

Hautbois Activity Centre Risk Assessment		
ARCHERY		
Assessment Code: RA-ARC25	SOP Code: SOP-ARC25	Lesson Plan Code: LP-ARC25
Review Date: March 2026	Assessor: Rory Howard	Tech Advisor: Andy Hood



Description: Archery takes place on one of the purpose-built ranges on the estate, beyond the Cut. Ratio of 1:12


SR= Severity Rating; 5 (Catastrophic) 4 (Major) 3 (Moderate) 2 (Minor) 1 (None)

LH=Likelihood Rating 5 (Almost certain) 4 (Likely) 3 (Possible) 2 (Unlikely) 1 (Insignificant)

RR= Risk Rating; A (Acceptable Risk) RR (Residual Risk remains despite controls- 'occupational hazard') U (Unacceptable Risk, action to be taken immediately)

Significant Hazard	Persons at Risk	How	Controls	Severity	Likelihood	Risk Rating
Being Shot with an arrow	Participants, leaders, instructors & spectators	Spectators entering the range during a session. Participants or other site users straying into the overshoot area or deliberately misusing equipment.	Ensure that access in front of the shooting line is secured before shooting commences. Closing gates and ensuring archery signs are in place. The Instructor must remain vigilant and suspend shooting if the safety area is violated. Behaviour of all participants and spectators is closely monitored throughout the session by the leader and instructor in charge. Instructors brief all participants about safe use of the range and rules of use are clear to all users, including spectators. Sessions to be run by a qualified Archery GB Instructor or above.	5	2	RR
Inappropriate or Equipment Failure	Participants, leaders, instructors	Strings or bow limbs through poor housekeeping causing personal injury. Arrows/ bows being to short, causing personal injury.	Equipment is visually inspected before each session, and during weekly and monthly activity checks. Unsafe/ damaged equipment is removed from service and placed in a quarantine bin for disposal or recommissioning after repair. Instructors taught during induction and activity training on how to check the equipment and how it is stored correctly Only equipment provided by hautbois to be used on the range. Check arrow length for all archers. Issue only arrows of required minimum length.	3	1	A
Poor Instruction	Participants, leaders, instructors	Bow string may strike the archers elbow/forearm on release Poor group management resulting in injury	Instructors are qualified to Archery GB Instructors award or above, trained and assessed by competent persons. Instruct all participants with light draw weight bows. Ensure all archers use a bracer and beginners are closely supervised. Ensure archers are instructed as to correct technique for positioning bow arm.	3	1	A
Entrapment	Participants, leaders, instructors	Archer - clothing, jewellery, body piercings, badges, buttons etc. become entangled with string resulting in personal injury.	Instructors ensure archers tie back long hair and remove loose/dangling jewellery which might tangle with bow string. Instruct new archers in appropriate clothing for the sport. Regular visual checks carried out by instructor throughout session and participants encouraged to carry out checks themselves.	3	2	A
Collection of Arrows	Participants, leaders, instructors	Arrows sticking out of ground or target could cause personal injury; possible impaling onto arrows if tripping over.	Clients to be briefed regarding the collection of arrows. Instructors to follow Safe Operating Procedures. Participants briefed about range safety and strict walking only rule applies throughout the session.	3	1	A

This Risk Assessment should work in conjunction with the generic risk assessment (RA-GEN) and relevant activity's Safe Operating Procedure (SOP-).

Archery SOP-ARC25			
Location: 3D Map ref. - C	RA-ARC25	LP-ARC25	
Review Date: March 2026			
Must be used in conjunction with Generic Safe Operating Procedure (SOP-GEN)			

Qualifications Required:

- A current GNAS leader’s certificate or Archery GB instructor award.
- Instructor must be at least 18 years old
- Instructor must have a valid first aid certificate - 1 day minimum

Activity Area:

- Make sure all nets are drawn across and fixed securely
- Check that all gates on the perimeter fence are shut and locked. (Including rope barrier on pond dipping bridge).
- Make sure all warning signs are displayed correctly
- The waiting line must be clearly marked using the marker provided.
- The shooting line must be clearly marked using the marker provided.
- The “never ever” line must be in place.
- Make sure area is totally clear of debris before every session.
- Bows and arrows must never be left out together after sessions.
- Check that target faces are secured in each corner

Equipment: Visual checks of all equipment must be done before each session.

- Centre bows only to be used. Maximum draw weight of 22lb @ 28 inches
- Arrows should be of suitable length for group. Under no circumstances must under sized arrows be used
- Arm bracers to be used and fitted correctly
- Count arrows out and back in again at the end of every session

Session Management:

- Positions of the shooting slabs, waiting line/area and “never ever” line should be explained to the participants and their understanding of these checked.
- Check if left or right-handed to ensure that the participants are positioned correctly along the shooting line
- Introduce and explain the use and correct fitting of the bracer and check correct fitting
- Check arrow length for individuals.
- The following Safety Rules must be highlighted to all participants (confirming their understanding)
 - No student should move to the shooting slabs, shoot an arrow or collect arrows until specifically told to do so by the instructor
 - Emphasise the “STOP” command and what to do if they hear this. Remind them that anyone can call “STOP” if they see anything unsafe/ dangerous.
 - When participants have finished their turn, they must go back to the waiting area until further instructions are given
 - Arrows are only to be picked up when the participant is correctly positioned at the shooting line.
 - Loaded Bows should always be facing down range and towards their respective targets
 - Arrows will only ever point at the ground or towards the targets.
 - No one is to run at any time during the session. This should be emphasised by the instructor.
- Only four participants are to shoot at a time when one instructor is present.
- Position first archer on the shooting line and closely supervise their first three arrows or until you are confident, they can continue unaided.
- Once all archers have shot, explain the procedure for collecting arrows - to include drawing them from targets and ground and carrying them back correctly. NB - Depending on the age/maturity of the group it may be necessary for the instructor only to collect arrows.
- The participants are instructed in simple and logical stages the technique of shooting appropriate for their ability level as recommended by Archery GB
- All archery equipment must be supervised by the instructor at all times.
- On completion of the session participants assist in returning all the equipment safely and appropriately. Instructors must check all equipment is returned to the correct place. **Count all arrows back in**
- Following the final session of the day all equipment must be returned to store and any faults/defects reported and recorded

In the event of an emergency Instructors to follow the Staff accident and incident emergency procedure located in the first aid kit.

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