



Torbay District Scout Campsite

Easterfield Lane, Torquay, TQ1 4SW

W3W Location: [caged.kings.ramp](https://www.caged.kings.ramp)



Risk Assessment

Activity: Indoor Archery

Prepared by: Andy Spalding

Role: Camp Warden and Trustee

Date: 1/6/2026

Location: Torbay District Scout Campsite

Reviewed by: Nicki Spalding

Role: District Lead Volunteer

Date: 02/6/2026

Review due by: 1/6/2027

This risk assessment is to be used to support visiting groups prepare their own risk assessments. Responsibility for ensuring a suitable, current, and activity-specific risk assessment rests with the organising group and activity leaders.

Hazard and Risk	Who might be harmed	Control Measures Already in Place	Additional Actions	Residual Risk Rating	Amendments at Review
Non-competent person running activity	All participants	Archery must be run as specified in the relevant chapter of POR: Archery Scouts	-	Low	
Poor behaviour leading to severe injury	All participants	Maximum group size of eight, made up of two details four shooters.	- Additional adult required to supervise waiting detail and in case of severe injury. - The Range Officer to explain to participants what 4 commands will be used – Safe to Shoot, Stop/Fast, Come Down, & Safe to collect	Med	

This risk assessment in no way negates the need for continual dynamic risk assessment

Risk Assessment TDS010 – Indoor Archery
www.torbayscouts.org.uk

Hazard and Risk	Who might be harmed	Control Measures Already in Place	Additional Actions	Residual Risk Rating	Amendments at Review
Slips, trips or falls causing bruising, sprains etc.	All participants	Clear floor areas maintained.	- Participants advised to be aware of surfaces and not to run. - Range Officer to assess area prior to session. - Full safety briefing before activity. - Ongoing vigilance during session.	Low	
Injury to non-participants entering range	Non-participants	- Warning signage in place. - Controlled entry point established.	Access restricted and monitored by Range Officer at all times.	Med	
Injury from arrows striking hard surfaces or rebounding	All participants	- The range is set out at 6 meters from the line to the boss. - The waiting detail to remain seated on the chairs to the rear of the shooting line.	- Range setup checked to ensure safe distances. - Participants remain behind safety line when not shooting.	Med	
Injury while carrying arrows	All participants	-	- Participants instructed to carry arrows pointing down, shafts tucked under arm and not to enclose points in hand in case of tripping. - Supervision maintained.	Low	
Shooter distraction causing injury to themselves or others	All participants	Waiting area separated from shooting line.	- Participants instructed not to distract shooters. - Leader vigilance maintained.	Low	
Injury from loose clothing, hair or jewellery	All participants	-	- Loose clothing secured. - Hair tied back. - Jewellery removed (e.g. long earrings that may interfere with bow). - Unsuitable participants excluded.	Low	

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Hazard and Risk	Who might be harmed	Control Measures Already in Place	Additional Actions	Residual Risk Rating	Amendments at Review
Injury to feet from arrows	All participants	-	- Closed footwear required. - Participants checked before activity begins. - Instructor to correctly size arrow to participant	Low	
Injury from bow string (arm strike)	All participants	Arm guards provided.	- Arm guards to be used. - Correct shooting technique taught and reinforced throughout session.	Low	
Injury when collecting arrows	All participants	-	- Slow walk to target line, approaching the targets from the side walking down the outside/middle of the range. - Check for arrows that might be hidden, protruding, or have fallen short in the ground. - Collect any arrows leading up to but not directly in front of the boss. - Participants instructed on safe arrow collection methods. - Range Officer supervises collection.	Med	
Injury when moving within range	All participants	-	- Movement restricted during shooting phases. - Participants only enter range when instructed and when safe.	Med	
Injury from falling or unstable boss on stands causing a crush injury	All participants	- Equipment checked before use. - Targets and stands positioned securely.	Ongoing monitoring of equipment stability during session.	Low	
Injury from faulty equipment	All participants	- Equipment inspected and maintained. - Faulty items removed.	- Pre-session inspection carried out by Range Officer. - Defects reported and equipment withdrawn.	Low	

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Hazard and Risk	Who might be harmed	Control Measures Already in Place	Additional Actions	Residual Risk Rating	Amendments at Review
Injury from incorrect stringing of bows	All participants and leaders	- Safe stringing method used. - Bow stringers provided.	- Bow stringer always to be used. NEVER use step-through method. - Only approved methods used.	Low	
Injury from incorrectly sized bow or arrow	All participants	-	- Equipment matched to participant size and ability. - Low weight bows used for all sessions. - Participants only allowed to use correctly sized equipment. - Activity stopped if unsuitable equipment identified.	Low	
Unauthorised or unsupervised use	All participants	Equipment secured when not in use.	- Equipment controlled and supervised during activity. - Range Officer present at all times.	Med	
Severe injury requiring emergency response	All participants	-	- Activity stopped. - First aid kit to be available. - First aid administered. - Emergency services contacted if required. - Range Officer to carry a site radio in case of emergency.	Med	
Minor injuries (cuts, abrasions)	All participants	-	- First aid provision to be available. - Full safety briefing prior to activity. - Qualified first aider present.	Low	
Existing medication may impeded ability to participate	All participants	-	Range Officer to be aware of medications taken by participants that may impede the activity.	Low	

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