeces identified while participating in the activity, pause activity and Leader in charge to remove and dispose of animal faeces.	
Weather Conditions & Environment	Everyone involved in the session.	- Bring clothing and equipment appropriate to the weather conditions. - In event of inclement weather, the activity instructor may cancel or postpone the activity, in the meanwhile Leader in charge to find a point of safety. - In hot weather ensure adequate hydration and self-administration of sun protection. - Activity to be booked for daylight hours only - Wear close toed footwear (i.e. no sandals/ flip flops, etc)	
Missing Persons Lost individual in distress	Everyone involved in the session.	- Leader in charge to: - Take regular HEAD COUNTS - Take register before activity starts. - Have In-Touch arrangements accessible. - Check mobile phone connectivity is available.	
Unauthorised Access Activity area left unattended Equipment unattended Theft Injury	Everyone involved in the session.	- Equipment to be locked away securely whilst not in use. - Participants must never be left alone with equipment.	

Checked by		Name: Ben Shirvill Role: Activity Director Date 1 st July 2026	
Approved by		Name: Derek Salter Role: Health & Safety Director Date 1 st July 2026	
Version Control	Original Date 1 st July 2026	What's changed?	Original, ref document Hertfordshire Guide Centre

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	Revised Dare 22 nd July 2026		Numerous updates

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