

# CRIEFF ARCHERY CLUB

## OUTDOOR ARCHERY RANGE RISK ASSESSMENT

Responsible for review of document	Chairperson of Crieff Archery Club
	Crieff Archery Club Committee

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**Coronavirus Control Measures are contained within the Additional Measures Section at Page 12**

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## 1. Introduction

This document incorporates both the Archery GB and the Crieff Archery Club Risk Assessments. It must be noted that:

- Crieff Archery Club is affiliated to Archery GB and the Scottish Archery Association and is required to meet the national safety standards for archery.
- The Club is covered by Archery GB public liability insurance
- All archers within the club are members of Archery GB and as such must abide by the association rules and policies
- The Archery GB Risk Assessment must be reviewed annually in accordance with governance requirements

## 2. ARCHERY GB TEMPLATE: RISK ASSESSMENT FORM

### **CRIEFF ARCHERY CLUB – OUTDOOR RANGE RISK ASSESSMENT**

Venue: Crieff and Strathearn Rugby Club, Braidhaugh Playing Fields, Crieff – (part of rugby pitch area)

Name and position of person doing check:

Alex Cargill                      Club Chairman  
James Clark                      Club Treasurer

**Date of check: 01 May 2020**

### 1. SHOOTING/TRAINING AREA

*Check that the area and surroundings are safe and free from obstacles.*

Is the area fit and appropriate for activity? **Yes**

Note:

- a. The outdoor range layout meets or exceeds the Archery GB minimum safety requirements. Details attached as per page 7.
  - b. The outdoor range is clearly marked off during times of shooting with signage and safety tape barriers put in place. Details attached as per page 8.
  - c. Access to facilities outside the range for use by general public are maintained at all times e.g, dog bin and paths.
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## 2. EQUIPMENT

*Check that it is fit and sound for activity and suitable for age group/ability.*

**Is the equipment safe and appropriate for activity? Yes**

Note:

- a. Visual check of range is carried out before archery commences and a detailed count of returning equipment is undertaken at end of shoot to ensure no pins or other items are left in the field.
  - b. Carbon arrows are prohibited by the club. This is to ensure that all arrows used can be detected by metal detectors should the need arise.
  - c. All archers are responsible for ensuring their own equipment is in good working order.
- 

## 3. PARTICIPANTS

*Check that the attendance register is up to date with medical information and contact details. Check that participants are appropriately attired for the activity.*

**Is the Member Register in order? Yes**

*(Please note: the club holds no medical information as per Data Protection legislation requirements)*

**Are participants appropriately attired and safe for activity? Yes**

Note:

- a. Members are aware of the proper attire for the practice of archery and would not be allowed to shoot if inappropriately dressed.
  - b. Members are responsible for the setting up of their own equipment and that they must do so in a safe manner
- 

## 4. EMERGENCY POINTS

*Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.*

**Are emergency access points checked and operational? Yes**

- Gap in the fence for access by ambulance and any other emergency vehicle that may require to enter the field.

**Is a working telephone available? Yes**

- As an outdoor venue, a mobile telephone would be used. Mobile signal has been checked to ensure that phones can be used in an emergency.
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## 5. SAFETY INFORMATION

*Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.*

**Are emergency procedures published and accessible to those with responsibility for sessions in the club? No**

- a. As an outside venue, there are no fire or emergency procedures in place other than “return to the car-park area and await instructions” from the Field Captain/Rangemaster.
- b. If a member of the club required medical assistance, the Field Captain/Rangemaster would contact emergency services using their mobile phone.
- c. A first aid kit is available for members to access for self treatment of minor injuries.

