

ARCHERY – COMMON PRACTICES

Hazard Topic	Hazards Identified	What Control measures are taken and how is it Communicated?	Additional Comments or Notes for Review
Set Up	<ul style="list-style-type: none"> • Surface/Ground • Range Length/Width • Confined height • Undefined area • Undefined lines • Unauthorised Access • Weather • Heavy Lifting • Targets unstable • Too many arrows • Slips, Trips, Falls • Other Property • Lack of Warnings • Stringing the Bows • Qualifications 	<ul style="list-style-type: none"> • Ensure the Ground or Surface is suitable for Archery • Avoid hidden dips in the range where people may walk • Check the ground for deep rabbit holes • Correct distances for Range set up – Outside: 25 yards wide from the closest archer, 100 yards long or with suitable net and overshoot • Always mark outer edge of the range with suitable rope or hazard tape • Always define the Waiting Line and Shooting Line with Rope or markings on the ground • Ensure there are No Entry points onto the Range and warnings signs are displayed at key points • Check the weather forecast beforehand and monitor the weather during the activity. Avoid Archery in strong winds, gusts, heavy rain, lightning • All heavy or awkwardly shaped items should be carried by two people working within their physical limits • Split the load to make it easier to carry if possible • Ensure targets are stable and tied down with pegs and rope/string • Limit the number of arrows on the range per ability and session time • Count the amount of arrows laid out at the beginning of the session • Ensure all areas of archery are free from obstacles and ropes on the floor are laid firmly on the ground, pinned down by pegs if required • Ensure Private property to the side or end of the range is protected with safety nets • Do not set up ranges in front of breakable objects like glass windows • Use a Stringer to string the bow unless qualified in other techniques of stringing a bow • Archery is to be run by a qualified Instructor with either Archery GB or Scout Adventurous Activity Permits • Archers shooting at once is limited to qualification/Permit of Instructor: LEADERSHIP PERMIT = 6 Archers on the shooting line at a time SUPERVISORY PERMIT = Groups of Archers (18 total shooting at once) with a designated person with archery knowledge in that Group 	
Clothing & PPE	<ul style="list-style-type: none"> • Open toe footwear • Clothing with tassels • Long Hair • Scarves • Body piercings 	<ul style="list-style-type: none"> • Check all clothing of all participants – remove thick coats • Only suitable fully enclosed footwear should be worn • Hoods on Hoodies should be off the head in order to see the face/draw • Remove scarves • Ensure all participants use PPE – Arm Bracers, hair bands for long hair 	

District Camp 2023 - Scouting Risk Assessments



Equipment Check	<ul style="list-style-type: none"> • Broken Strings • Cracks • Worn out Rests • Loose Servings • Missing Parts • Incorrect equipment for person 	<ul style="list-style-type: none"> • All Equipment to be visually inspected before use • Any Equipment that can be repaired or replaced i.e. rests or strings from the spares boxes should be fixed before use • If items are found to be broken or cracked, they should be left aside for the Archery Quartermaster to inspect • Ensure the Bows are measured against the archer and are a suitable draw weight • Measure archers draw length using an arrow – supply correct length • Check if the Arrow nocks onto the string before use • Archery Instructors to monitor equipment during use of any sessions 	
Safety Talks & Commands	<ul style="list-style-type: none"> • Participants Unaware of Commands • No instructions on how to use equipment safely • Lack of Authority 	<ul style="list-style-type: none"> • Identify to the participants who is in charge - the Field Captain • Ensure all participants are shown the correct way to stand, hold a bow, nock, draw and release an arrow. NO dry firing the bow (pulling limbs back without an arrow) • Ensure all participants are aware of commands 'STOP' or 'FAST' • If using whistle commands, ensure participants know the difference 1 Whistle blow = Start Shooting, 3 Whistle blows = Collect Arrows • Explain to participants the different lines – shooting and waiting 	
Coaching & Support	<ul style="list-style-type: none"> • Incapable participants • Physical Contact & touch 	<ul style="list-style-type: none"> • Assist participants who are unable to pull back the bow or load arrows correctly – this is likely to be younger members • Always face the individual when providing coaching support • DO NOT lean over individuals from behind to assist – always face them • If physical touch is required for coaching and moving the individual into correct position always ask permission • Be mindful of touching inappropriate places on archers • Try to do as much coaching without physical touch, unless needed for coaching or safety issue and there is a risk of serious injury so a need to intervene 	
Behaviour	<ul style="list-style-type: none"> • Over-excitement • Horseplay • Running around • Lack of concentration • Participants lack of care and safety 	<ul style="list-style-type: none"> • Tell all members no running or fooling around • Give warnings, remove members from activity if causing a danger • Continue to assess participants competence - Stop participants if tired • Consider designated adult to supervise participants waiting • Misbehaving members should be excluded from the activity if they are deemed a risk to the safety of themselves or others 	

