

Adventure Sunderland

Activity Risk Assessment



Archery

Location: Scout Hall

Any areas outside of this need a site specific risk assessment and management approval

Hazard	Potential harm	To Whom	Control Measures
Misuse of equipment	Personal injury, Death	Staff, participants and public	Only staff qualified and/or 'signed off' may deliver the activity. Staff to control use of equipment and brief on correct use.
Equipment failure	Personal injury	Staff, participants and public	All equipment checked prior to use and taken out of service if not safe. All equipment to meet Archery GB standards. Staff to ensure equipment used correctly and sized for archer.
Dangerous conduct	Personal injury	Staff, participants and public	Set clear rules during general safety instruction before session begins. Clear briefing by staff of safety rules at the start of the session. Include the instruction not to distract those shooting at any time. Staff to be on shooting line at all times when shooting in progress. Staff to control and supervise equipment when not in use. Only small groups on range (4 shooting) without support/extra staff.
Loose hair/jewellery	Personal injury	Staff and participants	Advise participants to remove all jewellery and tie hair back.
Arrow in flight	Personal injury, Death	Staff, participants and public	Shoot arrows on command and only from shooting line. Point arrows at target at all times. No deliberate high or wide shooting. All spectators to stay behind safety line. All participants to wait until instructed to collect arrows from the target. Warn non-participating staff that archery is taking place and explain boundaries. Ensure warning signs are in place.
Entry to range	Personal injury, death	Staff and participants and public	Signage to be placed on door + door locked from inside. Fire escapes only open outwards. If participants need comfort break ALL SHOOTING MUST STOP. If appropriate lock the door and continue, once the participant returns shooting must stop again and participant escorted to safe area.
Overshoot	Personal injury,	Staff, participants and public	Netting in place to protect building and prevent rebounds. Deliberate missing will result in exclusion from session.
Bow string	Personal injury,	Staff and participants	Arm Guards to be used and instruction on correct way to hold bow given.
Arrow knocks protruding targets	Personal injury,	Staff and participants	Staff to brief as to correct way to approach target, no open toes shoes to be worn. No running on range.
Rebounding arrows	Personal injury, death	Staff and participants	Minimum of 5m shooting line from target.

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Slips, trips, falls	Personal injury	Staff and participants	Area to be kept tidy. Ensure that none of the participants run on the shooting range.
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Risk assessments are to be reviewed on an annual basis unless an incident occurs, which then dictates immediate review of the risk assessment.

This Review completed by: Mike Clapham Signed: *Mike Clapham* Date: 06/01/2026

This version checked by: Mike Clapham Signed: *Mike Clapham* Date: 07/01/2026

To be completed by Centre Manager:

I consider this risk assessment to be suitable to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name: Mike Clapham Signed: *Mike Clapham* Date of next review: 06/01/2027