



ACTIVITY RISK ASSESSMENT

Horsham District Scout Campsite Target Sports Range

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| Brief of Activity: Target Sports within Horsham District Scout Campsite Target Sports Range | Location: Horsham District Scout Campsite | Date/s of Activity: As arranged | Assessor: Don Moyse 06 July 2022 [Reviewed 10.05.2024] [Reviewed June 2025] |
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Risk Assessment:

- A *hazard* is something with the potential to cause harm
- The *risk* is the likelihood of potential harm from that hazard being realised. The level of risk is linked to the severity of its consequences
- The level of risk remaining when controls have been put in place is the *residual risk*. This should only ever be considered high where there is poor H&S management and inadequate control measures

Overview

Horsham District Scouts have a Target Sports Range situated within the boundaries of the District Campsite, Beacon Hill, Colgate. The facility provides a safe and exciting environment that can be used for Target Sports by members of the Scout Association, Girl Guides and other interested visiting groups and individuals.

The purpose of this risk assessment is to identify the common significant risks to which users are exposed and to identify appropriate control measures.

Target Sports approved for use at this District Target Sports Range and subject of this Risk Assessment are;

- Airgun shooting using Air Rifle or Air Pistol to a maximum .177 inch (4.5mm) in calibre.

[POR restricts Air gun use on a Scout range to .177inch calibre. Anything greater than .177in may only be used outdoors on a range with a minimum distance to target of 12m. This range has a maximum 10 meters. [POR & Shooting Factsheet FS120004]

- Archery using non-compound bows [Archery FS120406]
- Tomahawks (using Tomahawk Targets) [Tomahawk Throwing FS120011]

[Note: Crossbows are not included - Crossbow shooting outdoors requires ranges of minimum 25 metres for a bigger safe overshoot distance beyond the targets than Archery or Airgun].

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Rules that Apply to this Horsham District Scouts Target Sports Range

Range use is one discipline at any one time, no mixing is permitted of any two or more activities, such mixing is not covered within this RA.

Airgun

This Airgun range has been constructed to comply with the guidelines issued by the National Small-Bore Rifle Association (NSRA) and the National Rifle Association (NRA) and with any bye-laws relevant to the location of the range. These guidelines originate from the criteria for Airgun Range Construction contained within the Ministry of Defence Joint Services Publication 403 Volume II.

Shooting must be supervised by a competent and appropriately qualified Range Conducting Officer who must have a knowledge of the correct use of the firearms being used and shall be responsible for ensuring compliance by all persons in the range with the relevant range safety, Scout Association rules and the law.

Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity.

When taking part in shooting activities members must have parental permission for all under 18's taking part [FS120004 & POR rule 9.37].

The guns used must not be of an automatic capability.

The pellets used must be 'diabolo shaped' and of soft deformable metal.

Archery

An archery permit is required for all archery activities taking place; except when using children's toys or soft archery equipment specifically designed to be led by activity leaders without any formal qualification.

Tomahawk Throwing

For the purposes of this guidance, tomahawk throwing is referring to the use of tomahawks, small hawks (such as throwing angels/fleurs) and other throwing axes which are designed specifically for throwing. This explicitly excludes conventional axes and felling axes as well as knives, including designated throwing knives and other sharp items which must not be thrown under any circumstance.

A tomahawk throwing activity leader is a competent individual who regularly takes part in the activity, that has a minimum of one day's (7 hours) practical experience before being deemed competent to lead a session or undertaken training recognised by the SA.

Each tomahawk throwing activity leader can supervise a maximum of three targets. The group size for any one target should be no larger than five, i.e. one person throwing and four waiting to throw. If the activity includes more than two targets then a Range Master must be appointed who would have overall control of the range whilst the activity leaders are delivering the activity to those throwing. The Range Master is responsible for controlling movements on the range and ensuring that those not throwing are not causing a distraction to those throwing. A Range Master can supervise a range with a maximum of six targets and two activity leaders.

The distance between the throwing line and the target **must not** be less than 3m to avoid risk of rebound.

Activity leaders must ensure that each person taking part has the strength and are able to do so safely according to their own training. The age, maturity and ability of each participant should be considered.

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General risk control measures:

Scout Leaders, range coaches or external (non-Scout) activity leaders responsible for target sports events must have received the appropriate training and hold a Scout Association Permit or approved Qualification that allows such use and covers the safe management of activities in this range. They will be familiar with the participants sufficient to assess individual and group capability and needs. They will be able to direct, train, coach, support, control the group and administer first aid when necessary, have a plan for emergency situations and know the procedure to be followed for different types of incident.