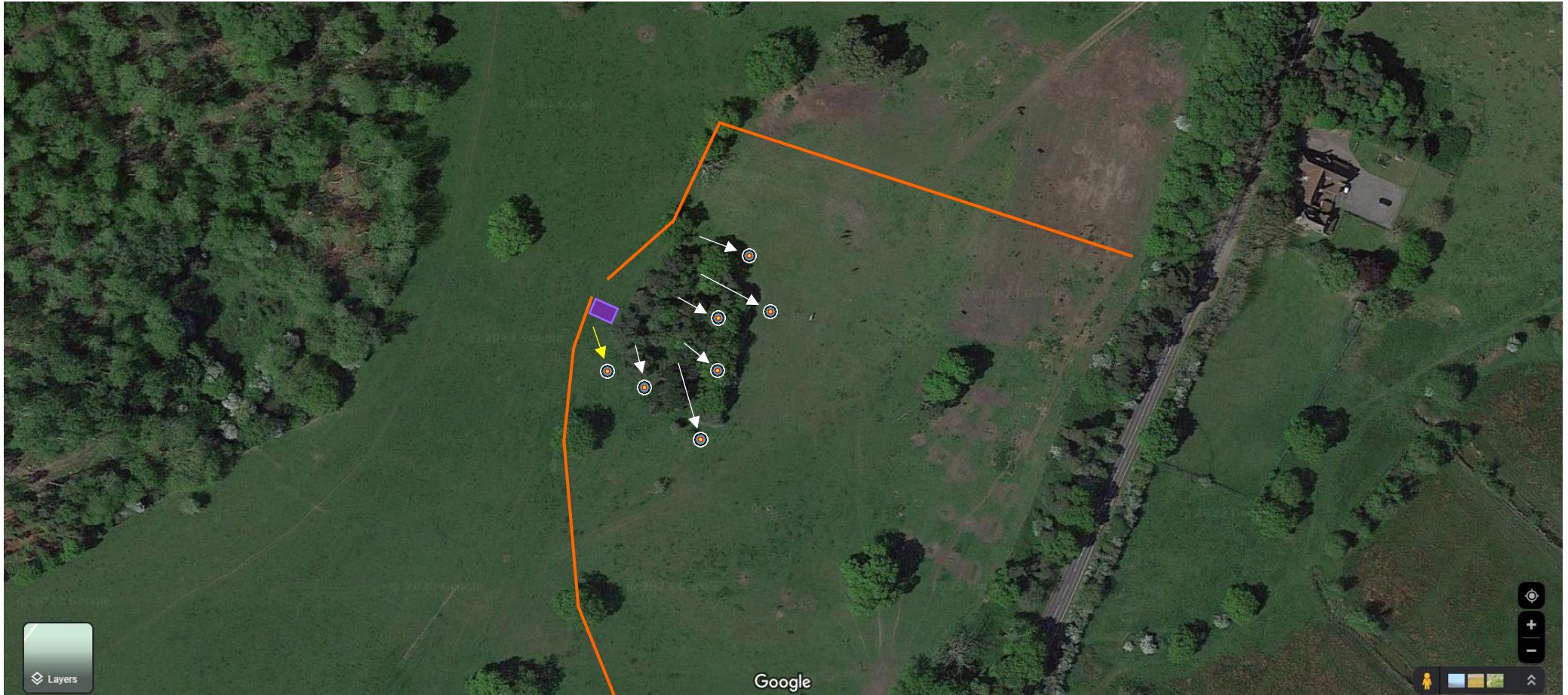
<p>On the Shooting Line</p>	<ul style="list-style-type: none"> • Incorrect Use of equipment • Loose nocks • Direction of arrow • Selecting wrong arrows • Incorrect stance • Incorrect hand, grip and arm positions • Participants pulling string back past ears • Over-drawing the arrow • Over-bowed • Arrow inside the bow • Arrow through hands 	<ul style="list-style-type: none"> • Instructors to watch the archer – NOT THE TARGET • Observe and assist new archers in their first few attempts • Monitor Archers during their end of arrows • Monitor Archers stance and positions – advise accordingly • Keep an eye on any decreasing length of arrow past the bow – draw length will increase with practise or wrong anchor point • Stop any archers drawing the arrows past the bow sight window • If the arrow gets stuck between the string and riser - assist by increasing the draw length to free the arrow • If Arrows struck the archers or back of their hand - assist with first aid, stop all shooting and call for emergency services, notify Scout HQ • Ensure ALL Archers are not bringing string past their ear in the draw at the time of arrow loose or bringing arrows back further during the loose • Watch where arrows are pointing • Watch how arrows are loaded onto the bow – are they away from target • Check archers are using correct arrows in quiver • Monitor and observe equipment – any strange noises, reactions • Observe archers struggling to pull back the string – check bow weight 	
<p>Target Safety</p>	<ul style="list-style-type: none"> • Hanging Arrows • Bouncing Arrows • Missing the Targets 	<ul style="list-style-type: none"> • Hanging arrows - stop any further archers shooting at that target until the end has finished, then score and remove the arrow, finish the end • Ensure targets are at distance away to limit any bouncing back • Only shoot at manufactured target surfaces • Observe the position of any arrows that missed the target 	
<p>Queuing & Waiting Area</p>	<ul style="list-style-type: none"> • Noise • Poor behaviour • Pushing and shoving • Other Spectators 	<ul style="list-style-type: none"> • Archery etiquette maintained - No talking to other archers on the line • Waiting participants should remain quiet and only speaking quietly • Participants waiting for their turn should be seated or sitting on the ground to minimise movement and running around • Parents and other spectators should remain behind the waiting line • Consider creating a third line behind the waiting area for parents and other observers 	
<p>Health</p>	<ul style="list-style-type: none"> • Hit by Bow String • Strained Joints • Sore Fingers • Physical Disabilities • Hidden Disabilities • Cuts & abrasions • Major Injury 	<ul style="list-style-type: none"> • Consider performing appropriate Warm Up exercise to suit ages and the experience of the archers • Ensure Arm Bracers are in the correct position, consider larger sizes • Finger tabs made available, instruct the archer on how to use them • Identify with the Section Leaders any individuals that have disabilities and make suitable adjustments • First Aid kit made available within the vicinity • Call for designated First aider if at camps or larger events, phone the emergency services if necessary - assist with their access to the range 	

