



Buckmore Park Scout Campsite – Archery Activity Instructions and Risk Assessment

Activity Instructions

Introduction

Archery is a popular activity at Buckmore Park Scout Campsite (BPSC). We have an outdoor archery range which is available all year round. Equipment and instructors can be arranged, however pre-booking is essential. Our archery staff are all trained to the appropriate standard for visiting groups. The archery range distance is up to 20 metres. The range has three bosses, so groups shoot three at a time with the rest of the group waiting behind a safety line. We have tabs & braces for everyone to wear & we have some left handed bows. Please try to spread out any left handed members of your group so that they don't all end up in one group.

The following paragraphs detail the plans and safety measures in place at BPSC which ensure that all age groups participating in archery at BPSC can understand the risks involved with the activity, how they have been mitigated and can enjoy the activity safely.

At the time of writing the BPSC Activity Manager for Archery is Mark Harris

Responsibilities of Session Leaders (whether provided by BPSC or by a visiting group):

Group Size

- A Session Leader should not supervise more than 12 participants and there must be at least one other adult present to supervise those group members not shooting at the time.

Preparation and Equipment

- Instructions, sent out at the time of booking, detail what is appropriate clothing for the activity. Participants must wear long sleeved tops which aren't loose. Closed footwear must be worn on the archery range – NO FLIP FLOPS OR OPEN-TOED FOOTWEAR IS ALLOWED. Any jewellery or watches must be removed from participants arms, any loose upper clothing must be tucked in and long hair tied back.



Buckmore Park Scout Campsite – Archery Activity Instructions and Risk Assessment

Briefing

Safety is of paramount importance in all the activities & each activity will include a safety talk for each group. This will be kept as brief as possible, but must take place. For the safety of our staff & the rest of your group, messing about or repeated disregard of safety will result in activities being stopped. The safety talk will cover the following points

- Outline of the format of archery session.
- Archery rules
- Please switch mobile phones OFF or onto SILENT & DO NOT use them while participating in archery.
- Participants must be at least 8 years old to take part in this activity (Beaver scouts and Rainbow guides are excluded from this age restriction).
- Please ensure that you wear long sleeved tops which aren't loose.
- Please ensure that you are wearing closed footwear in the archery range – NO FLIP FLOPS OR OPEN-TOED FOOTWEAR IS ALLOWED.
- Please remove any jewellery or watches from your arms and ensure loose upper clothing is tucked in and long hair is tied back.
- It is advised visitors carry out their own risk assessment taking into account the age, experience and needs of their own group.
- Copies of our risk assessments for activities are available to download from the website.
- Please be aware that for safety reasons, activities may have to be called off at the last minute due to bad weather.
- Procedures in event of accident.
- Welfare check/medical conditions.

Pre-existing conditions

- The session leader must make themselves aware of any participants suffering from Asthma, Epilepsy, severe allergies or any other relevant medical condition and ensure that prescribed medication is available if required. Medication is to be carried by the adult with the participating group with the individual in suitable proximity.

Weather

- Due to the nature of the outdoor range at Buckmore Park, the weather had a



Buckmore Park Scout Campsite – Archery Activity Instructions and Risk Assessment

significant impact on the safe conduct of archery sessions. If the Session Leader believes it is unsafe to continue the session will be abandoned.

Conduct of Session

- **First Aid kit to be taken from crew hut to range.**
- Session Leader to set up the range, as per diagram in the activity container. (target distance, shooting and waiting line etc)
- The Session Leader will prepare the equipment, ideally before the group arrives getting the equipment from the store. Take note of number of arrows taken to the range.
- The Session Leader will check the range for safety.
- The Session Leader will greet the group and give the briefing (described above).
- The archery session will be delivered in a safe manner as dictated by formal training instruction.
- At the end of the session the Session Leader will collect all equipment and notify the Activity Manager of any issues with the equipment. (Count arrows back in and/or spend some time looking for lost ones). Buckmore Park instructors to report in Whatsapp group. Other leaders report to booking officer.
- All equipment locked away.

Planning & Reporting

- All incidents, accidents, near misses and hazards must be reported using appropriate forms.
- Defects and damages must be reported.
- Any safety concerns arising from the session must be reported to the Activity Manager.



