

SAFETY RISK ASSESSMENT

Club: Goldcrest Archers	Risk Assessment: Archery (Indoor)
People who might be harmed i.e. staff, pupils, members of public: Club Members, Spectators, Members of the Public	Assessment date: 25 th April 2022
Are there any special considerations needed for new & expectant mothers or persons under 18, etc. Yes If yes, specify: Pregnant women must not carry target bosses and it is recommended that under 18's and over 70's should not carry the front of the target bosses and will be shown an alternative method where necessary.	Review date: 25 th April 2023
Names of all involved in assessment process: Emma Mooney/Gary Thomas/Tracy Cross/Andrew Davies	Chairman authentication: Peter Gregory

Hazard / risk identified Task/ activity / process / stressor	Probability	Risk Level	Current precautions in place	Improvement action needed following incidents, changes, etc.
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Ranges

<p>Person walking onto range when arrows being shot.</p>	Possible	High	<p>Warning signs are to be put outside of the hall or at entrances.</p> <p>A field captain is always appointed to oversee and control shooting according to the whistle rules of Archery GB both indoors and outdoors.</p> <p>All persons not shooting must remain behind the waiting line i.e. a minimum of 3 yards behind the shooting line indoors. The only exception to this is for a coach whilst coaching an archer when they may be within the waiting area)</p> <p>No archer is allowed to cross the shooting line until the whistle is blown 3 times.</p> <p>All archers are to keep a look out and call 'Fast' if they observe a person on the range and all shooting must then stop until the all clear whistle is sounded, all arrows to be returned to quivers.</p> <p>Indoors, all fire doors must be checked to see that they are properly closed but not obstructed for use when needed. Any entrances to the indoor range in front of the shooting line must be shut so that no-one has access during shooting.</p> <p style="color: #00b050;">All shooting grounds/ranges must be registered with AGB as meeting shooting rules compliance.</p> <p style="color: #00b050;">This is to be done every 3 years or as soon as any change occurs with a range</p>	
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Archer misses target.	Possible	Slight injury possible.	Indoors a loose fitting high net to be positioned behind targets to prevent arrow bouncing back to shooting line. A wall of foam may be used instead. Archers must inform the field captain if they are going behind the target or leave another archer in front of the target. All arrows that miss a target MUST BE FOUND .
Target slips over	Possible	Low	Legs of the stand are to be tied together to give stability. Targets are fixed to frame, using fabric straps and are screwed in place
Archers undergoing damage to eyes when arrows are removed from the target.	High	High	Archers must approach targets from the sides. Only 2 archers must remove arrows from the target, one at each side. Archers removing arrows from the targets must ensure no-one is standing in front of the targets as arrows are withdrawn. All arches must ensure they do not stand in front of the target as arrows are being withdrawn.

Beginners equipment and club equipment

Bows	Possible	Slight injury possible	The following checks must be done String and serving are not frayed. String is strung onto bow correctly and bracing height is correct. Limbs are not twisted or cracked Knocking point is in place Rest and sight are not damaged Bow weights and lengths are suitable for beginner Bows are to be strung and unstrung using a stringer. Damaged bows must be removed from the store room and must be repaired or disposed of safely away from the premises.
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Arrows	Possible	Injury possible to archer's hand	<p>Check arrows are long enough for beginner.</p> <p>Check nocks are not broken</p> <p>Check arrows are straight</p> <p>Check piles are present and fully in.</p> <p>Check fletching's are all present and glued on</p> <p>Arrows to be stored in quivers or ground stands/quivers</p> <p>Broken arrows must not be placed in bins on the premises they must be taken home and disposed of safely.</p> <p>Arrows which can be repaired are to be given to the equipment officer.</p>	
Archers clothing, Bracers and tabs	Possible	Injury possible to archer's arm or hand.	<p>All beginners to wear bracers and, where appropriate, tabs.</p> <p>Ensure all bracers have fastenings and are not damaged.</p> <p>Damaged bracers and tabs to be repaired or thrown away.</p> <p>Ensure archers with long hair have it tied back and that they are not wearing facial piercings or long earrings.</p> <p>Zips to be done up</p> <p>No loose fitting clothing</p>	
Targets and stands	Possible	Slight injury possible	<p>Stands and targets to be monitored each time they are used to ensure that they are fit for use. Damaged equipment is to be marked as not to be used and arrangements to be made to remove equipment from the premises. Archers to check for splinters before lifting and carrying stands</p>	
General				
Manual Handling of Equipment	Possible	Medium	<p>All archers to receive instructions on safe assembly and disassembly of targets. Instruction will also be given on how to safely carry target bosses/nets and stands.</p> <p>Trolley is available upon request.</p>	
Electrical Equipment	Possible	Slight injury possible	<p>All electrical equipment is PAT test annually by a qualified person.</p>	

Fire Safety	Possible	Low	Sprinkler system in place Yearly Fire Service safety visit completed by the Fire Service.	
Slips/Trips/Falls				
External Stairs	Possible	Dry Weather/ Low Wet Weather/ Medium	Hand rails in place on both sides of stairs External movement sensor lighting provided for evenings Signs provided to highlight that stairs are slippery when wet	
Entrance/Hallway	Possible	Dry Weather/ Low Wet Weather/ Medium	Mats provided upon entry Signs provided to highlight that floor is slippery when wet	
Kitchen Floor/Bathroom floors	Possible	Medium	Spillages to be cleaned up immediately Wet floor signs provided	
Workshop area Peoples Equipment/Club Equipment	Possible	Low/ Medium	Storage available to all club members underneath the benched area Club equipment to be tidied away correctly after use	
Uneven floor in main range	Possible	Low	Floor has been levelled out where possible Uneven floor sign and new members informed of slight deviations in the floor	
Equipment on the shooting line	Possible	Medium	Members to return equipment to the waiting line upon finishing shooting.	

Classroom	Possible	Low / Medium	Equipment kept tidy Classroom locked when not in use All participants are supervised whilst on a beginner's course and using the classroom.
Area behind the boss	Possible	Medium	Area to only be accessed by club officials If assess if required (i.e. Lost arrow) another member to remain in front of the boss whilst equipment is being retrieved Area to be kept tidy and clear of obstructions where possible.

If any injury occurs either inside or outside it must be reported to the committee. Any injury which requires the calling of an ambulance must be reported to the committee and an accident report form filled in.

In case of fire all persons are to leave the building by the nearest exit and to wait at the meeting point outside the building.

Name of Assessor(s):	Signature(s):	Date of Assessment:
Name of Chairman:	Signature:	Date for Review:

This assessment should be reviewed following significant changes, the introduction of new machinery, equipment, substances or procedures and following incidents, or at least annually.