

Risk assessment and Management 2026

Archery

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 [Education and Learning 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	All	Ensure all firers keep bows toward targets. Explain / demo and instructor to stay vigilant.
While collecting arrows		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

Risk assessment conducted by: E3Adventures Ltd

Date Conducted: 31/12/2025

Signed: Bryn Beach

Review Date: January 2027

An E3Adventures Ltd director will review and update this document yearly AND following any near miss or incident, or should circumstances demand it.

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

Before

- Check medical / consent forms.
- Instructor to be familiar with E3Adventures activity RA – specifically any site specific notes.
- Check the weather forecast – does your plan still work.
- Check if there any venue restrictions (bird ban / road closures / rockfall)
- Instructor to ensure correct kit is available for the venue / group.
- Instructor to inspect all kit to ensure it is usable.
- If residential course ensure the group know where to go / park etc.

During

- Clear briefing to highlight risks, safety measures and expectations.
- Any assistants / staff to briefed on their role.
- Session delivered within instructors NGB remit / inhouse training / experience and accounting for the weather / group ability.

After

- Return kit.
- Inform Course Leader of any damages or loss.
- Inform Course Leader of any issues with group / venue to assist with planning for future.

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Instructor Incapacitated	Critical Incident Plan
Ensure that the teacher/visiting staff knows where your copy of the 'Instructor Incapacitated' and 'Critical Incident Plan' are.	
E3ADVENTURES.COM INSTRUCTOR INCAPACITATED In the case of a incident / accident the E3Adventures staff will follow the 'critical incident plan' (see over). However in the situation where they are incapacitated this crib sheet will help you manage the situation until help arrives. Group Safety - Look after yourself, do not put yourself in danger. - Look after the group, make sure they are out of danger. In this scenario the group may be worried, you might need to tell them where to go/sit and not move so they do not put themselves in danger. - If necessary move the casualty out of any further danger. First Aid - Perform first aid (do what you can) - If it is bleeding - stop it bleeding (direct pressure) - If it is broken - don't move it - If they are unconscious - put them in the safe airway position (below) - If they are not breathing and you feel you can start CPR D R S A B C Danger Response Shout Airway Breathing Circulation Call for Help - You can Phone 999 /112 using your phone or the instructors phone - If there are other groups near by you can shout for help - You can contact other staff via the WhatsApp group 1 2 3 4	CRITICAL INCIDENT PLAN The below 'Critical Incident' plan gives useful process to follow in the case of a critical incident. However any incident is likely to have its own unique features and it will be up to the E3Adventures staff with the support of the Group staff to manage an incident in the way that produces the best outcomes. Critical Incident E3Adventures Staff Take control of incident, provide first aid. See EAP School Staff Supervise the remainder of the group Contact emergency services Follow the schools EAP regarding contact with school and other agencies Depending on the incident may need to seek additional support for group, eg Transport for group if needed? E3Adventures Director Contact insurers Contact appropriate support Emergency Services Arrive Accompany casualty to hospital. Continue with School EAP Supervise remainder of group with support from school staff and course director. Reassess transport / activity plan work with school staff to manage situation Work with E3 Staff to support the group Manage aftermath, thinking about casualty, pupils, staff, parents, other stakeholders Accident Report / statement Cup of Tea Lessons Learnt / debrief / discussion Ensure all staff are supported Make any changes that need to be made

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