

**Risk Assessment and Management
2025**
Archery

Dear

If you have not run a Archery session before, or for a while, we would like to take some time to make sure that you understand what you are being asked to do, how to do it and what to do if you are unsure about anything. Depending on your experience it could take a number of forms from a single training/induction session to some supervised/observed delivery.

However by the end we want you to be confident that you know what to do, how to do it and who you can ask for support or advice if you are unsure.

Thank you for taking the time to complete this form, please can you read, tick and sign the below.

- I have read the below Archery Risk Assessment & Management information (below) and the lesson plan (below)
- I have been shown how to run an archery session and understand the how to deliver a safe session.
- I understand that if I am unsure about any part of my role I should ask one of the company directors and that I have access to the appropriate company documents and policies on BambooHR should I need them.

Declaration – Staff member

I _____ have completed the Archery induction with E3Adventures and I understand that I am required to act in a professional manner in line with my qualifications, experience and the policies of E3Adventures.

Signature:	Date:

Declaration – Technical Advisor

I have completed a Archery Induction with _____ and I am happy that they are competent to deliver a safe and quality Archery session.

Signature:	Date:

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Description. Archery is a sport in which people shoot arrows at a target using a bow. For the purpose of the sessions we run this will always take place on an archery specific range this may be permanent or pop-up.

Managing Risk Statement. Supervisors will hold the appropriate qualification for this activity (see *Minimum Qualifications document*). The quality and safety of sessions will be regularly reviewed with any outcomes being fed into the RA and policies. Inherent within this activity is the possibility of getting wet, tired and exposed to ambient weather conditions(see *Weather Policy*)

Benefits. Adventure Activities provide a range of benefits (see *Adventure policy*)

The Hazard, what is causing a risk?	Who might be affected	How we manage the risk
Being shot with an arrow; While on the firing line While collecting arrows	All	Ensure all firers keep bows toward targets. Explain / demo and instructor to stay vigilant. No one to move forward of the firing line until all firers are finished and bows are down and instructor says its clear to collect arrows.
Walking into arrows on the ground / target	Firers	All firers to approach target from the side not straight on. Firers to remember where arrows land if off target – if unsure walk alongside the line of fire / parallel to the landing zone.
Tripping onto an arrow while walking back to firing line	firers	Firers instructed to hold arrows correctly while moving about carrying / collecting them. Explain / demo / watch for mistakes throughout
String burn on support arm	firers	Demo at start to highlight this if the bow held incorrectly. Use of arm guards if available. Vigilance of instructor to coach throughout the session if bows being held incorrectly.

Specific assessments		
Operating Procedures		
<u>Before</u> <ul style="list-style-type: none"> • Check medical / consent forms. • Check the weather forecast – does your plan still work. • Instructor to inspect all kit to ensure it is usable. <u>During</u> <ul style="list-style-type: none"> • Clear briefing to highlight risks, safety measures and expectations. • Any assistants / staff to be briefed on their role. <u>After</u> <ul style="list-style-type: none"> • Return kit. • Inform SAC of any damages or loss. <p>Inform course leader of any issues with group / venue to assist with planning for future.</p>		

Lesson Plan	Archery
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Equipment. Scooters, pads (knee, elbow, wrist) Helmets, cones.
Preparation Check the area, set up waiting area and shooting line, and set up equipment (test fire bows to ensure in good working order)
First 5 minutes. Sit group in waiting area and give safety brief.
Explanation. Explain to the group that they will be in 2s /3s helping each other and even if they have done it before OR at home that you want to see them do it before they can complete the circuit without a buddy walking with them.
Demonstration Demonstrate firing 3 arrows, demonstrate collecting and carrying arrows.
Doing it themselves. Archers to take first 3 shots under close supervision/teaching, 1:1 or 1:2 Once every Archer has had a closely supervised shoot you can start 2 nd shots under supervision but in own time.

This Policy was adopted by SUMMERADVENTURECAMP Ltd	Adopted on: 10/2/2025
Signed By: <i>Bryn Beach</i>	Review on: March 2026



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