The Event Leader is responsible for ensuring that a suitable First Aid Kit is present at the range during an activity.

Activities will commence with a group briefing covering intended goals, hygiene measures, necessary personal protective and safety equipment, any additional group safety and emergency equipment, group control, potential hazards, any relevant directional signals and contingency or emergency action.

For the purposes of this risk assessment any target sports participants shall be referred to as 'users'.

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| Arrival of participants into campsite car park for drop off Injuries sustained from moving vehicles | Anyone involved in activity or providing transport or escorting of users arriving or departing camp site car park. Muscular-skeletal injuries. | Event instructions for those involved to include location and car park descriptor that reminds arrivals of the single access lane into car park, to park reasonably and in a way that does not expose a user exiting a vehicle into path of other moving vehicles. Where Unit / Group leadership are supervising arrival/departure they take responsibility for this. Follow any displayed camp site car parking guidance or if being marshalled follow their instructions when safe to do so. Event leader to plan for a team member to meet arriving users, to form up in safe area or at the range entrance. | Where assessed as a potentially busy period controls could include clear expectations on the drop off or pick up with all involved and consider the staggering of arrival and pick up times. | As required | Camp site Committee for any car park management rules or guidance Event Leader Unit / Group Leadership |
| Walking the track to range area is under some tree canopy Strikes from falling branches | Persons at risk of muscular-skeletal injuries, strains, cuts and grazes from falling branches | Annual tree and canopy survey to assess need for any required trimming or thinning of branches or weakened trees. | Event day survey by Event Leader where weather conditions may loosen tree debris or branches. | Annually as set by campsite committee | Event Leader Camp site Committee |
| Trips from exposed roots or ground debris on approach track or around external waiting area Injuries sustained from trips | Persons at risk of strains, cuts and grazes from trips, slips and falls. | Annual track and external range area survey to assess need for any required repairs to ground works or removal of exposed roots. Range briefing to include waiting area behaviour and safety, caution and care warnings, use of torches if dark and looking out for each other. Unit / Group Leadership when present has responsibility outside of range. | Event day survey by Event Leader where weather conditions may loosen ground works. Reminder briefings | Annually as set by camp site committee | Event Leader Camp site Committee Unit / Group Leadership |
| User misses briefing - unprepared for activity and risks personal injury | Late arrivals risks injury through being unprepared for experience or supporting others. | Users and their Unit Leadership encouraged to follow event instructions to arrive in good time for briefing. Listen to safety brief, wear equipment and use as directed. Those late have own briefing from member of leader team, briefing not to be a cascaded one. | Assessment by Event Leader as to whether they take part, partial experience or remain waiting. | As required | Event Leader |

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| Users waiting for their target sports interfering with range safety equipment (Red flag, gates or tools) | Injuries caused by untrained users of equipment or interference causing others to be vulnerable to risk of strains, cuts and grazes or undue stress and fear. | Briefing covers behaviour and dangers of inappropriate behaviour. Event Leader or where present the Unit / Group Leadership to be present in waiting area to provide any required supervision. | Event Leader to manage any escalation of poor behaviour with appropriate sanctions, consider removal of responsible users(s), handing back to Unit / Group Leadership or cancel event and cease activities. Reminder briefings To manage safety of those involved any member of campsite committee may impose a shut down and ceasing of the event. | As required | Event Leader Unit / Group Leadership Campsite Committee |
| Incursion, intended or in error, onto target sports range when activities in progress. | Injuries caused to persons entering range area unbriefed on dangers and required behaviour. Persons at risk of penetrative wounds, muscular-skeletal injuries, cuts up to possible fatality. Also potential of damage to organisational reputation. | Range is within Campsite fenced territory. Range is signed. There is one way in / out. Red Flag indicates 'Range in Use'; A Red flag and post at the only approach and entrance route has the flag displayed from the posts top when range is in use. Removed and replaced into post flag holder after use. Range has minimum 1.5 meter of clay banking around both range sides and 2m at range butts with 1m additional pallet constructed fencing surrounding target area. Range built within wooded area. 1m fence from entrance to end of target area alongside the access track. Archery Safety Netting an obvious visual and physical barrier to target area when in use for Archery sessions. | Event Leader to place red Flag into position showing range in use before event commences and remove when ceases. Event Leader to scan occasionally the surrounding area for such incursion potentials. To manage safety of those involved any member of campsite committee may impose a shut down and ceasing of the event. Briefing to cover alerting event leader to any incursions. First Aid Kit to be on range. | As required | Event Leader Unit / Group Leadership Campsite Committee |

