



[www.bushywood.org.uk](http://www.bushywood.org.uk)  
[reception@bushywood.org.uk](mailto:reception@bushywood.org.uk)

Bushy Wood  
Scout Campsite & Activity  
Centre  
Main A22  
Hailsham  
East Sussex  
BN27 3LZ

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

## **MINI CROSSBOWS** **ACTIVITY PACK**

Thank-you for booking the mini-crossbows, this is a self-operated activity, please read this guidance carefully, safety is of course paramount, by placing the booking **YOU** have accepted responsibility for the safe use of the range 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;

- 1 LEADER GUIDANCE
- 2 RISK ASSESSMENT

**REMEMBER** this is a self-supervised activity, **YOU** are responsible for the safe retrieval of the equipment from the store, it's appropriate use, and safe return of the equipment following the activity.

# MINI CROSSBOWS

## LEADER GUIDANCE – PLEASE READ CAREFULLY

### GENERAL INFORMATION

1. This activity is a mini-crossbow target shooting range
2. The range is located adjacent to the main reception building
3. Wide area 'shooting at people' is **FORBIDDEN**, only use the range provided
4. The crossbows, plastic darts and paper targets are all provided
5. The equipment is located in the Campers Room (grey door on the end of the Activity Centre)

### WHAT DO WE DO THEN?

1. Go to the store, open up, retrieve the equipment crate
2. **Lock the store behind you by ensuring the door is fully closed**
3. Familiarise yourself with the operation of the mini-crossbows and the safety rules
4. Explain the use of the mini-crossbows and safety rules to your participants
5. Place 3 mini-crossbows at the shooting point, along with the ink pads & darts
6. Ensure spectators stand behind the shooting point
7. The mini-crossbows are simple to operate, the shooting order is;
8. Select a dart and dab the rubber end LIGHTLY into the ink pad
9. Pull the mini-crossbow cord back to the trigger point and insert the dart ensuring the fins slide into the slots provided
10. Point at the target and shoot, repeat the process
11. In the event of breakage of the mini-crossbow cords, spare cord is provided in the equipment crate.
12. SUPERVISE THE USE OF THE RANGE AND MINI-CROSSBOWS AT ALL TIMES, **YOU ARE RESPONSIBLE FOR THE SAFE USE OF THIS EQUIPMENT**
13. MONITOR PARTICIPANTS TO CHECK THEY ARE FIT TO SHOOT AT ALL TIMES
14. Once you are finished, return all of the equipment where you found it
15. **Lock the store behind you by ensuring the door is fully closed**

### WHAT ARE THE SAFETY INSTRUCTIONS FOR THE GROUP?

1. MINI-CROSSBOWS ARE DANGEROUS – BE SENSIBLE AT ALL TIMES
2. NEVER POINT A MINI-CROSSBOW AT A PERSON, WHETHER LOADED OR NOT
3. WHEN THE RANGE IS ACTIVE, ENSURE ALL OBSERVERS ARE **STANDING BEHIND THE SHOOTING POINT**
4. SUPERVISE THE USE OF THE RANGE AND MINI-CROSSBOWS AT ALL TIMES, **YOU ARE RESPONSIBLE FOR THE SAFE USE OF THIS EQUIPMENT**
5. MONITOR PARTICIPANTS TO CHECK THEY ARE FIT TO SHOOT AT ALL TIMES

## HAVE FUN – BE SAFE

### Activity Risk Assessment Form

DATE	ACTIVITY	LOCATION	REVIEW DATE
01/03/2016	MINI CROSSBOWS	ADJACENT TO ACTIVITY CENTRE	01/03/2017

Hazard	Who might be harmed and how	Measures to control risk	Risk rating	Notes/Info
Manual handling – moving equipment in / out of store.	Activity leaders and participants may suffer strains or other injuries from moving equipment	<ul style="list-style-type: none"> <li>• Ensure equipment is stored safely and appropriately</li> <li>• Routine checks to include storage system</li> <li>• Activity guidance - limit access to store to party leaders only</li> </ul>	LOW	
Mechanical failure of mini-crossbows	Activity leaders and participants may suffer injury from faulty mini-crossbows	<ul style="list-style-type: none"> <li>• Routine checks to include condition of crossbows</li> <li>• Activity guidance – check mini-crossbows as they are removed from store</li> </ul>	MEDIUM	
Inappropriate use of mini-crossbows	Anyone who decides to use the mini-crossbows 'unofficially' or without correct supervision – will avoid all other precautions and could incur injury.	<ul style="list-style-type: none"> <li>• Mini-crossbows to be stored in secure building (Activity Store)</li> <li>• Activity store to have controlled access</li> <li>• Warning signs to be displayed</li> </ul>	LOW	
Ineffective supervision (self-supervised activity)	Anyone on site whether involved in the activity or not – may be injured by darts	<ul style="list-style-type: none"> <li>• Responsibility is accepted by person booking</li> <li>• Activity guidance pack to be provided to activity leaders</li> <li>• Bushy staff will monitor usage</li> </ul>	MEDIUM	
Participants (using mini-crossbows) incurring injury from flying darts	Active 'shooters' – may be injured by ricochet effect or other misfire	<ul style="list-style-type: none"> <li>• Activity guidance – clear guidance on correct usage of mini-crossbows</li> <li>• Activity Safety Briefing – ensure eye protection is worn</li> <li>• Monitoring – activity leaders to monitor participants closely</li> <li>• Equipment – range design to minimise ricochet effect</li> </ul>	MEDIUM	
Participants (spectators) incurring injury from flying darts	Spectators – may be injured by ricochet effect	<ul style="list-style-type: none"> <li>• Activity guidance – spectators to stand well behind shooting point</li> <li>• Monitoring – activity leaders to monitor participants closely</li> <li>• Equipment – range design to minimise ricochet effect</li> <li>• Equipment – range design to protect spectators (on all sides)</li> </ul>	MEDIUM	
Participants entering range and incurring injury from flying darts	Anyone on site - may be injured by flying darts	<ul style="list-style-type: none"> <li>• Activity guidance – no-one to enter range when in use</li> <li>• Monitoring – activity leaders to monitor range closely</li> <li>• Equipment – range design to limit easy access</li> <li>• Equipment – range design to protect site users (on all sides)</li> </ul>	LOW	
Participants firing mini-crossbow whilst loading darts	Anyone on site - may be injured by flying darts	<ul style="list-style-type: none"> <li>• Activity guidance – clear guidance on shooting procedure</li> <li>• Activity guidance – only 3 persons to be shooting at a time</li> <li>• Monitoring – activity leaders to monitor shooters closely</li> <li>• Equipment – range design to protect site users (on all sides)</li> </ul>	MEDIUM	
Participant physical illness causing accident	Anyone on site – tiredness or physical illness could cause an accident and incur injury	<ul style="list-style-type: none"> <li>• Activity guidance – reminder re weather precautions</li> <li>• Activity Safety Briefing – stop when tired or if feeling ill</li> <li>• Monitoring – activity leaders to monitor participants closely</li> </ul>	LOW	