

Foxlease Park Risk Assessment

Archery

Risk information



Ropes	
Land	
Water	
Self Led	

S x L = RF				
S / L	RF	Colour code	Response	RF what to do next
1-2	1-5		Low	Manage through routine procedures
3	6-10		Moderate	Specific monitoring or procedures required, action must be specified
4-5	11-18		High	Action plan required, senior management attention needed
	19-25		Extreme	Immediate action required

Clarification	
Instructor	The ones running the session
Leaders	The additional adult to help with the group management
Participants	The person or persons that are using the activity e.g. climber or belayer on the climbing wall
All users	All users that are involved in the session use e.g. Instructor, Leaders, Participants not Spectators
Everybody	Anyone that could be using the activity or may walk through or pass the activity such as Spectators



Location:	Foxlease Park	Assessor:	Alison Dixon
Date of Assessment:	14/05/2026	Date of review:	14/05/2027
Description of area or activity:	Generic risk assessment for instructor-led activities on the land.		Technical Advisor: N/A
Equipment used:	N/A		

Activity	Hazard	Description of potential accident/injury/loss	Who is affected	Precautions/controls already in place	Risk S	Risk L	Risk F	Further control measures applied	Action by	Net S	Net L	Net F
All	Adverse weather (lightning)	Hit by lightning, possible death	All users	The activity will not go ahead if there are thunderstorms and lightning conditions. No running in the compound. Instructors will issue a clear briefing/instructions on what to do if thunder and lightning are seen or heard. The weather forecast will be checked by a senior member of staff on the day.	4	1	4	The 3030 rule is followed. If the flash to bang is 30 seconds in length, you should seek some shelter. Staying inside the shelter is advised until 30 minutes after the last clap of thunder.	Instructor	3	1	5
All	Adverse weather (high winds)	Customers get tangled in the elements, possible cuts and bruises	All users	The activity cannot take place in strong winds(25mph or more). The activity will be cancelled if the winds are forecast to exceed 25 mph. If, during the day, wind speeds exceed 25 mph, the activity will be postponed until the wind subsides or rescheduled.	4	1	4	Instructor to check the forecast on the day of the activity. On large activity days, a staff briefing will include a weather forecast.	Instructor	3	1	5
All	Slips, trips and falls from uneven ground	Minor injuries, bruises, sprains and strains	All users	The activity typically takes place in the natural environment where the ground is often uneven, wet, and slippery. Participants and instructors are to wear appropriate clothes and footwear for the environment.	2	3	6		Instructor	2	3	6
All	Hair / jewellery / clothing or other items caught in equipment	Entanglement in the equipment, causing entrapment, finger injuries, and a participant trapped on the equipment.	Participants	All participants are advised to remove or tuck away all jewellery before the start of the session. Long hair should be tied back or out of the way of any equipment. If jewellery cannot be removed, tape can be offered to cover up and prevent snagging. The helmet (if worn) strap should be tucked away if possible.	3	4	12	Elastic bands for hair ties will be provided with the session leader's kit. All instructors are trained & assessed in the emergency action plan as set out in the Safe Operating Procedures.	Instructor	3	3	3

Activity	Hazard	Description of potential accident/injury/loss	Who is affected	Precautions/controls already in place	Risk S	Risk L	Risk F	Further control measures applied	Action by	Net S	Net L	Net F
All	Injury from poorly maintained/damaged equipment	Face, neck, eye and hand injuries	Participants / instructors	All staff are trained in procedures and methods of checking equipment. Equipment is checked before use.	3	2	6	Broken/damaged equipment needs to be removed and quarantined in a designated area, then immediately made known to a senior member of staff/volunteer.	Instructor Foxlease senior staff/volunteer	3	1	3
All	Running drop in sessions	Participants not having a full brief due to the nature of the session.	All users	Drop-in sessions will operate as the in-house training. More individual help will be given to the participants. Session Safe Operating Procedures do not change.	2	3	6	An additional instructor will be added to the session to manage participants. In-house training will be given on how to operate a drop-in session. The area should be more clearly marked for safety to reduce the risk of people walking into the session area during periods of higher foot traffic.	Instructor Foxlease senior staff/volunteer	2	2	6
All	First aid	Minor and major injuries getting worse	Everybody	Foxlease Park instructor-led sessions will have a first aid kit during the session. For self-led sessions, the group leader should provide a suitable first aider and a first aid kit.	4	3	12	The reception will have a first aid kit. All instructors are to hold a 1-day first aid certificate as a minimum requirement. Where groups do not have a suitable first aider or first aid kit, Foxlease Park can provide.	Foxlease Park Senior Staff Instructor Group Leader	4	1	5



Location:	Foxlease Park	Assessor:	Alison Dixon
Date of Assessment:	07/05/2026	Date of review:	30/03/2027
Description of area or activity:	Archery	Technical Advisor:	Alison Dixon
Equipment used:	TwoFoam bosses, 6 bows, both left and right-handed (18 lb), aluminium arrows, bow stands - arrow holders, and arm guards		

Activity	Hazard	Description of potential accident/injury/loss	Who is affected	Precautions/controls already in place	Risk S	Risk L	Risk F	Further control measures applied	Action by	Net S	Net L	Net F
Archery	Injuries from an inadequately supervised shooting range	Major injury, person being shot by arrow	All users	Participants will receive a safety brief from the instructor. This will include; • an explanation of the waiting area, waiting line and shooting line • only pointing the arrows down the range • how to shoot • range commands • correct retrieval of arrows The instructor should be alert and have a clear view of the participants and the whole range/overshoot areas at all times. Clear boundaries and warning signs should be established around the range. All ranges have safety netting to the rear of the targets and a clearly defined 'NO GO' area around the range. All sessions run in accordance with the Safe Operating Procedures.	5	1	5	Sessions are checked for safety by an appropriately experienced/qualified person. All Instructors have the Archery GB Instructor Award and run sessions as per Safe Operating Procedures. Clear boundaries and warning signs are established around the range, and the instructor will check that they are in place before the session starts. Sessions are checked for safety by an appropriately experienced/qualified person. All ranges have safety netting to the rear of the targets and a clearly defined perimeter around the range	Instructor/Activity Manager	4	1	4
Archery	Shooting Injury to foot	Arrow impaling foot	Participants Instructors	All participants to wear closed toes shoes or boots - no open toed sandals. Participants taught how to carry arrows correctly to reduce likelihood of injury. Correct ways of shooting demonstrated and explained to all participants.	5	1	5	All of these precautions are as set out in the Safe Operating Procedures	Instructor	3	1	3
Archery	Injury from poorly maintained/damaged equipment	Face, neck, eye and hand injuries	Participants Instructors	All staff trained in procedures and methods of checking equipment.	4	1	4	Equipment is checked before use in addition by instructors holding a minimum qualification of Archery GB Instructor award	Instructor	3	1	3
Archery	Injury from falling bosses/targets	Crush injury from bosses falling over	Participants Instructors	Securing of bosses and targets to be checked before use. Correct technique for arrow retrieval to be demonstrated and monitored throughout session.	3	1	3	Quarterly checks on bosses and targets	Instructor	2	1	2
Archery	Injury from removing arrows from targets	Impaling themselves or others	Participants Instructors	Correct technique for arrow retrieval to be demonstrated and monitored throughout session.	4	1	4	Sessions are checked for safety by an appropriately experienced/qualified person	Instructor	2	1	2