

		Title of risk assessment	ARCHERY			Current risk rating	LOW		
		Site / Location / address	Lees Wood Scout & Guide Activity Centre Fir Tree Hill, Chandler's Cross, Rickmansworth WD3 4LY			Date of assessment	22 Jan 2025		
People who have contributed to the detail of this risk assessment (continue on separate sheet if necessary): All those who may be affected including, where applicable, people supported have been consulted with during the completion of this document and arrangements.					Risk assessment reference number			LW_A_003_ARC	
					www.scouts.org.uk POR 9.1 Activities POR 9.7 Adventurous Activities Permit Scheme POR 9.11 Target Sports Archery GB Instructor Manual			Adventurous Activity Permit Scheme (FS120100)	
Location This activity takes place on a purpose-built range that provides a safe enclosed area. The range is constructed to restrict the direction that the Bows & Arrows can be aimed.									
Equipment The bows are a takedown recurve bow and are designed for target shooting, which make them easier for young people to control. The arrow is a long thin weapon made from carbon which is sharp and pointed at one end and has plastic fletching at the other end.									
Name	Role / Position	Signature	Name	Role / Position	Signature	Short description of the task or activity			
Bruce Scott	Assistant Warden (Risk)	BDS				Specific Risk assessment: Archery This is an Instructor Led Activity			
Ian Leach	Lees Wood Activity Centre Deputy Warden	IL							
Graham Raven	Lees Wood Activity Centre Head Warden	GR							
Identify the hazards, who & what could be harmed and how					Assess the likelihood and risk				
Hazard		Who / What Could be harmed / damaged	Hazardous event	Reasonably foreseeable worse case injury	Existing controls: i.e. Safe systems of work, training, equipment instructions, support plans (be specific), other risk assessments i.e. COSHH, work at height, manual handling, etc.	Accidents, near-miss events, frequency of task/activity, gaps in existing controls, etc.	Likelihood (L) 1-5	Severity (S) 1-5	Risk Rating Score 1-25
1	General lifting and carrying targets	Instructors / Campsite Crew	Incorrect lifting techniques	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Manual handling minimised as far as possible, broken down into smaller loads / assistance sought, 2 Person lift. All to be made aware of correct lifting techniques to reduce risk of injury. Appropriate footwear worn Mobile lifting aids available (wheel 	None Recorded	3	3	9

					<ul style="list-style-type: none"> barrows etc.) • Good housekeeping and range layout. Floor surfaces unobstructed and slip free. • Do not overstretch when using equipment. • Targets weighted and secured to prevent toppling onto person retrieving equipment. 				
2	Uneven Ground	Instructors / Campsite Crew / Participants	Slips, trips and falls on uneven surfaces	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • Full inspection of range prior to use. Debris / grass cuttings stemming from weather / maintenance to be cleared as quickly as possible. • Make sure activity area does not become untidy. Check activity area before starting. Suitable warning signs in place. • Suitable footwear to be worn. Feet must be covered. • Report any damage to range to enable inspection and repair. • Safety line and throw line boards partially submerged in ground to remove trip hazard. • There will always be a responsible adult member of the visiting group present to support the children/young people. This adult will be responsible for the behaviour of the group. This adult will ensure the instructor leading the session knows about any medical conditions or additional needs the group members may have. • Instructors should not start the session until this adult is present. Visiting groups should provide first aid cover as they are responsible for the young people, however, Lees Wood will provide additional first aid cover on sessions run by Lees Wood instructors. • NO RUNNING ON THE RANGE 	None Recorded	3	2	6