<p>Arrow Collection</p>	<ul style="list-style-type: none"> • Trips, Slips, Falls • Running • Lack of observation • Arrows in the Ground • Hit by Falling Targets • Arrow removal – hitting person behind • Arrow removal – damage to equipment • Arrow removal – arrows in wood/frame • Damage to Arrows • Holding the arrows • Walking back to shooting line 	<ul style="list-style-type: none"> • Consider only a designated person to collect arrows when working with younger section participants • Adults to assist with arrow removal of stiff or high up arrows • Warn Archers of arrows on the ground, arrows sticking up in the air and the ropes are a trip hazard • Archers should walk up to the side of the target to avoid arrows directly in front of the target - Strictly NO running and watch where walking • No standing directly in front of arrows – leave a gap of at least 1 metre • Arrows from the ground should be removed backwards checking for people behind • Targets should be secure to the frames and the frames tied to the ground with ropes and pegs • Arrow removal – place one hand on the target and one hand on the arrow close to the target, pull & twist backwards checking behind • Use PPE – arrow puller if arrows are wet and hard to pull • Remove arrows from wood in the same as above, consider laying the target down to help or cut wood around the arrow with a knife • Archers should check arrows after they have been pulled • Check for any missing piles • If a point is missing identify the location and pull out or push through using another arrow or pliers. Use metal detector if required • Pulled arrows should be rested against the frame or place underneath or past to another archer until all arrows have been removed • Arrows should be held on the shaft near the pile and to the archers body side when walking back to the shooting line or arrows placed inside their belt quivers, Place arrows back into the correct quiver 	
<p>Clear Away</p>	<ul style="list-style-type: none"> • Missing PPE • Lost Arrows • Heavy loads • Wet Equipment • Bows under Tension • Balloons and non-biodegradable items 	<ul style="list-style-type: none"> • Collect all Arm bracers at the end of each session • Ensure all arrows are counted back in and search for missing arrows • Do not leave areas or fields that have human or livestock access with missing arrows due to potential injury. Use the metal detector to assist. • Dry bows and equipment with towels and leave to air dry • Do not leave bows strung for long periods – relax the strings for storage • Pick up litter including bits hazardous to wild animals, dispose correctly 	
<p>Security</p>	<ul style="list-style-type: none"> • Accessibility • Theft • Equipment unattended • Storage – At Camp or other event 	<ul style="list-style-type: none"> • Storage of Archery equipment – Bows and Arrows - should be in a Trailer or Car with access limited to only Instructors. • Always ensure the Equipment is locked away after use • Do not leave equipment unattended for extended long periods 	

