

RISK ASSESSMENT: Soft Archery (Pop-up Range)

Completed by: Activities Management Team

Date: 15/12/2024

Review Date: 15/12/2025



What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
Slips, Trips and Falls	All	Cuts, grazes, bruises	3	2	6	<ul style="list-style-type: none"> All equipment not in use is put away in a safe location. All participants are instructed to wear appropriate footwear. Participants warned about exposed tree roots and potential hazards 	1	2	2
Exposure / Hypothermia and Sunburn	All	Sunburn, high temperature and dehydration.	3	3	9	<ul style="list-style-type: none"> Staff and participants urged to make sure they have suitable clothing for the weather and activity. Staff and participants to drink plenty of water. Sun cream applied when needed. 	1	2	2
Group Behaviour	All	Loss of control of the group, participants being distracted/not listening.	3	2	6	<ul style="list-style-type: none"> Group leaders are to ensure that the group is under control at all times. Instructor is to stop the session if participant's behaviour becomes dangerous. Instructor to check with group leader to if there at the start of the session for any neurodiverse participants and ensure control measures are in place to appropriately manage their needs. 	1	2	2
Unauthorised Access	All	People wandering on to the range unaware of what it is could result in standing on a live range.	4	4	16	<ul style="list-style-type: none"> Clear signs to be posted at all access points stating 'No Admittance to Unauthorised Persons'. All access points to be manned. When the activity is not in use equipment to be removed and stowed in a safe location. The range is constructed in an appropriate area for the nature of the activity. Hazard fencing to be put up around the whole area, including a fall out area. An appropriate back stop or suitable run off zone is created behind the targets. The range is marked so that no one can access it without knowing they are stepping onto an archery range. 	1	4	4
String Hitting the Arm	Participant	Bruises, grazes	2	2	4	<ul style="list-style-type: none"> Participants are instructed on the correct way to hold the bow. Participants advised to keep long sleeve clothing on as this will help reduce risk. 	1	2	2

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Misuse of Arrows	All	Cuts, grazes, puncture wound	3	4	12	<ul style="list-style-type: none"> Participants are instructed to make sure the arrows are always pointing down range. Participants are shown how to correctly load the bow. Instructor manages arrows left on shooting line whilst group collect and ensures no one will pick up bow until firing range is clear. The instructor makes sure that all the arrows issued are collected back in at the end of the session and removed from the range between sessions. Participants are not issued arrows until they are standing on the shooting line. 	1	4	4
Misuse of Bow	All	Bruises, grazes	3	2	6	<ul style="list-style-type: none"> Instructor to make sure that the bows are not taken off the shooting line. Participants are instructed not to approach the bows unless told to do so by the instructor. Participants are instructed not to dry fire bows. An Archery GB instructor or Scout Permit holder is in charge of the range at all times. Participants are instructed to keep the bows pointed down range at all times. Participants given the suitable bow size to fit. 	1	2	2
Arrows in the Target or on the Ground	Person collecting the arrows	Cuts, grazes, impact wound	3	3	9	<ul style="list-style-type: none"> They are instructed to make sure they walk to the side of the range, not down the middle when approaching targets. They are to make sure they remove the arrows from the target first, then pick up any arrows off the ground. Ensure no-one is standing in the close area around target is clear before taking them off. 	1	3	3

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Equipment Failure	All	Bruises	3	2	6	<ul style="list-style-type: none"> All equipment is inspected periodically and anything faulty is removed from use immediately, recorded and repaired or replaced. All equipment is checked by the instructor prior to being used. Items deemed to be faulty are removed from use immediately, logged and placed in the quarantine bin. As per policy 5.3 faulty or damaged equipment. 	1	2	2
Human Error	All	Instructor complacency and loss of focus could put everyone at risk	3	3	9	<ul style="list-style-type: none"> All instructors hold Archery GB qualification or scout permit. All instructors are regularly monitored to ensure procedures are complied with. All instructors are aware of where risk assessments and operating procedures are stored. Where possible, instructors to only work the same session twice in one day, unless staffed externally (Archery Team) Instructors made aware of any changes to activity, via activity change sheet. Qualification refresher required every 3 Years, Scout permit refreshed every 5 Years. 	1	3	3

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Level	Likelihood Factor	Severity Description
1	Very Unlikely	Insignificant – No injury or No First Aid required.
2	Unlikely	Minor – Minor injuries requiring first aid such as cuts, grazes, bruising.
3	Fairly Likely	Moderate – Injuries resulting in up to three days' absence from work.
4	Likely	Major – Injuries resulting in a week or more absence from work, for example broken bones, deep cut etc.
5	Very Likely	Catastrophic – Amputations or Death.

Remaining Risk Level	Description
1-5	Very low, minimal risk, control measures more than adequate
5-10	Low, control measures satisfactory
10-15	Medium, control measures adequate
15-20	High, control measures need further consideration
20-25	Very high, intolerable, stop Job