3	Weather	Instructors / Campsite Crew / Participants	Extreme Weather (Heat, Cold, Wind, Lightening, Snow, torrential rain etc)	Sessions may have to be cancelled during periods of heavy rain and storms.	<ul style="list-style-type: none"> Instructor to be aware. Appropriate clothing to be worn by all involved. It may be appropriate to stop activities due to some extreme weather or if the group is not appropriate clothed for the environment. 	None Recorded	3	1	3
4	Unfamiliarity of the equipment	Participants	Improper use of equipment	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> The instructor leading the session must be familiar with the equipment they are using. Lees Wood instructors are trained in the use of the equipment on the session. Demonstration to show correct use, body position and technique Appropriate arm guards made available. 	None Recorded	2	2	4
5	Defective Equipment Defective Equipment	Instructors / Campsite Crew / Participants	Damaged Bows / Arrows / Targets / Stands	Cuts / abrasions Impact injury	<ul style="list-style-type: none"> Condition of ALL equipment checked before & after use. Participants deemed competent to use. Equipment not left unattended. Equipment is appropriate (being used for its intended purpose), restricted to authorised users and securely stored. Report any damage of equipment to enable replacement. Suitable footwear to be worn. Periodical inspection with any damaged or suspect equipment retired and repaired or replaced. Bows & Arrows checked for burs and damage Participants trained to only hold Bows and Arrows. Use of Bow & Arrows supervised by trained instructor Participants shown how to retrieve an Arrows from the target. 	None Recorded	3	2	6
		Instructors / Campsite Crew / Participants	Entanglement	Cuts / abrasions Impact injury	<ul style="list-style-type: none"> Long hair must be tied back; jewellery should be removed or covered and loose clothing secured. 	None Recorded	2	1	2

6	Actions of group members	Instructors / Campsite Crew / Participants	Unauthorised entry into the activity/danger area	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Activity area cordoned off when in use ensuring no possible entry whilst activity is being carried out. Waiting area is clearly marked. Area fenced off and group warned of any hazards. Visual checks of area by instructor throughout the session. 	None Recorded	3	1	3
			Bruising on the inner forearm from the bow string when shooting		<ul style="list-style-type: none"> Arm braces must be worn by everyone. Correct shooting technique taught. Full length arm bracer available. Good Instructor awareness. Encourage long sleeves to be worn. 	None Recorded	2	2	4
			Improper use of equipment		<ul style="list-style-type: none"> Members not using the equipment appropriately will be asked to leave the Range Instruction area. 	None Recorded	2	2	4
			Participant lack of knowledge	Risk of injury	<ul style="list-style-type: none"> Safety talk to be given by activity instructor before each session commences. 	None Recorded	1	2	2
7	Arrows	Instructors / Campsite Crew / Participants	Projectiles flying through air	Cuts / abrasions, other physical injuries	<ul style="list-style-type: none"> Briefing and supervision of participants to ensure safe proper use of the equipment. 	None Recorded	3	1	3
			Arrows in Target	Cuts / abrasions, other physical injuries	<ul style="list-style-type: none"> Correct method of retrieving arrows demonstrated and monitored throughout session. Target before floor! 	None Recorded	3	1	3
			Arrows Stuck in Target	Cuts / abrasions, other physical injuries	<ul style="list-style-type: none"> Correct method of retrieving arrows demonstrated and monitored throughout session. Target before floor! 	None Recorded	3	1	3
			Arrows in Ground	Trip Hazards	<ul style="list-style-type: none"> Groups instructed to walk down the side of the range. Arrows on the floor should be picked up after collecting arrows from target. Good group control by instructor. Correct method of retrieving arrows demonstrated and monitored throughout session. Target before floor! 	None Recorded	3	1	3
			Stray Arrows	Cuts / abrasions, other physical injuries	<ul style="list-style-type: none"> Correct method of retrieving arrows demonstrated and monitored throughout session. Target before floor! Purpose built nets designed to meet and exceed all guidelines and 	None Recorded	3	1	3

					<p>recommendations for safety stops. Safe 'fallout' area behind targets to allow further decrease the risk of Stray arrows hitting people or property nearby.</p> <ul style="list-style-type: none"> • Visual inspection of nets before the start of any session. • Briefing and supervision of participants to ensure safe proper use of the equipment. 				
			Deflection	Cuts / abrasions, other physical injuries	<ul style="list-style-type: none"> • Clear Briefing/Instructions, full understanding. • Ratio of 1:4 instructors to participants to be at the shooting line at a time, keeping area clears as possible. • Range length to lower the risk of deflection injury. 	None Recorded	2	1	2
			Rebounding Arrows	Cuts / abrasions, other physical injuries	<ul style="list-style-type: none"> • All group members instructed to stay behind the waiting line if not shooting • Closed toed footwear to be worn. 	None Recorded	2	1	2
			Impalement whilst withdrawing arrow	Cuts / abrasions, other physical injuries	<ul style="list-style-type: none"> • At the instructors discretion the group will be able to remove their own arrows from the target but this will only be allowed if the instructor is confident in their ability to do so safely. • A full demonstration and brief will be given. • The instructor must be vigilant throughout. 	None Recorded	2	1	2
8	Incorrect equipment issued	Instructors / Campsite Crew / Participants	Overdrawing	Cuts / abrasions, other physical injuries	<ul style="list-style-type: none"> • All arrows are long enough for adults to use to prevent over drawing • Good Instructor awareness. 	None Recorded	2	1	2
9	Incorrect use of equipment	Instructors / Campsite Crew / Participants	Inappropriate use.	Facial injuries, in particular eye injuries and/or fibreglass splinters	<ul style="list-style-type: none"> • No dry releasing of bow strings. • Regular safety checks and maintenance of all archery equipment • Clear instruction and demonstrations • Good instructor awareness and vigilance 	None Recorded	2	1	2
10	Wildlife	Instructors / Campsite Crew / Participants	Animals straying onto range	Risk of injury to animals	<ul style="list-style-type: none"> • No food permitted in the range. • Range checked before/during use. • Activity temporarily closed until wildlife has moved on. 	None Recorded	2	1	2

