



Beaude Desert Outdoor Adventures

Standard Operating Procedure (SOP) & Risk Assessment: **Archery**

Document ID: SOP-BOA-ARCH-001.1

Effective Date: 5th January 2026 **Review Date:** January 2027

1.0 Purpose

To outline the standardized, safe, and progressive procedure for conducting an Archery session at Beaude Desert Outdoor Adventures. This ensures a high-quality instructional experience while maintaining paramount safety standards in line with Archery GB guidance.

2.0 Scope

This SOP applies to all instructors and participants engaging in archery activities.

3.0 Location & Ratios

3.1 Location

The activity will only take place at the designated Archery Ranges at the bottom right of the Walled Garden. Specific range details are as follows:

- **Archery Range 1:** Undercover 10m range. Equipped with 3 bosses (targets) and slabs with footprints for correct feet placement. This range is multi-purpose and can be used for both Soft Archery and Traditional Archery.
- **Archery Range 2:** Partially covered range. Equipped with 3 bosses (targets) and slabs with footprints for feet placement. This range is multi-purpose and can be used for both Soft Archery and Traditional Archery.
- **IMPORTANT NOTE –** The (1st) range on the Left of the ranges is the Mini Crossbow Range and should not be used for Archery activities. The (4th) Range on the right is the Air Rifles Range.

3.2 Ratios

- **Standard Ratio:** 1:12 (One Instructor to twelve participants).
- **Maximum Ratio:** 1:15. This may only be increased if the session time is extended to 1.5 hours to ensure quality and safety.





4.0 Equipment

- **Bows:** Recurve bows (various sizes) and Soft Archery bows.
- **Arrows:** Matched sets of appropriate length.
- **Arm Guards (PPE):** Mandatory for all participants while shooting.
- **Targets/Bosses:** Securely mounted on stands.
- **Bow Stringer:** Must be used when setting up or taking down recurve bows.

5.0 Safety Briefing & Range Rules

Mandatory briefing before any equipment is handled.

1. **Instructor Authority:** The instructor is in charge. Their word is final.
2. **Range Commands:**
 - **"STOP" or "FAST":** If this command is heard, all shooting must cease immediately. Bows must be relaxed (undrawn) and pointed at the floor.
 - **Waiting Line:** Participants must remain behind this line while others are shooting.
 - **Shooting Line:** Only enter the shooting line when instructed. Do not cross the shooting line to retrieve arrows until the "Collect" command is given.
3. **Handling:**
 - Loaded bows must *always* point downrange toward the target or the ground.
 - Never "dry fire" a bow (releasing the string without an arrow).
 - Bows must only be loaded and drawn at the shooting line.
4. **Movement:** No running on the range. Walk at all times.
5. **Hair & Clothing:** Long hair must be tied back. No baggy coats, scarves, caps, or long earrings.

6.0 Session Procedure

6.1 Pre-Session Checks (Instructor)

- **Infrastructure:** Check the roofs of all Ranges (partial cover) for any bowing caused by excessive leaves or debris.
- **Safety Netting:** Ensure backstop netting is secure, taut, and fully covering the rear wall/area.
- **Equipment:** Inspect bows and arrows for damage. String bows using a bow stringer.

6.2 Introduction & Setup

1. Welcome the group and perform introductions.
2. **Fit Equipment:** Select the correct size bow and arrow length for each participant.
3. **PPE:** Ensure all participants fit an arm guard.
4. **Warm-up:** Conduct a simple warm-up to prepare muscles.





6.3 Phase 1: Instruction & 1:1 Coaching

1. **Demonstration:** Instructor demonstrates the five phases of shooting using the "IDEAS" model: Introduction, **D**emonstration, **E**xplanation, **A**ctivity, **S**ummary.

3 Demos – 1 - Explaining the procedure, 2 – Silent demo, 3 – Get group to talk you through the steps as you do them to demonstrate understanding.
 - **Steps:** Stance; Load; Draw; Aim; Release.
2. **First Arrows:** Participants approach the shooting line (max 4 shooting at once).
3. **Coaching:** The instructor provides **1:1 coaching** for the first three arrows per participant to ensure safety and competence.
4. **Retrieval:** Instructor supervises retrieval. Participants must walk to the side of the range (walls) and approach bosses carefully.

6.4 Phase 2: Guided Shooting

- Once competency is shown, the instructor may supervise up to **Three** participants shooting at once (Range 1 & 2).
- **Maximum per Boss:** No more than one participant should shoot at one boss simultaneously.
- Instructor continues to monitor the "footprint" slabs to ensure consistent stance.

