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Operated by Eastbourne District Scout Council. Registered Charity Number : 305846

## **ARCHERY RANGE (INDOOR)** **ACTIVITY PACK**

Thank-you for booking the Archery Range, please read this guidance carefully, safety is of course paramount, by placing the booking **YOU** have accepted responsibility for the safe use of the facility and associated equipment.

Any consequences of a breach of the enclosed guidance and risk assessed procedures will not be the responsibility of Bushy Wood Scout Camp & Activity Centre.

This activity pack contains;

- LEADER GUIDANCE
- RISK ASSESSMENT

**Please bear in mind YOU are responsible for the safe retrieval of any equipment from the store, it's appropriate use, and safe return of the equipment following the activity, as well as the safe use of the range.**

## **ARCHERY RANGE (INDOOR) LEADER GUIDANCE – PLEASE READ CAREFULLY**

### **WHAT ARE THE BASICS?**

- Use of the Archery Range requires a qualified permit holder
- The range is 8 metres in length, and only equipment suited for this type of range should be used
- Bushy Wood is not responsible for assessing any risk in relation to archery techniques and tuition, this rests with the permit holder, although general risks are covered in the attached risk assessment.

### **WHAT ARE THE SAFETY CONSIDERATIONS ?**

- Supervise the use of the range AT ALL TIMES
- The range is 8m in length, and only equipment suited for this length of range should be used
- Check the range netting for holes and gaps prior to the session
- Check the exterior doors are secure prior to the session
- Ensure all spectators remain in a safe location
- Monitor the usage of the range at all times, never leave it unattended

## BUSHY WOOD : Activity Risk Assessment Form

DATE	ACTIVITY	LOCATION	REVIEW DATE
01/03/2016	<b>ARCHERY RANGE (INDOOR)</b>	Activity Centre	01/04/2017

### RATING SYSTEM

Likelihood : 1. Low (possibly may occur)      2. Medium (likely to occur)      3. High (certain to occur)  
 Severity : 1. Slight (minor first aid injuries)      2. Serious (medical assistance required)      3. Major (fatal or life-changing injuries)

**RISK RATING = (SEVERITY x LIKELIHOOD)    1 : LOW    2-4 : MEDIUM    6-9 : HIGH**

Hazard	Who might be harmed and how	Likelihood	Severity	Risk rating (severity x likelihood)	Control measures to mitigate risk
Manual handling - moving equipment in and out of store	Activity leaders may suffer strains or other injuries from moving equipment	1	1	LOW	<ul style="list-style-type: none"> <li>• Equipment is stored safely</li> <li>• Equipment is readily transportable</li> <li>• Access to store limited to leaders only</li> </ul>
Normal risks associated with archery i.e. Falling onto arrows while carrying them, Overdrawing a bow, Tripping on or being injured by stray arrows. People being shot.	All range users, and others in the vicinity	1	3	MEDIUM	<ul style="list-style-type: none"> <li>• All sessions to be run according to Archery GB rules and procedures</li> <li>• Range to be inspected for trip hazards before sessions begin</li> <li>• Appropriate length arrows should be used</li> <li>• Appropriate size bows should be used</li> <li>• Archery nets provided</li> <li>• Spectators to stay in safe waiting area.</li> </ul>
Equipment failure	All users, injury may be caused by the sudden failure of equipment	1	3	MEDIUM	<ul style="list-style-type: none"> <li>• All equipment to be checked prior to use</li> <li>• Use of equipment to be monitored</li> </ul>
Injury to persons entering range area	All site users	1	3	MEDIUM	<ul style="list-style-type: none"> <li>• Building doors can be locked to prevent access</li> <li>• Archery Leader to monitor range</li> </ul>