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| <p>Persons or vehicles external to the range area struck by pellets / arrows / tomahawks when activities in progress.</p> | <p>Persons beyond range side or backstops at risk of serious injury from possible hit direct or rebound of pellets / arrows / tomahawks that breach the range protective measures.</p> <p>Persons at risk of penetrative wounds, cuts up to possible fatality.</p> <p>Also potential of damage to organisational reputation.</p> | <p>The Range is within the Campsite fenced territory of a minimum 1m height.</p> <p>The Range is bordered by a Campsite access track on western side of a minimum 4m from the range edge and bordered at track side by a 1m fence from entrance to end of target area. Between fence and track is dense mixed woodland and brambles with no other paths or tracks.</p> <p>On its eastern side is Tower Road, a B class road that links Colgate with Faygate and the A264. The nearest Firing point is more than 15 meters (50ft) distance from centre of highway and of dense mixed woodland with no tracks or paths between.</p> <p>Its southern border is dense mixed woodland without track or path.</p> <p>The Range is signed.</p> <p>Visible from the approach track within the campsite a Red Flag indicates 'Range in Use';</p> <p>Range has minimum 1.5 meter of clay banking around both range sides and 2m at range butts with 1m additional pallet constructed fencing surrounding target area.</p> <p>Activity is managed and coaching provided by trained instructors/permit holders and equipment checked prior to use.</p> <p>Archery Specific</p> <p>When Archery is the activity an Archery Safety it is recommended that a netting screen of a minimum 2m height should be hung as an obvious visual and physical barrier to target area. Preferably extending across the entire backstop and back a minimum 5m towards firing point on both sides.</p> | <p>Event Leader to place red Flag into position showing range in use before event commences and remove when ceases.</p> <p>Event Leader to scan occasionally the surrounding area for such foot traffic through the woods.</p> <p>Archery Leaders will ensure Archery Safety Netting screen of a minimum 2m height will be hung, extending across the entire backstop and back a minimum 5m towards firing point on both sides.</p> <p>To manage safety of those involved any member of campsite committee may impose a shut down and ceasing of the event.</p> <p>Event Leader to check netting before commencing activity.</p> <p>Regular review and maintenance of range, targeting, shooting & archery kit.</p> <p>First Aid Kit to be on range.</p> | <p>As required</p> | <p>Event Leader Campsite Committee</p> |

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| Air Gun Shooting Archery Tomahawk Throwing Impact from projectile | <p>Persons using rifle or archery equipment & persons in proximity of line of fire at risk of serious injury from improper use, possible hit direct or rebound of pellets / arrows / tomahawks.</p> <p>Persons at risk of penetrative wounds, cuts up to possible fatality.</p> <p>Minor injuries from improper technique.</p> | <p>Activity is managed and coaching provided by trained instructors/permit holders and equipment checked prior to use.</p> <p>All users briefed with safety rules and expected behaviour.</p> <p>Event leader designates firing/archery/throwing range shooting line, no further back than raised shooting platform. Firing from 10m must be from raised platform.</p> <p>Maximum 6 x Firing Points at least 1m apart, one user per point, subject to SA/NGO rules for each discipline.</p> <p>Event leader to manage the firing line discipline, firing when instructed and ceasing when told to do so.</p> <p>Inspection of targets, their replacement and recovery of weapons only at direction of event leader.</p> <p>All non-firing Scouts and any observers to be kept behind firing line at direction of Event Leader.</p> <p>Range backstop is composed of 2m high, 3m deep mixed earth, mainly clay that will absorb and allow arrows, pellets or tomahawks (inc. small hawks) to penetrate and be held. Rebound and ricochet minimised through design.</p> <p>Pellets used for air weapons are of soft deformable lead or other similarly propertied alloy.</p> <p>Targets are of wood construct or where other materials used designed to capture the pellets or arrows.</p> <p>Leaders ensure good safe behaviour.</p> <p>Archery Specific</p> <p>See previous section for Archery Safety Net screening.</p> <p>Airgun Specific</p> <p>Briefing to include any required training on use of rifles/pistols and their handling and safe directions.</p> <p>After firing detail complete rifles/pistols to be laid on</p> | <p>Ensure leader qualifications kept up to date.</p> <p>Regular review and maintenance of range, targeting, shooting & archery kit.</p> <p>Any helpers in the range included in the safety briefing.</p> <p>To manage safety of those involved any member of campsite committee may impose a shut down and ceasing of the event to address any identified safety issues or breaches.</p> <p>If identified that any weapons are being pointed at another person or in an unsafe direction activity is stopped until situation addressed and safety recovered.</p> <p>First Aid Kit to be on range.</p> | <p>As required</p> | <p>Event Leader</p> <p>Unit / Group Leadership</p> <p>Campsite Committee</p> |

