

# Activity Risk Assessment

Name of activity, event, and location	Archery Hertfordshire Scout Activity Centres- Includes offsite/mobile activities	Date of risk assessment	October 2025	Name of person doing this risk assessment	Katy Pearce EM HCSC Reviewed by: Doug Stack ACM HCSC
		Date of next review	October 2026		

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Misuse of arrows	All	High	<ul style="list-style-type: none"> <li>All instructors hold Archery GB Instructor Award or higher and/or Scout Archery Permit dependant on group type.</li> <li>Participants must be instructed that arrows must be pointed down the range or to the ground at all times.</li> <li>Arrows must be counted out and in at the start and end of sessions.</li> <li>Arrows must be removed from the shooting line when individuals are on the range, collecting arrows.</li> <li>In the safety brief participants must be provided with a clear demonstration of how to load/shoot the arrows correctly.</li> <li>Equipment must not be left unsupervised.</li> <li>Participants must only touch any equipment when told to do so by the instructor.</li> </ul>	Low
Misuse of bows	All	High	<ul style="list-style-type: none"> <li>All instructors hold Archery GB Instructor Award or higher and/or Scout Archery Permit dependant on group type.</li> <li>Participants are told that bows must be pointed down the range or to the ground at all times.</li> <li>Participants are told to never dry shoot the bow (shoot without an arrow).</li> <li>In the safety brief participants must be provided with a clear demonstration of how to use the bow correctly.</li> <li>Equipment must not be left unsupervised.</li> <li>Participants must only touch any equipment when told to do so by the instructor.</li> </ul>	Low
Injury to arm from bow string	Participants, instructors	Low	<ul style="list-style-type: none"> <li>All participants must be wearing a correctly fitted arm brace.</li> <li>Instructors must demonstrate to participants the correct shooting stance i.e., arm slightly bent.</li> </ul>	Low
Injury from walking into arrows	Participants, Instructors	High	<ul style="list-style-type: none"> <li>Participants must not run when collecting arrows.</li> <li>Participants must walk up the side of the range to get to the target.</li> <li>Participants must wait for permission to collect arrows by the instructor.</li> </ul>	Low

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Injury from the boss falling over	Participants, Instructors	Medium	<ul style="list-style-type: none"> <li>Archery bosses are secured to the ground.</li> <li>Routine visual inspections completed and signed for at the start of the day and before each session.</li> </ul>	Low
Injury from removing arrows from target	Participants, Instructors	Medium	<ul style="list-style-type: none"> <li>A demonstration must be provided in the safety briefing to explain how to safely remove an arrow i.e. looking around for other people before commencing.</li> <li>Participants must wait for permission to collect arrows by the instructor.</li> </ul>	Low
Falling with arrows when returning to shooting line	Participants, Instructors	Medium	<ul style="list-style-type: none"> <li>Participants must be shown how to safely carry arrows i.e. points to the ground.</li> <li>No running allowed on the range.</li> </ul>	Low
Someone entering range or crossing shooting line	Person who is on the range	High	<ul style="list-style-type: none"> <li>Ranges are enclosed with clear physical boundaries.</li> <li>Participants must be made aware of the 'stop' command during the safety briefing.</li> </ul>	Low
Arrows overshooting or flying out of the range	Other site users	High	<ul style="list-style-type: none"> <li>Ranges are designed to meet requirements for 'have a go' range including overshoots and net to protect surrounding area.</li> </ul>	Low
Footwear	Participants, Instructors	Medium	<ul style="list-style-type: none"> <li>Appropriate closed toed shoes must be worn at all times.</li> </ul>	Low
Weather	Participants, Leaders, Instructors	Low	<ul style="list-style-type: none"> <li>Centre Management Team/Lead Instructors must check weather at start of day and monitor throughout.</li> <li>Sessions must be stopped if wind speeds exceed 24mph, dependant on location.</li> <li>Sessions must be stopped immediately in thunder and lightning, and wait for 30 minutes after end of storm, before re commencing.</li> <li>Sessions to be cancelled in extreme hot or cold temperatures.</li> </ul>	Low

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Uncontrolled groups of young people	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Keep all young people involved sitting down while not participating.</li> <li>Groups must be accompanied by a supervising adult.</li> <li>Group leader is responsible for managing the groups behaviour as stated in the booking terms and conditions.</li> </ul>	Low
Self-led sessions/equipment	Participants, Leaders	Medium	<ul style="list-style-type: none"> <li>Group leader is responsible to ensure that those with own permits/qualifications must have completed and signed a Self-Led Activity Registration Form for the activity. Up-to-date permits/qualifications must be uploaded.</li> <li>Supervising adult must be shown the activity area/activity equipment by centre staff before commencing the activity or been provided an alternative method.</li> <li>An additional competent adult should be present supervising individuals that are not engaged on the activity.</li> <li>Those with own permits/qualifications are responsible for their own risk assessment in addition to this risk assessment.</li> <li>When using own equipment individuals are responsible for their own risk assessment and must be set-up and run to HCSC standard operating procedures.</li> </ul>	Low
Clients with additional abilities/pre-existing health issues	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Group leader must provide information about significant medical requirements and additional needs during the booking process. Instructors should discuss any issues with group leaders before the session is started.</li> <li>Lead instructors/management should review information and make any specific adaptions, determined with an individual risk assessment.</li> <li>Group leader is responsible for having access to essential medication i.e. inhalers.</li> <li>Participants with a history of injuries should be warned about the physical nature of taking part in this activity and have read the activity information before starting.</li> </ul>	Low
Novice participants	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Ratio of 1 instructor and at least one competent adult per 15 participants.</li> <li>Safety briefing given at the start of the session to identify the specific hazards and safety rules to follow and reinforced throughout.</li> </ul>	Low
Failure of equipment	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> <li>Monthly equipment checks are carried out.</li> <li>Routine visual inspections completed and signed for at the start of the day and before each session by the activities team.</li> <li>If the activity equipment has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately.</li> </ul>	Low

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Poorly maintained activity area	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"><li>Monthly activity area checks are carried out.</li><li>Routine visual inspections completed and signed for at the start of the day and before each session by the activities team.</li><li>If the activity area has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately.</li></ul>	Low
General Injury	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"><li>Groups are responsible for their own first aid. Groups must have someone adequately trained and have a suitable first aid kit.</li><li>Additional first aid kit and defibrillator are available at reception/activity and key staff on duty to offer further support if required.</li></ul>	Low