

# RISK ASSESSMENT: Pinsent Archery

Completed by: Pinsent Activities Team

Version 03

Date: 09/05/2025

Next Review Date: 11/03/2026

Creation Date: 30/03/2023



What is the Hazard?	Who may be harmed?	How might people be harmed?	Risk Rating			Control Measures in Place	Remaining Risk		
			Probability	Severity	Risk		Probability	Severity	Risk
Escape From building	All	Burns, smoke inhalation, death	2	5	10	<ul style="list-style-type: none"> <li>Instructor to ensure all exits are clear, prior to session commencing, inside and outside.</li> <li>Instructors to give briefing to the group at the start of a session on what to do if the alarm sounds</li> <li>Instructors to give briefing to the group at the start of a session on sounding the alarm if fire spotted</li> <li>PDF Document with above details to be given to range only hirer.</li> </ul>	1	2	2
Slips, trips, falls and foot injuries	All	Cuts, grazes, bruises, puncture wounds.	3	2	6	<ul style="list-style-type: none"> <li>All equipment not being used is put away in the Archery cupboard.</li> <li>All participants instructed to wear fully enclosed footwear. ie. No clogs or sandals.</li> <li>Participants with inappropriate footwear will not take part in the session</li> <li>Instructor to ensure range is clean and tidy before and after use.</li> </ul>	1	2	2
Group Behaviour	All	Loss of control of the group, participants being distracted/not listening.	3	2	6	<ul style="list-style-type: none"> <li>Group leaders are to ensure that the group is under control at all times.</li> <li>Instructor is to stop the session if the participant's behaviour is dangerous.</li> <li>Disruptive participants will be asked to leave the range.</li> </ul>	1	2	2
Unauthorised Access	All	People wandering on to the range unaware of what it is. Could result in standing on a live range.	4	4	16	<ul style="list-style-type: none"> <li>Clear sign to be positioned at entrance to archery area stating 'Shooting in progress do not enter.'</li> <li>All access points to be locked when the Activity Barn is not in use.</li> <li>Only the Activity Barn is to be used for this activity.</li> <li>Rear fire escape door to be shut during shooting to stop people wandering in.</li> <li>Range has Archery nets on 2 sides and walls on the other 2 sides.</li> </ul>	1	3	3
String hitting the arm	Participant	Bruises, grazes	2	2	4	<ul style="list-style-type: none"> <li>Participants are instructed on the correct way to hold the bow.</li> <li>Participants provided with a leather bracer for their arm, which must be worn correctly by all participants.</li> <li>Participants advised to keep long sleeve clothing on, as this will help reduce the risk.</li> </ul>	1	2	2

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<b>Misuse of Arrows</b>	All	Cuts, grazes, puncture wound	3	4	12	<ul style="list-style-type: none"> <li>Participants are instructed to make sure the arrows are pointing down range at all times.</li> <li>Participants are shown how to correctly load the bow.</li> <li>Instructor manages arrows left on shooting line whilst group collect and ensures no one will pick up bow until firing range is clear.</li> <li>The instructor makes sure that all the arrows issued are collected back in at the end of the session.</li> <li>Correct length arrows to be used to reduce the risk of arrow misfire.</li> <li>Arrows are locked away when the range is not being supervised by an instructor.</li> </ul>	1	4	4
<b>Misuse of Bow</b>	All	Bruises, grazes	3	2	6	<ul style="list-style-type: none"> <li>Bows are not to be taken off the shooting line by participants.</li> <li>The participants do not have access to the bows when not being supervised.</li> <li>Participants are instructed not to approach the bows unless told to do so by instructor.</li> <li>Participants are instructed not to dry fire the bows.</li> <li>A Scoutt Archery Permit holder is in charge of the range at all times.</li> <li>Participants are instructed to keep the bows pointed down range at all times.</li> <li>Participants are given suitable bow size to fit.</li> <li>Participants are required to tie back any long hair and to remove or secure any loose clothing. No scarfs/neckers to be worn.</li> </ul>	1	2	2
<b>Arrows in the target or on the ground</b>	Persons collecting the arrows	Cuts, grazes, impact wound	3	3	9	<ul style="list-style-type: none"> <li>Participants are instructed to make sure that they walk to the side of the range, not down the middle when approaching targets. No Running on the range.</li> <li>Participants are to pickup arrows on the floor on the way to the target and then to remove arrows from the target.</li> <li>Instructors to demonstrate the correct method to remove arrows safely from the target.</li> <li>Ensure no-one is standing in the area close to the target before pulling arrows out.</li> </ul>	1	3	3

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<b>Equipment Failure</b>	All	Bruises Cuts Impalement	3	2	6	<ul style="list-style-type: none"> <li>All equipment is inspected and logged yearly.</li> <li>All equipment is checked before each session and any faulty equipment is removed from operation immediately, logged and placed in the quarantine bin.</li> </ul>	1	2	2
<b>Human Error</b>	All	Instructor complacency and loss of focus could put everyone at risk.	3	3	9	<ul style="list-style-type: none"> <li>All instructors hold Archery Scout Permit.</li> <li>All instructors are regularly monitored to ensure procedures are complied with.</li> <li>All instructors are aware of where risk assessments and operating procedures are stored.</li> <li>Where possible, instructors should only work the same session twice in one day.</li> <li>Qualification refresher required every 5 years for Scout archery permit.</li> </ul>	1	3	3
<b>Unfamiliar Equipment</b>	All	Equipment malfunction.	1	3	3	<ul style="list-style-type: none"> <li>Participants may only use equipment owned by the Activities Team when being instructed by an Activity Team member.</li> </ul>	1	1	1
<b>Fire</b>	All	Burns, Smoke inhalation, death	2	4	8	<ul style="list-style-type: none"> <li>No smoking or Vaping permitted within the building</li> <li>Empty all waste bins at regular intervals</li> <li>Keep building inside and outside clear of all flammable materials.</li> </ul>	1	2	2

## RISK ASSESSMENT: Pinsent Archery

Level	Likelihood Factor	Severity Description
1	Very Unlikely	Insignificant – No injury or No First Aid required.
2	Unlikely	Minor – Minor injuries requiring first aid such as cuts, grazes, bruising.
3	Fairly Likely	Moderate – Injuries resulting in up to three days' absence from work.
4	Likely	Major – Injuries resulting in a week or more absence from work, for example broken bones, deep cut etc.
5	Very Likely	Catastrophic – Amputations or Death.

Remaining Risk Level	Description
1-5	Very low, minimal risk, control measures more than adequate
5-10	Low, control measures satisfactory
10-15	Medium, control measures adequate
15-20	High, control measures need further consideration
20-25	Very high, intolerable, stop Activity

ARCHERY ACTIVITY RISK ASSESSMENT – Approval for use

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

Signatures

Pinsent Activities Manager:

<i>C G Floyd</i>	C G Floyd	28 April 2025
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District Safety Lead:

<i>David Ashby</i>	D Ashby	09/05/2025
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Change History

Version	Date	Changes made
Vers 01	30 March 2023	Creation of Risk Assessment.
Vers 02	13 September 2024	Update to remove weather and to include fire exits and fire.
Vers 03	09 May 2025	Updated inline with range moved to new activity barn