

Outdoor Education Standard Operating Procedures



Standard Operating Procedures: Archery, Tag / Combat Archery

Definition and Scope of Activities

The activity involves the use of equipment indoors and outdoors.

Locations vary from prepared surfaces to grass.

Seasonal Constraints

There are no seasonal constraints involved with the operation.

Location Constraints

There are no specific location constraints except that the surface and area must be appropriate and clear of members of the public and have a good drop out area.

Tuition Ratios

The tuition ratios are:

- 1 instructor to 12 participants maximum for Flu Flu
- 1 instructor to 12 participants for indoor archery - Clatto Barns (suggest no more than 4 shooting at any given time)

Participants requiring increased leader supervision or possessing certain disabilities may require additional staffing or reduced participant ratios.

A second adult should be present at the group location with participants under 18 years of age.

Tuition Leader Qualifications

Please see the following grid:

Activity	Minimum Tuition Qualification	National Governing Body
All	First Aid Accreditation (minimum 16 hour status)	Accredited first aid agencies
Plus		
Archery	Community Leader Award / Scottish Field Archery certificate of competence	GNAS / Scottish Field Archery Association/ Scottish Target and Field Archery Association
Flu Flu	Has Completed one of the above and /or hold an outdoor leadership award	GNAS / Scottish Field Archery Association/ Scottish Target and Field Archery Association.

'Sucker' archery	An adult who is experienced in managing groups. (min6 months in leadership roles)	GNAS / Scottish Field Archery Association/ Scottish Target and Field Archery Association
Tag / Combat Archery	An adult who is experienced in managing groups. (min6 months in leadership roles)	GNAS / Scottish Field Archery Association/ Scottish Target and Field Archery Association

Equipment - Participants

Participants must be adequately equipped for the activity and location in use.

The equipment must be well maintained, serviced and set to the individual operational needs of the participant by Qualified Instructors / Stores persons.

All participants may require location access to windproof / waterproof / protective clothing if outdoors (weather dependent).

Equipment – Group Safety

In addition, the Group requires easy access to:

- First aid supplies
- Mobile phone
- Shelter
- Archery Repair Kit

RISK ASSESSMENT

ASSESSMENT REF NO: Archery 1

Activity: Archery - Generic

Location: Various

Assessor: DS, DH

Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk
	Public	Client	Leader		Probability	Severity	Rating					
Injuries from equipment	x	x		Participants should be given the appropriate equipment depending on which type of archery / regular inspections of equipment	1	3	3					
Loose articles being trapped in the Bow	x	x		All loose articles of clothing and hair should be kept out of sight in case it gets tangled with the bow, can use wrist guards	2	3	6					
Slip / trip / when collecting arrows	x	x		Staff should check the area for any hazards prior to activity appropriate brief on how to collect arrows	1	4	4					
Injuries from fired arrows.	x	x		When arrows are being fired people should under no circumstances cross the firing line until told to do so	1	5	5					
Loss of group control while waiting	x	x		Use of support staff if needed, also group briefed at start of session	2	3	6					
Injury from surrounding area	x	x		Good group supervision area checked prior to activity	2	2	4					

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Inappropriate tuition progression	x	x		Instructor trained and assessed in the activity and group briefed on the use of each bow	1	5	5					
Sunburn	x	x		Participants told to wear appropriate sun cream if outside on sunny bright days.	2	2	4					
Wildlife/members of the public.	x	x		Participants briefed on what to do when wildlife/ members of the public enter the area group is using	1	5	5					
Participant firing at others/ rebounds	x	x		Group briefed prior to activity re consequences of misfiring/ aiming at others and rebounds	2	5	10					
Novice not shooting at target	x	x		Strict supervision and clear safe brief prior to issuing equipment by qualified instructor	2	5	10					
Overdrawn arrow injuring archer	x	x		Correct arrow length chosen for each participant by qualified instructor	1	3	3					
Miss-use of equipment	x	x		Participants under close supervision by qualified instructor and any miss-use of	2	5	10					

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	Public	Client	Leader		Probability	Severity	Rating					
				equipment will result in offending person being removed from activity								

Further actions approved by: Derek Napier

Signature: D Napier

Date: 9th April, 2026

Urgency of Action = (20+ *Very High*) (16-20 *High*) (9-15 *Moderate*) (4-8 *Low*) (1-3 *Very Low*)

Severity = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

Probability = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

Review Date: April 2027

RISK ASSESSMENT

ASSESSMENT REF NO: Tag/Combat Archery

Activity: Tag/Combat Archery

Location: Various

Assessor: DN

Hazard	Who might be harmed?			Existing controls What makes the hazard less risky? What makes these controls effective?	Risk			Further actions Avoid Control at source Take advantage of technology Protect all Make what you have more effective	Target date dd-mm-yy	Responsibility	Completion Date	New Residual Risk
	Public	Client	Leader		Probability	Severity	Rating					
Flying Tag Arrow – Hitting People	x	x		Masks worn at all times during game play. Players are shown all safe zones around the arena and told not to engage anyone in these areas at any time. Referee stops play with a voice command at the first sign of any rules stated by referee are not being obeyed. A safe zone for players inside and a close limit for spectators is set in place.	1	3	3					
Ground pegs – trips and falls	x	x		Players must wear suitable footwear at all times while playing. Pegged bunkers and targets are identified to players in safety brief.	2	3	6					
Archery Bow – Inner elbow slapping	x	x		Players are shown by instructors how to use a bow and arrow to minimise 'bow string slap.' Players are advised to wear long sleeved clothing. Wrist guards are optional but made available to all players without long sleeves.	1	4	4					
Slips and trips	x	x		Briefed and managed by referee to minimise injury. All slipping/tripping hazards removed or clearly identified. All playing fields are regularly walked to identify and mark any new hazards.	1	4	4					

RISK ASSESSMENT

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Activity: Tag/Combat Archery

Location: Various

Assessor: DN

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	Public	Client	Leader		Probability	Severity	Rating					
Exhaustion and Heat – Fast paced game play	x	x		Short games, making sure all players have access to drinks during break times.	1	4	4					
Cuts from equipment or stray objects	x	x		Instructors regularly to inspect game area for stray objects. Equipment properly maintained and damaged equipment removed from circulation.	1	5	5					

Further actions approved by:

Signature:

Date:

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Severity = 1. Damage 2. Minor Injury 3. +3 Days/Hospitalised 4. Major Injury/Permanent Disability 5. Fatality

Probability = 1. Very Unlikely 2. Unlikely 3. Fairly Likely 4. Likely 5. Very Likely

Review Date: April 2027

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