ARCHERY – VARIANTS FOR FIELD ARCHERY

Hazard Topic	• Hazards Identified	• What Control measures are taken and how is it Communicated?	Additional Comments or Notes for Review
Set Up	<ul style="list-style-type: none"> • Foot Pegs • Cross over of Shooting • Trees and Branches • Targets • Sight Lines • Obstacles • Walking Route around Course • Groupings and Ages • Equipment 	<ul style="list-style-type: none"> • Ensure the Ground or Surface is suitable for Archery at the Foot Pegs • Set up Targets to ensure that any cross over of overshoots will not go near Foot Pegs – if possible shoot in the same direction with a large overshoot behind. • Ensure space around the Foot Peg for Archer and Instructor • Direct line of Sight to the Target should be achieved at all Foot Pegs • Avoid too many Trees and Branches in the way of the Target. • Avoid Trees and Branches within 5 metres of the Foot Peg in case of any arrows hitting and bouncing back to the Archer • Create clear walking path to the next Target, Signs to show the way • Limit Field Archery only to Cubs, Scouts, Explorers due to the nature/style of shooting, longer distances and maturity required to shoot safely in the Woods • Target Groups to be limited to 3 Archers per Target. 6 Targets in Total = 18 Archers on the Course per session • If possible, use 1 bow per Group for all Archers at that Target • Archers to take 4 Arrows around the Course – 3 to score, 1 as a spare. 	
Queuing & Waiting Area	<ul style="list-style-type: none"> • Next Group waiting and Supervision 	<ul style="list-style-type: none"> • Ensure the Safety Line extends to around the course, with Signage • Have a Gazebo as a base and store bows and arrows out of the way • A Helper to be stationary at the Gazebo signing in the next Group and supervising 	
Practice Target	<ul style="list-style-type: none"> • Check Draw length • Overshoot 	<ul style="list-style-type: none"> • Provide a Practice Target to ensure all Archers know to aim low and check they can draw the bow and Arrows are the correct Length • All Archers to shoot 1 Arrow each at the Practice Target 	
Commands	<ul style="list-style-type: none"> • When to start shooting • When to safely collect 	<ul style="list-style-type: none"> • Provide Radios for all Target Instructors and the Field Captain • Field Captain to receive calls from Targets 1 to 6 to say ready for Shooting, then Field Captain to confirm 'Start Shooting' • Then Target Instructors to call to say all arrows shot and ready to collect, Field Captain then gives the all clear and Groups score and collect Arrows then move around to the next Target. 	
Arrow Collection	<ul style="list-style-type: none"> • Arrows in the Ground • Arrow removal • Damage to Arrows • Holding the arrows 	<ul style="list-style-type: none"> • Target Instructor to lead the way to the Target and collect and arrows that have fallen short • Target Instructors to Score and pull out arrows unless a Young Member is considered competent in pulling arrows out. • Adults to assist with arrow removal of stiff or high up arrows • Target Instructor to carry the Arrows if possible 	

PROPOSED LAYOUT



Safety Line 

Gazebo 

Targets 

Course Direction of Shooting 

Practice Target Direction of Shooting 