

Risk Assessment – Soft Archery



Workplace Location: Warren Oak Campsite, Hollow Ln, Ledbury HR8 1NQ		
Date of Issue: 06/03/2026		Review Date: 06/03/2027
Assessor: Elizabeth Lawrence-Fielden	Reviewed by: Adrian Ward	VERSION1.2
Task Description: Soft Archery is a low-impact, introductory archery activity designed for children and beginners. It uses lightweight bows and large-tipped foam arrows to provide a safe, accessible way to learn basic aiming and shooting skills. The activity is typically delivered indoors or in a controlled outdoor space.		

Number	Hazard Identification and Risk Identification	Who May be Harmed	Control Measures	Risk Rating
1	Struck by arrow (mis-aimed shot or accidental release)	All	Use only foam-tipped arrows; enforce shooting line; always supervise; ensure all participants shoot in one direction; no one allowed forward until “collect” signal given	Low
2	Bowstring impact on arm or face	All	Provide instruction on correct stance and grip; use low-draw-weight soft archery bows; encourage arm guards if needed; close supervision	Low
3	Slips, trips, and falls around activity area	All	Keep range clear of obstacles; mark shooting line and safe zones; ensure floor/ground is even; manage group movement when collecting arrows.	Low
4	Improper use of equipment (e.g., aiming at people)	All	Clear safety briefing; strict rules on behavior; remove participant from activity if unsafe; constant supervision.	Low
5	Overcrowding at shooting line	All	Limit number of shooters at one time; maintain safe spacing; use cones or markers to define positions.	Low
6	Eye injury from close-range arrow retrieval	All	Only retrieve arrows on instructor command; ensure all bows are placed down before retrieval; maintain spacing during collection	Low
7	Equipment failure (e.g., damaged bow or arrow)	All	Inspect equipment before use; remove damaged items immediately; store equipment safely.	Low
8	Environmental hazards (wind,	Participants, staff	Choose suitable location; adjust shooting distance; stop activity if conditions become unsafe.	Low

uneven ground, distractions) – if outdoors			
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Emergency Procedures	Monitoring and Review
<p>First Aid:</p> <ul style="list-style-type: none"> • First aid kits readily available. • Provide first aid and call emergency services if necessary. • Report all accidents via the QR Code, and to the Site Team or via the emergency contact number. 	<ul style="list-style-type: none"> • Regular Inspections: Visual checks before and after use. • Annual Review: Comprehensive review of the risk assessment and control measures. • Incident Reporting: Immediate review following any incident or near-miss. • Feedback: Gather feedback from campers and staff to identify areas for improvement. •

Notice: Risk assessments are to be used in conjunction with your own risk assessments to enjoy a safe stay at Warren Oak Campsite.

Let's keep our campsite safe for everyone! If you have questions or need assistance, please contact campsite volunteer site team.