Buckmore Park Scout Campsite – Archery
 Activity Instructions and Risk Assessment
Archery Risk Assessment

Risks Arising and Hazards Identified	Persons at Risk	How is the risk controlled What further Controls Are Needed	Person Responsible for controls
Equipment failure Faulty or Damaged Equipment	All Participating in Activity	All the equipment should be visually inspected immediately before use. All equipment should be subject to inspections both on a monthly and yearly basis. Faulty or Damaged equipment withdrawn.	Session Leader Activity Manager Session Leader / Activity Manager
Injury due to Improper Handling & use of Equipment	All Participating in Activity	All persons should have adequate instruction and training in using the equipment for its intended purpose including a safety briefing.	Session Leader



Buckmore Park Scout Campsite – Archery
 Activity Instructions and Risk Assessment
Archery Risk Assessment

Shot by an arrow	All Participating in Activity	Safety information stated in the brief and reinforced throughout the session.	Session Leader
		Any person(s) nearby either fence line looking down the range the activity must be STOPPED IMMEDIATELY	Session Leader
		Safety command explained and reinforced throughout the session – “fast” or “stop” to be used.	Session Leader
		Arrows only to be touched following the command “Fire When Ready” or “load”.	Session Leader
		No one to load their bow until they are standing next to the shooting line.	Session Leader
		Once a participant has shot all three arrows they are to return behind the waiting line.	Session Leader
		No one is to distract a person when they are in the act of loading an arrow or shooting.	Session Leader
		Those not shooting arrows should all be sitting and waiting quietly Tie back long hair to prevent entanglement	Session Leader Session Leader



Buckmore Park Scout Campsite – Archery
 Activity Instructions and Risk Assessment
Archery Risk Assessment

Injury caused by falling onto an arrow	All Participating in Activity	Participants warned not to run when carrying arrows. Arrows to be carried with points safe – pointing to the ground.	Session Leader Session Leader
Hit by falling target	All Participating in Activity	Participants to place their hand on the target prior to pulling out the arrow to anchor the target. Difficult to reach or deeply embedded arrows to be withdrawn by staff only.	Session Leader Session Leader
Hit by an arrow when collecting shot arrows	Those collecting arrows	If more than one participant is shooting at a target only one collects their arrows at a time. Staff to organise when each participant approaches the target. Participants to be told to check behind them before pulling out their arrows	Session Leader Session Leader
Running into an arrow	All Participating in Activity	When moving around the shooting area participants are not allowed to run at any time. Participants always approach the targets from the side or between never straight on	Session Leader Session Leader



Buckmore Park Scout Campsite – Archery
 Activity Instructions and Risk Assessment
Archery Risk Assessment

Injury caused by distraction from participants whilst waiting to use range	All Participating in Activity	A responsible adult, who is not the staff member in charge of the activity, is responsible for the supervision of the participants when they are not directly engaged on the activity.	Leader in charge of group
Strained joints	All Participating in Activity	Bows with appropriate draw strengths to be used for Participants	Session Leader
Hit by bow string	All Participating in Activity	Arm guards on the inner forearm of the hand holding the bow are available for all participants if required. Cool packs available in activity container.	Session Leader
Impact of Minor Cuts and abrasions due to shooting the arrows	All Participating in Activity	Qualified First Aider should be present throughout the activity A First Aid kit is on site during this activity	Session Leader Activity Manager / Session Leader
Weather Conditions	All Participating in Activity	Activity leader will assess the weather risk before and during the session and their decision on the abandonment of the session is final	Session Leader



Buckmore Park Scout Campsite – Archery
 Activity Instructions and Risk Assessment
Archery Risk Assessment

Manual Handling Lifting Heavy or Awkwardly Shaped Objects	Leaders & Adult Helpers	Ensure equipment e.g. Trolleys are used where appropriate. Use of PPE (Personal Protective Equipment)	Session Leader
		Ask for help from others, work within your physical limits	Session Leader
		Consider the working environment – nature of the terrain	Session Leader
		Adjust load so easier to carry (for example split load up and carry in smaller weights)	Session Leader

DOCUMENT PREPARED BY Mark Harris
 DATE OF ACTIVITY INSTRUCTIONS AND RISK ASSESSMENT 9/4/24
 DOCUMENT APPROVED BY BPSO OPERATIONS COMMITTEE

Reviewed by Paul Randall 19/4/2026