

Risk assessment

Name of activity, event, and location	Blacktoft Beacon District	Date of risk assessment	11 th April 2022	Name of person doing this risk assessment	Rachael Macadam Deputy District Commissioner Blacktoft Beacon District Scouts
	Archery	Date of next review	11 th April 2023 or sooner if required.		

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?
Faulty equipment Injury due to equipment breaking or hitting a user	Everyone on the range	Supervising adults to check all equipment prior to using it. Report any damages to District Team before returning to District Stores. Equipment only to be repaired or maintained by appropriately trained members of TSA. Users must not dry shoot the bows – use the bow without an arrow on the string.	
Improper setup of equipment Injury due to equipment breaking or hitting a user	Everyone on the range	All instructors must hold a TSA Archery Permit, which includes assessment on the safe assembly of equipment.	
Range flooring Injuries from slips, trips, uneven surfaces	Everyone on the range	Location of archery range to be chosen to minimise risks. Instructors to check the range before beginning the activity session. Users to walk whilst collecting arrows.	
Impact from arrows – flying or from misuse of equipment Injury to people, damage to environment, buildings or equipment	Everyone on the range Spectators Anyone stood or walking nearby	Set up of the range complies with Archery GB safety specifications – included in equipment box. All instructors must hold a TSA Archery Permit, which includes assessment on the safe use of equipment and how safely and effectively demonstrate this to users. Bows and arrows matched carefully to a user's draw length and strength. Boundaries of the range clearly marked. The activity is to be halted immediately if any person or animal strays into the vicinity of the range, using the agreed signal, communicated to users and instructors at the start of their session. Participants to shoot from the designated shooting line and only once they are told it is safe to do so by an instructor. Bows to kept on the shooting line once assembled. Bows and arrows to be kept always pointing down the range and never towards another person. Arrows are counted at the start and end of each session to ensure all are accounted for. Range constructed of materials to reduce bounce back of arrows – foam targets rather than straw, back drop netting to take impact of arrows. Closed toe shoes must be worn. Loose items, such as neckers removed before shooting and long hair tied back. Any suspected dangerous behaviour to be controlled immediately.	

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

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Collecting arrows Injury whilst removing arrows from target and collecting off the floor	Everyone on the range	Instruction on safe collection of arrows given and continually reminded throughout the session. Users observed closely by instructors whilst doing this.	
Bowstring Bruised arms	Users	Correct shooting technique demonstrated and instructed, to minimise this risk whilst shooting. Long sleeved tops to be worn. Arm guards to be worn.	
Unauthorised use Injury to user by equipment	Everyone on the range Spectators	Equipment to be removed from the range when not in use or not supervised by and appropriate instructor.	
Behaviour Overexcitement and not following rules or instructions could lead to accidents.	Everyone on the range	Extra adults on hand to those instructing to ensure spectators and those waiting to have a turn are being safe and not distracting those shooting on the range.	

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