Scouts
Spen Valley



Girlguiding
Spen Valley Division

FANWOODS ARCHERY RISK ASSESSMENT AND RULES.

Use of Archery Range for Archery	All Users of Archery Range	Minor injury, serious injury, death	Archery should only be carried out under the control of a qualified Instructor. The instructor **MUST** complete the form using their name, date and time of the session, district / organisation and declare that their archery qualifications are current and up to date.
Unauthorised Access to Archery Range when Archery in Progress	All Users	Minor injury, serious injury, death	No unauthorised access to the equipment is allowed unless by a qualified instructor or designated person. During use no unauthorised users are allowed onto the range
Trips, Slips and Falls Risk	All Users of Archery Range	Minor injury, serious injury, death	The Archery Range must be inspected before every session by the instructor
Unsafe Storage of Archery Equipment	All Users	Minor injury, serious injury, death	The instructor should ensure equipment is brought to the range safely, accounted for and put away and cabinets and containers are secure when leaving. Unused arrows and bows are secured when not in use in lockable cabinets and containers or in a safe place. Cabinets and containers are checked regularly for security. After the session, arrows are returned to the activity container. Bows and other equipment locked in the range security cabinets
Faulty Equipment	All users	Minor injury, serious injury, death	The equipment must be checked at the start of every session and its condition monitored during the session by the instructor. Any faulty / unsafe or suspect equipment must be removed before the session starts and not used. Faulty equipment must be removed from the range and placed in a secure location (activity cabin) till checked / replaced or disposed of. Faulty

			equipment should be reported to fanwoods@spenvalley.org.uk at the soonest opportunity, to allow it to be assessed / repaired.
Using Archery Equipment	All Users	Minor injury, serious injury, death	The Archery Equipment should only be used in the Archery Range unless permission has been given by the District Lead Volunteer Equipment is only available to users who have booked the Archery Range and then only under supervision of a qualified instructor. The instructor on the range is responsible for range safety. A maximum of 4 archers are allowed to shoot at the same time and each from their own individual shooting position.
First aid	All Users	Minor injury, serious injury, death	A first aid kit must be available on the range during any session being undertaken. A first aider must be available during the running of a session.
Range safety	All Users	Minor / serious injury,	All participants must act in a safe manner and comply with instructor commands when in the range to ensure safety. Failure to comply will result in the person being removed or the session terminating. No person under the influence of alcohol or drugs is allowed on the range.
PPE	Participants	Minor / serious injury,	All PPE (arm braces) **MUST** be used. If there is a shortage then participants can swop to ensure all shooters have one.
Clothing	All Users	Minor / serious injury,	All participants must remove any items that the instructor deems a safety hazard. Neckers, etc and long hair should be tied back, loose clothing can be fastened or removed etc.
Participants Touching equipment before archery starts	Participants, Instructors and by standers	Minor injury, serious injury, death	Group briefing must take place before participants are allowed access to bows and arrows. Including retrieval of arrows or dropped arrow process
Range lighting	All Users	Minor injury, serious injury, death	It is recommended that the lighting is used all the time during a session to aid safety but lighting must be used once light levels drop to an unsafe level.
shot by an arrow or Running into an arrow	Participants, Instructors and by standers	Minor injury, serious injury, death	Instructors to position themselves so that they can observe all participants. Safety instructions/Range rules to be given during the briefing and repeated during the session as appropriate. By-standers

			to be restricted to safe viewing area. Approaches to the range monitored and shooting to be halted as necessary if people or animals approach.
Falling on an arrow Participants	Participants, Instructors and by standers	Minor injury, serious injury, death	Participants shown how to retrieve and carry arrows and warning given not to walk/run when carrying arrows. Range to be inspected for slip/trip hazards prior to commencement of session.
Hit by falling target	Participants, Instructors and by standers	Minor injury, serious injury	Targets to be checked prior to starting the session by the instructor and monitored during the session Arrows to be withdrawn from target by placing hand on target, to anchor target, and pulling out arrow
Damaged or broken equipment	Participants, Instructors and by standers	Minor injury, serious injury	All equipment to be checked by instructors prior to use and monitored during the session. Damaged equipment is to be withdrawn from service until repaired or scrapped.
Arm hit by bow string	Participants Who may have Hyper flexibility	Minor injury, serious injury	Participants **must** wear arm guards on the inner forearm of the arm holding the bow. Instructor to ensure correct hand grip of bow. Alteration of feet positioning to increase clearance of arm to string. Doubling up or using long full arm brace.
Muscular strains	Participants,	Minor injury, serious injury	Participants Minor injury Participants to be provided with bows of appropriate draw strength
Hit by arrow	Participants, Instructors	Minor injury, serious injury	Arrows to point down range, towards the ground or in a safe direction (eg demonstrating techniques) at all times (except when removing from the targets), or when not on a bow.