

**Pinsent Campsite Scout Activity Team**  
**RISK ASSESSMENT (Pinsent site assessment)**



## Generic ARCHERY ACTIVITY RISK ASSESSMENT

This Risk Assessment addresses the risks as they are applicable to every archery activity on the archery range at Pinsent. It is followed by a questionnaire that needs to be completed for each individual archery activity on the archery range at Pinsent.

This Risk Assessment shall be used in conjunction with the following Risk Assessments

- Pinsent Scout Campsite General Use Risk Assessment (latest version) that addresses the general site aspects of the event (drop-off, pick-up, toilets, other activities) of which the archery activity is a part.
- Activity Area Risk Assessment (latest version) that addresses Use by Unauthorized people and Structural integrity of permanent equipment, buildings and fences.

<b>VERSION:</b> 1 <b>DATE:</b> 14 <sup>th</sup> August 2021.	<b>REVIEW REQUIRED BY:</b> 30 <sup>th</sup> August 2022 <b>LAST REVIEW DATE:</b> 14 <sup>th</sup> August 2021
<b>1. ACTIVITY</b>  Archery - Pinsent	<b>2. DESCRIPTION/SCOPE</b> The carrying of archery equipment between store and range, use on range.
<b>3. PERSONS AT RISK</b> <ol style="list-style-type: none"> <li>1. Persons using archery equipment.</li> <li>2. The range officer/instructor and assistants running the event.</li> <li>3. Persons waiting to be instructed.</li> <li>4. Spectators</li> </ol>	
<b>4. DESCRIPTION OF RISK AND LIKELY CONSEQUENCES</b> <ol style="list-style-type: none"> <li>1. Arrows fired other than down the range or when people not behind the firing line. The likely injury is puncture wounds, resulting in possible death or serious injury.</li> <li>2. Misuse of equipment. The likely injury is bruises and grazes.</li> <li>3. Arrows protruding from target – possible stab wounds, worst case: in eye.</li> <li>4. Equipment failure – possible facial injuries, worst case: eye injury.</li> </ol>	

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**5. EXISTING PREVENTIVE AND PROTECTIVE MEASURES**

**General:**

1. Persons acting as a range officer or an instructor shall hold a current Scout Association Adventurous Activity Permit for Archery (for the types of bow in use) (supervisory or leadership) or be acting under the supervision of a person with a current Scout Association Adventurous Activity Permit (supervisory) for Archery (for the types of bow in use).
2. All equipment being used shall be checked by an Archery Permit Holder or person acting under the supervision of an Archery Permit (Supervisory) Holder to ensure that it is fit to be used.
3. Any equipment that is damaged, shall not be used until it has been repaired or disposed of by a competent person.
4. All equipment shall be carried to / from the activity storage container and the range by adults.
5. Only Equipment owned and maintained by the activities team may be used by participants.
6. The range shall be operated in accordance with the training (including the continuous update to training provided by GNAS and TSA) of the Range Officer / Lead Instructor.
7. The Event Specific Archery Activity Risk Assessment shall be completed for each activity instance to confirm the provisions for the individual activity.

**Location related:**

8. The firing of arrows may only take place in the Activity Barn and only firing at the targets on the range. The use of any other site area for archery shall be prohibited (it may be permitted under its own risk assessment).
9. The entrance gate to the Activity Barn shall be closed and clearly marked with signs to stop anybody from entering the range.
10. There shall be a maximum of the following number of persons in the range at any time when archery is in progress.
  - 12 Participants.
  - 6 Helpers.
  - 2 spectators.
  - 2 Instructors.
  - 1 Range officer.
11. There shall be a maximum of
  - 6 Beavers to shoot at a time with a one helper to one Beaver ratio. Fewer helpers equal fewer shooters.
  - 6 Cubs to shoot at a time with two helpers to three Cubs ratio. Fewer helpers equal fewer shooters.
  - 4 Scouts / Explorers to shoot at a time.
12. All spectators shall remain behind the waiting line at all times.
13. Participants not shooting shall be sat quietly on the chairs at the back of the range.
14. Any disruptive behavior or participants not following the instructions will result in the session being stopped and the participants involved being asked to leave the range.

**6. ASSESSMENT OF REMAINING RISK**

The risks listed remain but have been minimised so far as is as reasonably practicable

**7. FURTHER ACTION (WITH PRIORITIES)**

1. See activity checklist below

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## Event Specific ARCHERY ACTIVITY RISK ASSESSMENT

This form shall be completed for each instance of an archery activity.

Assess and ✓ all boxes below, if you cannot ✓ all of the boxes then the activity cannot take place. If you are satisfied that it is safe to continue, then sign and date before you start the activity.

Activity date:

Group name and section:

Archery permit holder's name:

First aider's name:

1.	Are the participants wearing correct clothing & footwear? No open toed sandals, Crocs or bare feet. All loose clothing to be removed or secured. Long hair to be tied back. ANY participant not wearing appropriate footwear is NOT permitted to participate.	
2.	Is the range set out properly? Check there are no trip or slip hazards on the range.	
3.	Is all the equipment to be used in good order, and correctly selected for the size and ability of the participant's?	
4.	Is there enough help to run the activity?	
5.	Is the permit holder content that any health issues / special need reported by any participant, parent, guardian or leader that might affect anyone taking part can be adequately accommodated?	
6.	Is the first aid kit in the known and signed location (in the Activity Storage Container)?	
7.	Is the entrance / exit clear for the activity? (Stop the activity if it does not remain clear)	
8.	Are the weather conditions OK?	

**RANGE OFFICER / LEAD INSTRUCTOR**

Sign \_\_\_\_\_ Date \_\_\_\_\_

**Post activity risk assessment review – completed by Instructor**

Comments

Sign\_\_\_\_\_

Date\_\_\_\_\_

Customer Comments

Sign\_\_\_\_\_

Date\_\_\_\_\_

Return to: Pinsent Activity Manager.

Pinsent Campsite Scout Activity Team

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**ARCHERY ACTIVITY RISK ASSESSMENT – Approval for use**

The following signatures approve the undertaking of Archery on the Archery Range at Pinsent subject to the application of the risk control measures in the risk assessment above.

**Signatures**

Pinsent Activities Manager:

	C G Floyd	14 August 21
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District Commissioner:

	S R Cook	16 <sup>th</sup> August 2021
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