

Risk assessment

Name of activity, event, and location	Cranham Scout Centre Archery	Date of risk assessment	11/11/2025	Name of person doing this risk assessment	Brandon Ely Operations Manager
		Date of next review	11/11/2026		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs? The Session Leader will...	Review & revise What has changed that needs to be thought about and controlled?
Inadequate control or misbehaviour of participants causing distraction and leading to injury.	All Participants and Passers-by.	<ul style="list-style-type: none"> Ensure there is a group-specific risk assessment in place before the session, and that it has been read by any helpers. Ensure there is at least one responsible adult, in addition to the instructor, to help manage behaviour. 	
Defective equipment.	All Participants and Passers-by.	<ul style="list-style-type: none"> Check the equipment before and after each session. Equipment Checks required: Strings sound, no frays, all serving sound, strings waxed Stem free from cracks or defects Grip sound, rest in good condition on both sides Arrows all sets straight, and fletchings are in good condition Arm guards are usable condition Safety nets in good condition, with the top and sides secured, but the bottom needs to be free to move. Bosses and stands are in good condition. Remove and report any defective equipment or damage to the f range area to the Operations Manager. 	

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

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Injury due to inadequate instruction.	All Participants and Passers-by.	<ul style="list-style-type: none"> Ensure the instructor holds the relevant Scout Permit. Or an Archery GB Instructor or above, and is a qualified first aider. 	
Slips, trips and falls on the range could cause injury, especially when collecting arrows.	All Participants.	<ul style="list-style-type: none"> Brief participants to always walk when on the range. 	
Person hit by an arrow, causing a piercing injury.	All Participants and Passers-by.	<ul style="list-style-type: none"> Brief the group about safety, including explaining that arrows must only point towards the ground or towards the targets and that no one should cross the firing line until all shooting is finished, and the instructor has given permission to allow arrow retrieval. Instruct participants how to retrieve arrows safely. Instruct the participants who are not shooting to remain seated. Ensure participants understand that they must not cross the white firing line without permission from the instructor. Make sure the archers and the instructor know their firing position number. Brief participants not to aim over the safety net. Brief participants to place bows on the stands provided when arrows have been retrieved. Brief the archers to step back from the firing position to the waiting line after shooting a set of arrows. Will always monitor all archers. And have an adequate instructor ratio for the skill of participants. 	
Repeated bowstring impact on the archer's arm could cause bruising if the correct technique is not mastered.	Participants.	<ul style="list-style-type: none"> Brief the participants to wear long sleeves, but not baggy ones. Ask the participants to wear the provided bracers (arm protection). 	
Injury or another first-aid incident	All Participants and Passers-by.	<ul style="list-style-type: none"> Report all accidents or near misses via the QR code displayed on site, or failing that, directly to the Operations Manager 	



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Review due:-

A risk assessment needs reviewing if circumstances change but also schedule regular reviews to ensure they are current, recommended every 12 months? The review must include a detailed look at each element of the risk assessment in order to establish if any change is required.

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop halfway through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk-assessed contingency activities in place before they take place, and communicated key information to those involved, as with all activities.