

## Girlguiding Risk Assessment



Silver Sapling GirlGuiding Campsite  
Lancs West & Lancs North West

<b>Site:</b>	Silver Sapling Girlguiding Campsite	<b>Assessment No.</b>	
<b>Assessor</b>	Georgina Griffiths	<b>Description of Building, Area or Activity</b>	Soft Archery
<b>Date of Assessment</b>	06/01/2026		
<b>Next update / Review due</b>	06/01/2027		
<b>Technical Advisor (if applicable)</b>	N/A	<b>Equipment used (if applicable)</b>	Portable Soft Archery Sets with Targets, 3 Arrows and 1 Bow for each Target
<b>Persons Name (If Applicable to vulnerable Groups etc)</b>	N/A		
<b>When Identifying HAZARDS consider:</b>			
a) The Task (Who, What, Where, When, How)			
b) The environment (temperature, noise, lighting, dust, fumes)			
c) Materials, Equipment, and Substances (machinery, tools, chemicals, etc)			

RA REF No.	Hazard	Description of potential accident/injury/loss	Persons affected	Precautions/Controls already in place	Risk Rating Factor=SxL			Further control measures required?	Action By Whom	To be completed by (Date)
					Severity	Likelihood	Factor			
	First Aid Kits	No First Aid Kits, are provided for visitors to Silver Sapling	All Visitors	All customers advised that they need to bring their own First Aid Kits in line with the requirements of their participants and activities to be undertaken.	1	1	1	Group Leaders to have appropriate hand gel for use during activity.	Booking Admin / Customer	Ongoing
	Misuse of the equipment	Possibility of persons getting hit by equipment before or after the session if users are not supervised.	All Participants	Leader in charge to sign they have read operating procedure and risk assessment when booking instruction given and understood by participants before the	1	2	2		Leader in Charge	Ongoing
	Impact from Arrow or Bow	Possibility of persons getting hit by Arrow or Bow if participants not aware of their surroundings or unsupervised.	All Participants	Activity supervised at all times by a leader to ensure that the rules are complied with. Participants to receive clear instructions before the session starts. Non participants to not stand behind targets. Participants to not fire at non participants	1	2	2	Waiting participants must wait in safe area while active participant has finished their turn. If more than 1 Archery target set up, all participants to shoot all of their Arrows before they are retrieved.	Leader in Charge	Ongoing
	Messing around by users	Participants not realising that although these are plastic they still have potential to cause bodily harm if not used correctly.	All Participants	Activity supervised at all times by a leader and group leaders instructed that they are to ensure that their group complies with the operating rules and follow instructions given concerning waiting area, spectator line and shooting line.	1	2	2	If participants messing around carried on after a warning the session will be stopped by the leader and not restarted.	Leader in Charge	On date of activity
	Unauthorised use	Equipment is used by other people on site who have not booked it, or received necessary instructions on use.	All Participants	Range is always supervised by leader when in use, all equipment to be locked away when unsupervised.	1	2	2	Bows and Arrows only to be put with targets when supervising adult is at activity and removed when adult moves away from activity.	Leader in Charge	Ongoing
	Equipment failure	Damaged equipment which is not suitable for use.	All Participants	Equipment checked before use by the committee and leader of the activity. Any problems are logged and faulty equipment removed from service.	1	2	2	Regular check by site wardens that equipment is suitable for use.	Leader in Charge	Ongoing
	Slips and Trips	Grass very wet.	All Participants	Grass area checked before use. Participants encouraged to walk	1	1	1	Activity can be done under a shelter if large enough	Leader in Charge	Ongoing
	Damage to arm	When firing arrows sometimes the string can catch arms. Leaders to instruct correct usage and participants to wear long sleeves.	All Participants	leaders could bring arm protectors if felt necessary, there are none on site	1	1	1		leader in Charge	Ongoing