

Bonaly Scout Centre – Activity Risk Assessment & SOP

Archery

No	Hazard	Who it effects?	Unmanaged risk	Control measures	Managed risk
1	Inadequate Instruction/Supervision	Participants	High	Archery to be led by suitably qualified/experienced Instructors. Archery GB Instructor plus induction, Scout Permit plus induction or site-specific training/assessment.	Low
2	Faulty Equipment	Instructors & participants	Medium	Archery equipment to be inspected and maintained by a suitably qualified/experienced person on a quarterly basis and visually inspected before and after each use.	Low
3	Getting hit by arrows	Instructors, participants & other site users	High	Designated archery area roped off, warning signs in place, Instructor aware of danger and to monitor area. Net in place if appropriate. Instructor to control when arrows are loosed and collected. Arrows to be pointed at target or ground at all times. All spectators to stay behind the waiting line. All participants to shoot from the shooting line and not cross it until authorised by the instructor. Instructor to maintain group control at all times.	Low
4	Injury from arrows i.e. Arrows in the ground, target or hand	Instructors & participants	Medium	No running in the archery area. Participants to be instructed on the correct approach to and removal of arrows from the target/ground. Participants to be instructed in correct ways of carrying arrows. No open toed shoes.	Low
5	Lost Arrows	Instructors, participants & other site users	Medium	Search for lost arrows as soon as is practical. If unfound report lost arrows to Warden as soon as practical Every reasonable effort made to find arrows.	Low
6	Arm Injuries	Participants	Medium	Advise participants to wear long sleeve tops. Instructor to be aware of hyper extension of elbow. Arm braces and finger tabs to be available to all participants.	Low
7	Hypo/Hyperthermia and exposure	Participants	Medium	Instructors to ensure participants have appropriate clothing for the prevailing conditions and to monitor participants during the session.	Low
8	Medical conditions that could affect the activity	Participants	Medium	Instructors to check with group if there are any medical conditions/Injuries which may affect their participation.	Low
9	Slippery/uneven surfaces and trip hazards	Instructors & participants	Medium	Instructors to make participants aware of conditions underfoot and maintain group control.	Low
Assessor		Date	Review Date		
Mark Campbell		24/02/24	24/02/25		

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Standard Operating Procedure – All Activities

Supervisors will be given copies of Standard Operating Procedures and Risk Assessments for the activity.

The safety of participants is at all times the responsibility of the supervisor.

The supervisor must:

Read and comply with the Standard operating procedure, Risk Assessment and activity instructions.

Complete the sign out sheet before using the activity.

Must supervise the activity for its entire duration and not hand over responsibility to any other person at any time.

Ensure there is adequate first aid provision.

Maintain adequate group control at all times.

Ensure participants are suitably attired for the prevailing weather conditions and activity.

Be aware of any participant medical conditions that may affect the activity.

Make participants aware of conditions underfoot.

Fully brief participants on the activity, paying particular attention to risks highlighted in the Risk Assessments and Standard Operating Procedures.

Report any loss or damage to the equipment/activity.

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Standard Operating Procedure - Archery

- Instructor: Scout archery leader permit or Archery GB Archery Leader Award
- Ratio: The Instructor participant ratio will not exceed 1:12
- Risk Assessment: The Instructor is required to be familiar with the site-specific risk assessment and SOP.
- Site Induction: The instructor will undertake familiarisation with the site and make a visual site-specific risk assessment before activity.