6.5 Phase 3: Games & Scoring

Introduce games to develop skills once safety is established.

- *Standard Scoring:* Gold (9), Red (7), Blue (5), Black (3), White (1).
- *Pizza Game:* Hitting different colours represents different toppings.
- *Balloon Pop:* (If available) Pop balloons attached to the target.
- *More Games available separately.*

7.0 Session Conclusion

1. **Review:** Conduct a short review of learning outcomes (fun, teamwork, new skill).
2. **De-stringing:** All recurve bows must be de-strung using a bow stringer. Soft archery bows may remain strung.
3. **Storage:** Arrows and bows must be stored separately. Arrows in the locked container; bows returned to stores.

8.0 Emergency Procedure

1. **Command:** "STOP" or "FAST".
2. **Action:** All bows down. Instructor takes control.
3. **Injury:** Administer First Aid as qualified. Contact Duty Manager/First Aider. Follow Site Emergency Action Plan (EAP) Fill out accident / incident Form.



9.0 Risk Assessment

Activity: Archery

Review Date: January 2027

Assessment by: Martin Kirby – Operations Manager

What are the hazards?	Who might be harmed?	Controls: What are you doing to control hazards?	Risk Rating (with controls)
Being shot by an arrow	Participants, Instructor, Bystanders	<ul style="list-style-type: none"> • Archery GB qualified instructor leading the session. • Strict adherence to Range Rules (Wait Line, Shoot Line). • Max group size 1:12 (or 1:15 extended). <ul style="list-style-type: none"> • 1:1 coaching for the first arrows. • No arrows left with participants during collection. • Max 3 shooters at once. 	Trivial
Bruising / String Slap	Participants	<ul style="list-style-type: none"> • Arm guards are mandatory and must be worn. • Instructor coaches correct arm position/stance. • Clothing checks (no baggy sleeves) 	Trivial
Equipment Failure / Bow Damage	Participants, Instructor	<ul style="list-style-type: none"> • Bow stringer must be used for stringing/unstringing to prevent limb twist/snap. • Instructor visual check of equipment pre-session. • Damaged equipment immediately removed from service. 	Trivial
Arrow Injuries (Oversized/Undersized)	Participants	<ul style="list-style-type: none"> • Instructor checks arrow length against participant's draw length. • Arrows matched to the bow poundage. 	Trivial

What are the hazards?	Who might be harmed?	Controls: What are you doing to control hazards?	Risk Rating (with controls)
Ricochets / Missed Shots	Participants, Instructor	<ul style="list-style-type: none"> • Netting: Backstop netting checked pre-session for security and wall coverage. • Range Design: Walls slope backward; shooting line positioned to prevent roof hits. • Footprints: Slabs with footprints ensure correct shooting position and angle. • Bow poundage limited (<18lbs recommended). 	Trivial
Walking into Arrows / Retrieval Injury	Participants	<ul style="list-style-type: none"> • Strict "Collect" command procedure. • Participants instructed to walk down the sides of the range (walls), not the centre. • Instructor supervises collection at the bosses. 	Trivial
Structural Failure (Roofs)	Participants, Instructor	<ul style="list-style-type: none"> • Pre-session Check: Instructor visually inspects roofs of Range 2 and 3 (partial cover) for bowing, leaf accumulation, or debris load before entering. • Report any structural concerns to maintenance immediately and do not use the range. 	Tolerable
Slips, Trips & Falls	Participants (inc. Wheelchair users)	<ul style="list-style-type: none"> • Pathways checked for erosion/uneven ground. • Instructors brief group leaders on uneven terrain. • Wheelchair users may require assistance from visiting leaders on slopes. 	Tolerable



11.0 Document Control & Review History

Document Creation

Action	Name / Role	Date
Created By	Martin Kirby – Operations Manager	December 2025
Approved By	Martin Kirby, Luke Chance & Oliver Tombs (OM / SI / AOM)	January 2026

Review Log

This document is to be reviewed annually or following any significant incident or change to the activity.

Date of Review	Reviewed By	Comments / Changes Made	Next Review Due
January 2026	MKirby / OTombs / LChance	Document Created and Effective (V1.0). Ranges 1, 2, & 3 details added. Roof check protocols added.	January 2027
January 2026	MKirby / OTombs / LChance	Document amended (V1.1) – Max shooters in RA – Being Shot – from 4 to 3 as per range space limitations. Also, Range 4 – converted for use as an air rifles range due to need to move the rifles range.	January 2027

