Bonaly Scout Centre –Activity Risk Assessment & SOP

Soft Archery

No	Hazard	Who it effects	Unmanaged risk	Control measures	Managed risk
1	Inadequate Instruction/Supervision	Participants	High	Soft Archery to be led by suitably experienced Leader who have read he risk assessment and SOP.	Low
2	Faulty Equipment	Instructors & participants	Medium	Bows, arrows and targets to be inspected and maintained by a suitably experienced person and visually inspected before and after each use.	Low
3	Getting hit by Arrows	Instructors, participants & other site users	High	Designated shooting area to be marked out, cones available, Instructor aware of danger and to monitor area. Net in place if appropriate. Instructor to control when arrows are shot and collected. All spectators to stay in the spectator areas only. Only two participants allowed at the shooting line All participants to shoot from the shooting line and not cross it until authorised by the instructor. Maximum of two participants shooting at the same time. Instructor to maintain group control at all times.	Low
4	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
5	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
6	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
Sean Crossan	25/01/26	25/01/27

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Standard Operating Procedure – All Activities

Supervisors will be given copies of the Standard Operating Procedure, Risk Assessment and Instructions 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.

Standard Operating Procedure – Soft Archery

Maximum group size per supervisor of 12

The supervisor must:

Check equipment prior to use.

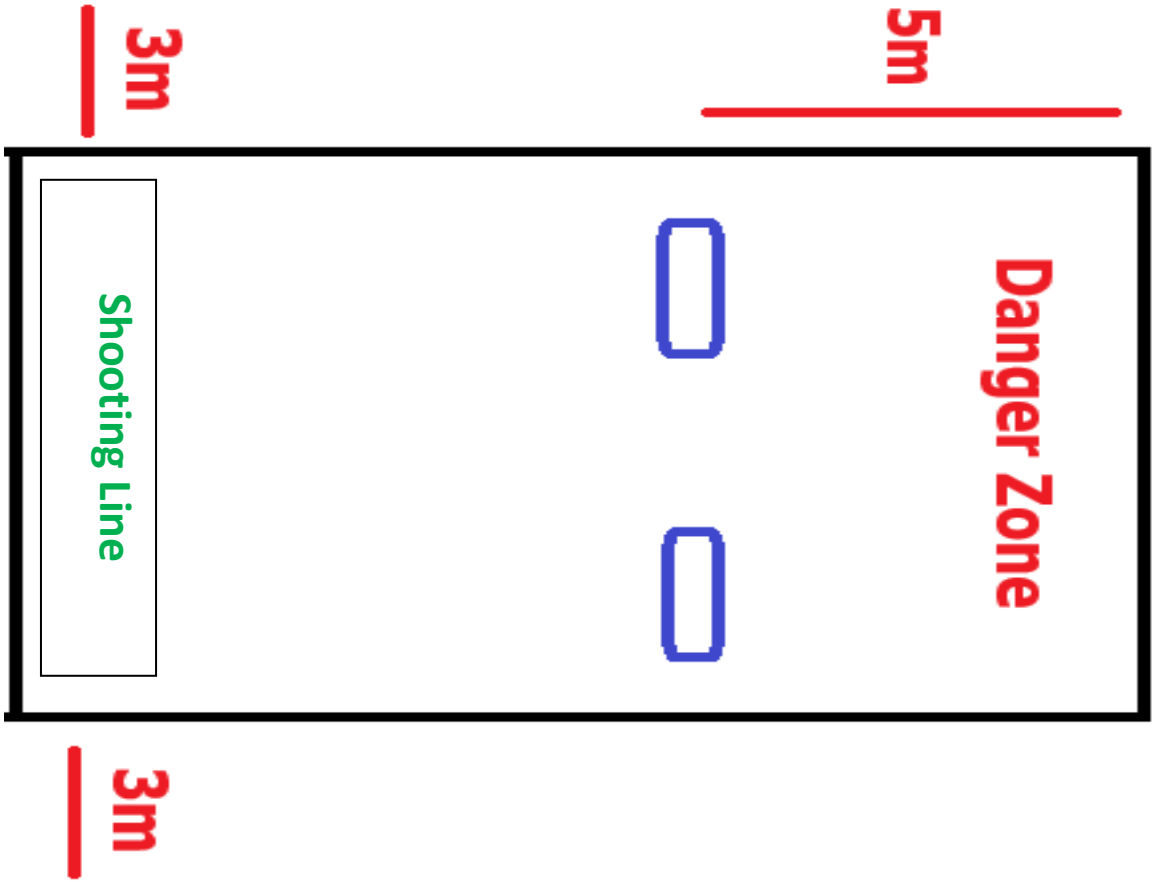
Give clear instructions for the task.

Maintain adequate group control at all time

Suspend activity if weather is unsuitable i.e slippery surfaces.

Ensure no one is behind the target or the thrower.

Set up the range as shown Behind; or have a barrier (e.g. wall, net etc.) behind the target


3m
5m
Shooting Line
Danger Zone
3m