



Beaude Desert Outdoor Adventures

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

Document ID: SOP-BOA-SOFTARCH-001

Effective Date: 5th January 2026

Review Date: January 2027

1.0 Purpose

To outline the standardized, safe, and fun procedure for conducting a Soft Archery session at Beaude Desert Outdoor Adventures. This activity is designed as an accessible introduction to archery for younger participants or those requiring a softer alternative to the main ranges.

2.0 Scope

This SOP applies to all instructors (In-House Trained) and participants engaging in Soft Archery activities.

- **Instructor Requirement:** Instructors must be briefed on the specific equipment and safety rules. While full Archery GB qualification is not mandatory for this specific "Soft" variant, instructors must be assessed as competent via the Beaude Desert In-House training scheme.

3.0 Location & Ratios

3.1 Location

The activity takes place on Mini Crossbows Range or Archery Range 1 or 2.

- **Setup:**
 - **Targets:** Smooth plastic targets (specifically designed for suction cups) placed at an appropriate distance (usually 5-8m) for the group's age.
 - **Surface:** Flat ground suitable for standing and retrieval.





3.2 Ratios

- **Standard Ratio:** 1:12 (One Instructor to twelve participants).
- **Maximum Ratio:** 1:15 (With additional adult supervision).

4.0 Equipment

- **Bows:**
 - Very lightweight Soft Archery bows (often ambidextrous lower poundage style).
 - Low draw weight suitable for young children.
- **Arrows:**
 - Specialized arrows with **suction cup ends**.
 - **No sharp points** are used in this activity.
- **Targets:**
 - Plastic/smooth-faced targets to ensuring suction cups adhere upon impact.
- **Arm Guards:**
 - Available and recommended, though the low power of the bows reduces the string slap risk significantly compared to standard archery.

5.0 Safety Briefing & Range Rules

Mandatory briefing before any equipment is handled.

1. **Instructor Authority:** The instructor is in charge.
2. **Range Commands:**
 - **"STOP" or "FAST":** All shooting ceases immediately. Bows down.
 - **Waiting Line:** Remain behind this line when not shooting.
 - **Shooting Line:** Only cross when instructed.
 - **Collect:** Only walk forward to retrieve arrows when the command is given.
3. **Handling:**
 - **Never** point a bow (loaded or unloaded) at anyone.
 - **Never** dry fire (release string without an arrow), even with soft bows.
4. **Movement:** Walk, do not run.

6.0 Session Procedure

6.1 Pre-Session Checks (Instructor)

- **Equipment:** Check bow limbs for cracks and strings for fraying. Check suction cups are securely attached to arrows.
- **Range:** Ensure targets are stable and the range is clear of debris.





6.2 Introduction & Setup

1. **Welcome:** Introduce the activity as a fun version of archery using "sucker" arrows.
2. **Safety Brief:** Explain the "Stop" and "Collect" commands clearly.
3. **Technique (Simplified IDEAS):**
 - **Stance:** Side on to the target (or front on if using specific shoot-through bows).
 - **Nock:** Click the arrow onto the string.
 - **Draw:** Pull back to the cheek/anchor point.
 - **Aim & Release:** Let go of the string smoothly.

6.3 Phase 1: Practice

- Allow participants to shoot a few rounds to get used to the equipment.
- Suction arrows can be finicky; ensure participants are shooting at a flat surface on the target to get them to stick.

6.4 Phase 2: Scoring & Games

- **Scoring:** Use the rings on the plastic targets.
- **Games:**
 - *Pizza:* Hitting specific colours.
 - *Highest Score:* Team challenges.

6.5 Phase 3: Collection

- **Command:** "Stop, Collect."
- **Procedure:** Participants walk forward.
- **Removal:** Show participants how to peel the sucker off the target gently to avoid damaging the arrow shaft.

7.0 Session Conclusion

1. **Pack Down:**
 - Return bows and arrows to the storage container.
 - Ensure arrows are stored so suction cups are not crushed/deformed.
2. **Review:** Debrief the group.

8.0 Emergency Procedure

1. **Command:** "STOP".
2. **Action:** Bows grounded.
3. **Injury:** Administer First Aid. Contact Duty Manager.



9.0 Risk Assessment

Activity: Soft 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)
Hit by an arrow	Participants	<ul style="list-style-type: none"> • Equipment: Suction cup tips (blunt) and low-poundage bows minimize impact energy. • Control: Strict Range Rules (pointing downrange only). • Spacing: Shooting line managed to prevent crossfire. 	Trivial
Eye Injury	Participants	<ul style="list-style-type: none"> • Although arrows are blunt, a hit to the eye could still cause injury. Strict discipline on not pointing bows at others is enforced. • "Stop" command briefed. 	Trivial
String Slap	Participants	<ul style="list-style-type: none"> • Low power bows cause minimal pain, but arm guards are available. • Instructor coaches correct arm rotation. 	Trivial
Slips, Trips & Falls	Participants	<ul style="list-style-type: none"> • Range checked for uneven ground. • No running rule enforced. 	Tolerable
Equipment Damage	Participants	<ul style="list-style-type: none"> • Suction cups can degrade. Instructor checks arrows pre-session. • Targets secured to prevent them blowing over. 	Trivial



10.0 Staff Acknowledgment

I, the undersigned, confirm that I am a designated Instructor for Beaundesert Outdoor Adventures. I have read, understood, and agree to adhere to all procedures and safety rules outlined in this SOP (SOP-BOA-SOFTARCH-001) and Risk Assessment.

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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 (V1.0). Specific to Range 1-3 and Suction Cup equipment.	January 2027

