

Risk assessment

Name of activity, event, and location	Archery Braggerswood Campsite	Date of risk assessment	17 April 2026	Name of person doing this risk assessment	Juliet Gregson
		Date of next review	17 April 2027		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
TSA rules		<p>The activity must be run following all POR rules and TSA guidance. In particular, but not exclusively:</p> <p>The leader-in-charge will be the permitted archery instructor, or if two, one should be assigned. They must ensure all people in the range are briefed on the risk assessment and safety measures. They must do dynamic risk assessments throughout the activity.</p> <p>A first aider, trained to First Response level should be in attendance and the location of a first aid kit known.</p> <p>All faulty equipment, near misses, accidents and incidents must be reported to the Camp Warden without delay.</p> <p>Any Braggers Wood committee member or any senior member of Christchurch District may stop the activity or the use of the range if they deem it unsafe and their decision is final.</p>	
Risk of injury when transporting, transferring and storing equipment	All	<p>The camp staff may only unlock and allow access to the range and the equipment for an activity, to archery instructors.</p> <p>The transport of the equipment to and from the range should be managed by the archery instructor.</p> <p>All archery equipment must be returned to the store and the store must be locked.</p> <p>The range must be empty of all equipment when not in use for long periods of time.</p> <p>All arrows must be removed if range is being left for a short time. ie for a break.</p>	
Risk of injury due to issues with range and conditions	All	<p>The activity leader should check the integrity of the fencing, the stability and suitability of the targets, and that the archery equipment is not faulty before starting an activity.</p> <p>The archery instructor should check the suitability of the weather before starting an activity.</p> <p>High winds that could lead to a stray arrow leaving the range should be considered.</p>	
Risk of injury from equipment	All	<p>Archery must only occur in the designated range onsite.</p> <p>Young people may only use the site-provided archery equipment on the range.</p> <p>This range requires a minimum of TWO archery instructors and an adult to supervise those waiting.</p> <p>The archery instructor(s) must have their current permit recorded.</p> <p>The DC can authorise running with one experienced archery instructor in exceptional circumstances.</p> <p>This range must only have 12 participants per group.</p> <p>This range has a minimum age of 6 years and the archery instructor must ensure that each shooter has the strength, physical ability and maturity to shoot safely.</p>	

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		<p>Only the instructors, the supervising adult and participants are allowed in the range. Any others must seek the permission of the instructor before entering.</p> <p>The exit gate must be closed.</p> <p>All people shooting must wear suitable footwear and clothing – no open-toed shoes, nothing dangling around the chest e.g. neckers and hoodie ties, no hats. All hair should be tied up if it's of a length to catch in the equipment. Long sleeves are recommended.</p> <p>All people shooting to wear site-provided arm guards or have their own approved by the archery instructor.</p>	
Risk of injury from shooting	ALL	<p>Shooters should be instructed in safe shooting techniques, especially keeping arrows pointed forward, and to the ground or at targets.</p> <p>On this range different firing lines are provided but shooters must all shoot from the same firing line.</p> <p>Participants deemed to be deliberately not following safety rules should be managed appropriately by the archery instructor to ensure their own and others safety.</p>	
Risk of injury when removing arrows	ALL	<p>Shooters should be instructed in safe removal techniques if they are to be allowed to do so.</p> <p>Shooters should be instructed in safe carrying techniques if they are to be allowed to do so.</p> <p>The archery instructor is the only person who can instruct a shooter to remove arrows from a target after they have declared</p> <p>Beavers do not collect their own arrows</p>	
Risk of injury to waiting participants	ALL	<p>Any participants waiting should be instructed to sit in the waiting area by the archery instructor.</p> <p>Young people waiting must be supervised by the assigned adult; ensuring they stay in the area and that they do not distract the shooters by voice or movements.</p>	

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.