

ADDITIONAL RISK ASSESSMENT – ARCHERY



Please report all Accidents or Near Misses in one of the Accident Books, located in Archery Shed
First-aid kits are also available in Archery shed for use in an emergency, but every group should provide their own.

A supervising adult with all groups should be responsible for First Aid.

Each group is responsible for taking a roll call early on during their event and must have a means of tracking who exactly is on site at any time.

The Emergency Muster Point is at end of the Car Park

Group sizes – Maximum of 6 shooting at any one time for 1 hour with 12 participants and 1.5 hours with 18 participants.

Extras over these numbers should not be allowed to take part.

Normal adult/child ratios for outdoor activities apply and are responsible for keeping all children seated and quiet while awaiting their turn.

Hazard	Who might be harmed	Control measures	Person(s) responsible for control measures
Unfavourable weather	Instructor and Participant	Reschedule or cancel a session if you believe the weather to be unsafe, i.e. lightning, high wind or heavy rain	Instructor (in consultation with Group Leader)
Minimum shooting distance		10 meters minimum shooting distance marked by green-topped pegs in the ground either side of the range	Instructor
Leaving Archery range unattended once set up	Anyone	Never leave arrows out unattended. Always lock away in shed before leaving	
Injury from hair tangled in bow string	Participant	All participants with long hair to have it tied back	Group Leader and Instructor
Injury from jewellery or clothing becoming tangled in bow string		All participants to remove jewelry (including pin badges) and secure clothing likely to get tangled	
Injury to foot		All participants to wear closed toed shoes – no sandals	
Bruising to arm		Use correctly fitted arm bracers that are provided and advise participants to wear long sleeves	
Risk of damage through aggravation of old/recurrent injury		Check if participants have old injuries. Monitoring of individuals during shooting	
Equipment failure causing injury	Instructor and Participant	Check equipment prior to the commencement of the archery session	Instructor
Injury from equipment which is the wrong size for the individual	Participant	Choose equipment suitable for the group being instructed. Bow size and arrow length checks for each individual participant	
Equipment misuse	Anyone	Equipment locked away when not in use and monitoring during session. Never left unattended	
Injury from falling boss	Instructor and Participants	Security of bosses to be checked at the start of the session. Correct technique for arrow retrieval to be demonstrated and monitored	
Injury when removing arrows from targets		Correct technique for arrow retrieval to be demonstrated and monitored	

Hazard	Who might be harmed	Control measures	Person(s) responsible for control measures
Injury from arrow	Anyone	Safety information stated and reinforced during the session	Instructor
Injury from rebounding arrow	Instructor and Participants	Boss support posts do not protrude above bosses. Maintain minimum shooting distance	
Injury from poor instruction	Anyone	Sessions must be led by someone who has a minimum qualification of the Archery GB Instructor Award	
Path crossing Archery range	Persons on path	Put warning signs out on paths and keep the ropes across the path when session in progress to prevent anyone walking in	
Not being able to see behind Safety Netting when in use	Someone straying into the area	Thick undergrowth making entry to area almost impossible. Instruct everyone to be vigilant	All
Deliberately firing arrows over Safety Netting		Exclude the participant from the session	Instructor and Group Leader
Gaps in vegetation opening up around perimeter of range		New hedge plants have been planted	Instructor
Brambles on path to Archery range	Anyone	Cut back if needed with provided secateurs	Instructor and Jarman Centre volunteer Lumberjacks
Getting cuts from flints in the waiting area	Group member	Warn group against picking flints up. Picked up and removed by volunteers regularly	Instructor
Falling in rabbit holes		Warn group not to run and watch out for rabbit holes. Filled in by volunteers regularly	
Being stung by nettles especially in area around shed		Warn group that they are there and too stay away from them	
Hygiene	Anyone	Hand sanitizer is available for anyone to use if they wish too	All

All hazards are of Low Risk when under instruction from an Archery GB-qualified Archery Leader.

Scouters using a Scout Activity Permit (to instruct their own Scouts only) must abide by The Scout Association Rules.

Reviewed by Toni-ann Hammond 11 October 2025