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| | | <p>ground or benches in broken (safe) condition.</p> <p>Users on firing line and any observers or waiting behind the firing line to wear PPE in the form of eye protectors to ensure rebounds do not injure eyes.</p> <p>Tomahawk Throwing Specific</p> <p>Tomahawks to be stored in separate container to wood axes and marked clearly to differentiate between two types and uses.</p> <p>Users must wear suitable footwear and clothing to minimise the risk of any injury resulting from accidentally dropping the equipment or a rebound from the target.</p> <p>When carrying a tomahawk, user should walk and hold the tomahawk to the side of their body with sharp edges downwards and away from the body and other people.</p> <p>Tomahawk to be offered handle first to another person.</p> <p>Participants deemed to be deliberately throwing too aggressively should be managed appropriately by the activity leader to ensure their own and others safety.</p> <p>To avoid accidental head or upper body injury when retrieving tomahawks; it is important to remove tomahawks that are embedded into a target before picking up those lying on the floor.</p> <p>If any equipment is damaged it must not be used - either repair or replace the damaged item in accordance with the manufacturer of the device.</p> | <p>Follow Tomahawk Throwing Manual guidance.</p> <p>Follow Rules that Apply to this Horsham District Scouts Target Sports Range as described above.</p> | | |
| Equipment Failure | <p>Users at risk of physical/psychological injuries or near miss events from faulty or broken equipment.</p> <p>Risk of penetrative wounds, cuts up to possible fatality.</p> | <p>Prior to event use equipment checked for faults and suitability. Any faults repaired or equipment taken out of use. Monitor weapons during session.</p> <p>Airgun Specific</p> <p>Event leader will ensure with their team that each user is supplied with and wears protective glasses when shooting air weapons.</p> | <p>On inspection if glasses discovered or appears faulty, place aside, replace and do not use.</p> <p>Regular review and maintenance of shooting & archery kit.</p> | <p>As required</p> | <p>Event Leader</p> |

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| Risk of infection from contaminated surfaces or passing on from one user to another an infectious disease | Persons at risk of: <ul style="list-style-type: none"> Fatal disease Scalable infection Corporate liability Damage to organisational reputation | <p>This insert is intended to place measures to reduce risk at all times not just whilst under restrictive practice imposed centrally.</p> <p>Briefing covers hygiene behaviour generally including users and support teams use of antiseptic hand gel or soap before handling weapons or equipment.</p> <p>Briefing seeks declaration from users or from Event Leader on their behalf of any known ailment, infection or injury that may place others in risk of transmission or contamination.</p> <p>Briefing explains all users to avoid rubbing eyes, or placing fingers in mouth. Wash properly on completion under supervision of group Leaders.</p> <p>Briefing to include avoidance of placing fingers near mouths to avoid lead absorption where pellets are lead based. Wash properly on completion under supervision of group leaders.</p> | <p>Any users identified or suspected of having any infectious illness or ailment will not participate or to remain on range.</p> <p>To manage safety of those involved any member of campsite committee may impose a shut down and ceasing of the event.</p> | As required | Event Leader Unit / Group Leadership Campsite Committee |
| Risk of user suffering Hypothermia, Heat Exhaustion or Dehydration | Users in extreme winter or summer conditions or cold water and wind combinations increase risk of suffering these extremes. | <p>Initial briefing to include awareness of dangers as appropriate to conditions. Ensure clothing is appropriate to anticipated weather conditions.</p> <p>Briefing to include need to hydrate regularly.</p> <p>Note no drinks or food allowed on firing points.</p> | Consider regular stops for cold drinks, food or hot drink intakes as required. | As required | Event Leader Unit / Group Leadership |
| Other medical emergency | All participants | Emergency aid kit to be readily available to Leader Team and have access to minimum one mobile phone. Any individuals' medications to be with group including readily available epi-pens where required. | Emergency aid training to be kept up to date (a SA requirement). | As required | Event Leader Unit / Group Leadership |