

Risk assessment

Name of activity, event, and location	Archery Session at Cub Challenge Days 27-28 Sept 2025	Date of risk assessment	17/09/2029	Name of person doing this risk assessment	Andrew Pounce
		Date of next review			

What hazard have you identified? What are the 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?
A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
For example: Hazard: fire Risk: smoke inhalation or burns	Leaders, visitors, Young Leaders, Scouts	Smoke: use dry wood, check wind direction, stand people out of smoke direction. Burns: stay a safe distance from fire, place extra wood on carefully, teach Scouts good practice around fires, have a burns first aid kit easily available.	
Slips trips and falls. Cuts, bruises, head injuries, broken bones	All	Check the area for any obvious hazards. Warnings of any potential hazards discovered.	
Participants shooting arrows before archery should begin	All	Group briefing must take place before participants are given bows and arrows.	Late arrivals may not have received the briefing - ensure they get caught up before entering the activity area.
Person gets shot by an arrow	All	Instructors position themselves so that they can observe all participants. Safety instructions/Range Rules to be given during the briefing and repeated during the session as appropriate. By-standers to be restricted to safe viewing area. Approaches to the range monitored and shooting to be halted as necessary if people or animals approach.	
Falling on an arrow	Instructors/ Participants	Participants warned not to walk/run when carrying arrows. Range to be inspected for slip/trip hazards prior to commencement of session. Correct carrying method of arrows to be demonstrated before collection/carrying.	
Running into an arrow	Instructors/ Participants	Participants not allowed to run on range at any time	
Hit by falling target	Instructors/ Participants	Arrows to be withdrawn from target by placing hand on target, to anchor target, and pulling out arrow, instruction given before any participant goes near targets.	

You can find more information in the **Safety checklist for leaders** and at scouts.org.uk/safety

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Damaged or broken equipment	Instructors/ Participants	All equipment to be checked by instructors prior to use. Damaged equipment to be withdrawn from service until repaired or scrapped.	
Arm hit by bow string	Participants	Participants wear arm guards on the inner forearm of the arm holding the bow. Instructions provided to reduce likelihood of string slap.	
Muscular strains	Participants	Participants to be provided with bows of appropriate draw strength	
Arrows/equipment dropped on feet or stray arrows trip hazard	Participants/ Instructors	Sensible closed toed footwear to be worn by all participants.	
Falling into nearby water.	All	Netting will reduce the chances that arrows will go near the waterway, Collection of anything that does will be arranged in a safe manner outside of the normal activity.	
Arrows may overshoot targets.	Bystanders	The rules of shooting and range design indicate an overshoot area is included in a range design - where we will be shooting at Copley is no exception to this and as such, we will be using an archery net in front of the waterway and fencing off the area directly across from the waterway. This will be well signed to indicate the area is out of bounds during the activity.	

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