Emergency Procedure

1. There must be a first aider and first aid kit present amongst the Activity Users, when this activity is in progress, and there must be a functioning mobile phone carried by Instructor/ Group leader.
2. If a serious injury occurs that requires help from the emergency services, the following procedure is to be followed:
 - a) The activity is to cease.
 - b) Initial triage of the casualty is to be carried out.
 - c) 999 called with a full description of location of incident/injury given.

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What3Words: **BOUNTY.HOLDS.LUNGS**

3. Participants are to be sent to an alternative site.
4. Camp Crew to be notified immediately.
5. Main gate to be manned to receive and give directions to emergency services.
6. Ensure that the equipment is not left unsupervised.
7. Warden to be informed.
8. Group to start InTouch procedures.

Additional arrangements required to reduce risk:									
No	Recommendations and actions required to reduce risk	Residual risk with additional controls			Deadline for action (Date)	Action to be completed by (name)	Monitoring arrangements Active and Reactive	Action Complete (date)	Comments / additional information
		S	L	R					

To add more rows to this section, place the cursor to the left of the line above until you see a + sign and 'click'

Management ownership - I confirm that this risk assessment is suitable and sufficient, and that I will ensure the implementation, monitoring and review of the arrangements as stated.

Managers Name	Graham Raven Head Warden Lees Wood	Manager's Signature		Date signed		Next review due (based on risk level)	Feb 2026
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Reviewer Name	Role	Date of Review	Reason for Review	Signature	Next Review Date
		09 Feb 2025	Annual		Feb 2026

5 x 5 Risk Matrix								
Risk Rating Guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk Rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
		Severity (S)		1	2	3	4	
Acceptability of Risk Guidance	High Risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.						
	Medium Risk: 8-12	Medium-risks are an acceptable level based on the reduced likelihood after sufficient control measures are implemented.						
	Low Risk: 1-6	Low-risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.						
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings. 							
Note. Ideally, you should look to reduce the risks so that the task can be classified as "low-risk".								

Likelihood (L)	Definition	Points rating	Severity (S)	Definition	Points rating
Inevitable	If the work continues as it is, there is almost 100% certainty that an accident will happen, for examples: A broken stair or broken rung on a ladder, Bare, exposed electrical conductors, Unstable stacks of heavy boxes	5	Very high	Causing multiple deaths and widespread destruction e.g. fire, course/building collapse.	5
Highly likely	Will happen more often than not. Additional factors could precipitate an incident but it is still likely to happen without this additional factor.	4	High	Causing death, serious injury or permanent disability to an individual.	4
Possible	The accident may occur if additional factors precipitate it, but it is unlikely to happen without them.	3	Moderate	Temporary disability causing injury (to member of the public, contractor or employees) or disease capable of keeping an employee off work for seven days or more and reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).	3
Unlikely	This incident or illness might occur but the probability is low and the risk minimal.	2	Slight	Minor injury (to member of the public, contractor or employee), which would allow the individual to continue work after first aid treatment on site or at a local surgery. The duration of the stoppage or treatment is such that the normal flow of work is not seriously interrupted.	2
Remote possibility	There is really no risk present. Only under freak conditions could there be any possibility of an accident or illness. All reasonable precautions have been taken - This should be the normal state of the workplace.	1	Nil	Very minor injury, bruise, graze, no risk of disease.	1

The Review Process. This risk assessment will be reviewed when it is suspected that the assessment is no longer valid or there has been a significant change. In addition, it will be reviewed annually.

Archery Range Layout

