



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Name of activity, section, event, and location	1 st Kesgrave Scout Group - Master at arms	Date of risk assessment	25 Jun 2026	Name of person who undertook this risk assessment	Hayley Punchard (working with others)
		Date of next review	Next event		

This document covers normal section meetings, at or away from the Scout Hall, and provides generic details for most other events and activities that the Scout Group undertakes (camps, hikes etc). Additional risk assessments are provided where event/activity specific details are required. This document should be read in conjunction with the Scout Hall risk assessment for meetings and events in the Scout Hall.

Hazard identified? Risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
A hazard is something that may cause harm or damage. The risk is the harm may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk from it. For example, you may use a different piece of equipment, or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you are doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Note: for the purposes of this risk assessment, “shooters” are defined as anyone holding a “weapon” and firing it. “Weapons” are soft archery and nerf guns. “Targets” are anything being shot at i.e. traditional targets as well as homemade targets such as stacks of coffee cups. Soft archery does not require a Scouts permit. Nerf guns are deemed a toy by the Scouts Association and can be fired at each other “paintball style”. Therefore both can be run like games, however to maintain control we will run it like normal archery i.e. defined range and appropriate range control.			
Set up	All present	Ensure the ground is flat and suitable for the activity. Ensure target feet are secure to the ground and do not fall over. If tables or similar are used to support targets they should be level. Set up targets in the same direction with a large overshoot behind Target distance: - Soft archery: max 5m, overshoot 30m minimum - Nerf guns: max 8m, overshoot 30m minimum Ensure there is adequate space around each spot for both archer/shooter and instructor.	

1st Kesgrave Scout Group

		Target to be limited to 1 archer/shooter per target, maximum 6 participants at a time.	
Queuing & waiting area	All present	Have a safety line that nobody can cross without permission. This should extend around the whole range and overshoot area. Use a gazebo or similar to have a designated waiting area. This should be supervised.	
Commands	All present	Safety talk to be given at the start of each session and reiterated if required. Instructor should confirm that participants are free to fire by saying “start shooting”. If at any time the activity needs to be paused, the instructor will say “stop shooting” and may ask participants to step back from equipment. The instructor will give the all clear for equipment collection.	
On the shooting line	All present	Instructors to watch the shooter - NOT THE TARGET Observe and assist new shooters in their first few attempts Watch where “weapons” are pointed – only fire at targets. Monitor and observe equipment – any strange noises, reactions.	
Arrow collection & scoring – damage to equipment	All present	Instructor to collect all arrows, participants can collect nerf gun “bullets” when permitted. Instructor to score participants to prevent arguments!	
Clothing & PPE	All present	Loose clothing, especially hoods, scarves etc. should be removed. Long hair should be tied back. Goggles can be worn if desired, but there isn’t any need.	
Behaviour	All present	Tell all members no running or fooling around. Give warnings, remove members from activity if causing a danger. Continue to assess participants competence - stop participants if tired. Consider designated adult to supervise participants waiting. Misbehaving members should be excluded from the activity if they are deemed a risk to the safety of themselves or others.	
First aid	All present	Have a first aid kit to hand. Consider that if hit, participant may be bruised.	