

Activity Risk Assessment

Name of activity, event, and location	Soft Target Sports Hertfordshire Scout Activity Centres- Includes offsite/mobile activities	Date of risk assessment	October2024	Name of person doing this risk assessment	Katy Pearce EM HCSC Reviewed by: Doug Stack ACM HCSC
		Date of next review	October 2025		

Hazard- what could go wrong?	Who is at risk?	Assessment of risk	Control measures in place	Remaining risk using control measures
Misuse of equipment	Participants, Leaders, Instructors	High	<ul style="list-style-type: none"> Participants must be told that projectiles must be pointed down the range or to the ground at all times. Projectiles must be counted out and in at the start and end of sessions. Projectiles must be removed from the shooting line before individuals are on the range. Participants must be shown how to correctly hold a bow/crossbow/nerf gun. In the safety briefing, participants must be provided with a clear demonstration of how to load/shoot projectiles correctly and to only use the equipment provided. Equipment must not be left unsupervised. 	Low
Injury to arm from bow string (if soft archery)	Participants	Low	<ul style="list-style-type: none"> All participants must be wearing a correctly fitted arm brace (if applicable) Supervising adult must demonstrate to participants the correct shooting stance i.e., arm slightly bent. 	Low
Injury from walking into arrows (if soft archery)	Participants	High	<ul style="list-style-type: none"> Participants must not run when collecting arrows/bullets. Participants must walk up the side of the range to get to the target. Participants must wait to be instructed to collect projectiles. 	Low
Injury from target falling over	Participants, Instructors	Medium	<ul style="list-style-type: none"> Targets are placed on a flat and level surface. Routine visual inspections are completed and signed off at the start of the day and before each session. 	Low
Injury from collecting projectiles	Participants, Instructors	Medium	<ul style="list-style-type: none"> A demonstration must be provided in the safety briefing to explain how to safely remove a projectile i.e. looking around for other people first. 	Low

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			<ul style="list-style-type: none"> Participants must wait to be instructed to collect their projectile. 	
Someone entering range or crossing shooting line	Person who is on the range	High	<ul style="list-style-type: none"> Ranges are enclosed with clear physical boundaries. Participants must be made aware of the 'stop' command in the safety briefing. Safety signs are in place. 	Low
Projectiles overshooting or flying out of the range	Other site users	High	<ul style="list-style-type: none"> Ranges are designed with a net to protect surrounding area. 	Low
Weather	Participants, Leaders, Instructors	Low	<ul style="list-style-type: none"> Centre Management Team/Lead Instructors must check weather at start of day and monitor throughout. Sessions must be stopped if wind speeds exceed 24mph, dependant on location. Sessions must be stopped immediately in thunder and lightning, and wait for 30 minutes after end of storm, before re commencing. Sessions will be cancelled in extreme hot or cold temperatures. 	Low
Uncontrolled groups of young people	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Groups must be accompanied by a supervising adult. Group leader is responsible for managing the groups behaviour and stated in the booking terms and conditions. 	Low
Self-led sessions/ equipment	Participants, Leaders	Medium	<ul style="list-style-type: none"> Group leader is responsible to ensure that those running the activity Self-led must have completed and signed a Self-Led Activity Registration Form for the activity. Supervising adult must be shown the activity area/activity equipment by centre staff before commencing the activity or been provided an alternative method. An additional competent adult should be present to supervise individuals that are not engaged on the activity. 	Low
Clients with additional abilities/pre-existing health issues	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Group leader must provide information about significant medical requirements and additional needs during the booking process. Instructors should discuss any needs with group leaders before the session is started. Lead instructors/management should review information and make any specific adaptations, determined with an individual risk assessment. 	Low

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			<ul style="list-style-type: none"> Group leader is responsible for having access to essential medication i.e. inhalers. Participants with a history of injuries should be warned about the physical nature of taking part in this activity and have read the activity information before starting. 	
Novice participants	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Ratio of 1 supervising adult plus 1 competent adult per 15 participants. Safety briefing given at start of session to identify specific hazards and safety rules to follow and reinforced throughout. 	Low
Failure of equipment	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Monthly equipment checks are carried out. Routine visual inspections completed and signed for at the start of the day and before each session by the activities team. If the activity equipment has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately. 	Low
Poorly maintained activity area	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Monthly activity area checks are carried out. Routine visual inspections completed and signed for at the start of the day and before each session by the activities team. If the activity area has a defect during use, the activity must be stopped immediately until repairs are completed, safety checks carried out and verified so activity can recommence. This must be recorded appropriately. 	Low
General Injury	Participants, Leaders, Instructors	Medium	<ul style="list-style-type: none"> Groups are responsible for their own first aid. Groups must have someone adequately trained and have a suitable first aid kit. Additional first aid kit and defibrillator are available at reception/activity and key staff on duty to offer further support if required. 	Low