SIGNED: Alex Cargill ( electronic signature )      DATE: 1/5/20

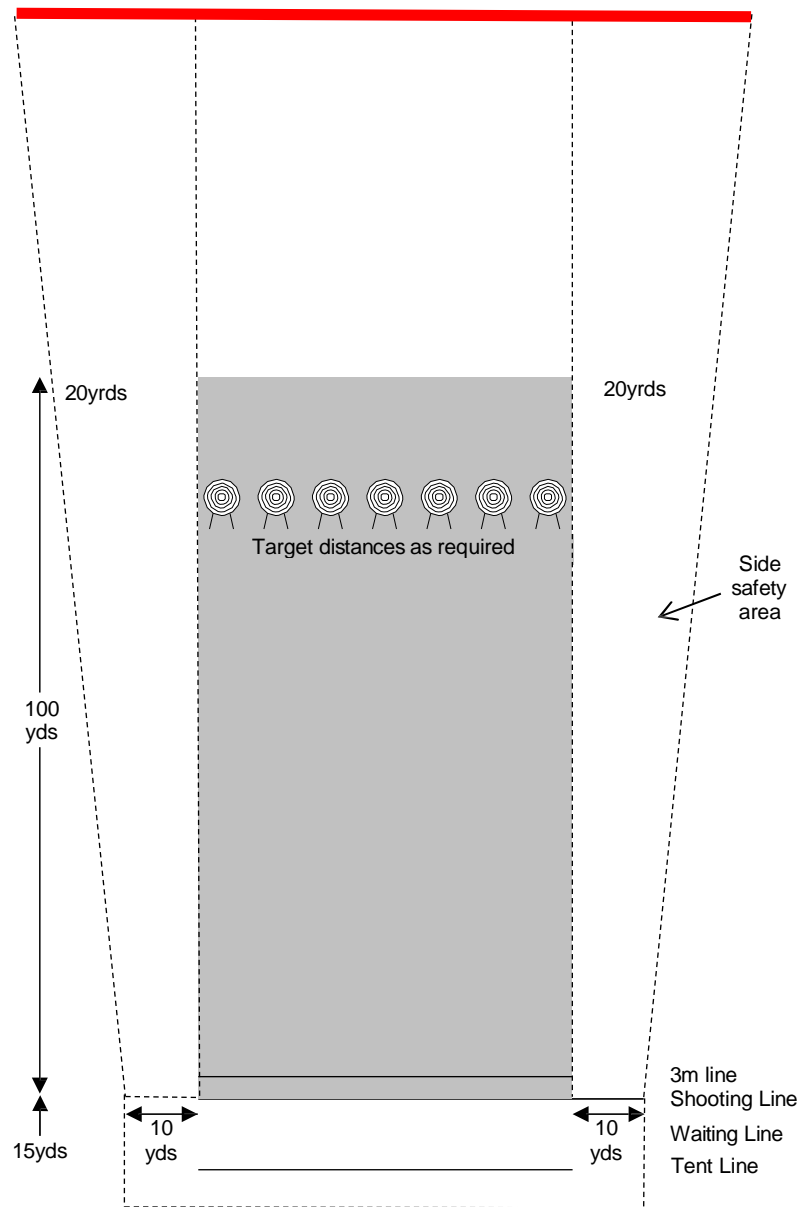
Name: Alexander Cargill

*N.B. A new risk assessment form must be completed at the start of each season.*

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### 3. ARCHERY GB ARCHERY OUTDOOR - RANGE LAYOUT

(Extract from Archery GB Rules of Shooting)



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#### 4. Crieff Archery Club – Archer & Specific Risk Assessment Document

##### General Risks

Hazards and associated risks have been identified for the practice of archery and these along with the control measures and risk ratings are noted below. The risk matrix used in regards of risk rating is available via the Health and Safety Executive (HSE) website and is as follows:

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

##### Risk Rating in respect to Archery Practice – Severity x Likelihood = Risk Rating

- 1- 2 Trivial to tolerable risk – no actions required unless a solution to issue becomes available
- 3-8 Moderate to substantial risk – shooting can continue as long as controls to manage the identified risks are in place and are robustly managed
- 9 High Risk – Shooting can **NOT** continue until risk level has been reduced.

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## Risk Assessment: Crieff Archery Club

What are the hazards?	Who might be harmed and how?	Control Measures - What are you already doing?	Do you need to do anything else to control this risk?	Severity	Likelihood	Risk
Manual Handling – setting up and removal of Boss and repositioning during shoot	Club members – muscle injury :- possible wood splinter.	<p>Movement of Target/Boss – Trolley/Bogey used for transporting bosses and other equipment to and from storage container.</p> <p>Target/Boss – Target/Boss's are placed in the range and the stands are pegged down to ensure they do not blow over in the wind. All target bosses are secured to the frames or tied to the ground to ensure no risk to the archer whilst recovering arrows. Club members instructed on how to move boss's in a safe manner gloves are available.</p>	Continued observation of practice	2	2	4
No warm up before or cool down after shooting	Club members – muscle injury	All club members given advice on warm up and cool down during beginners course	Club members to be reminded periodically of the importance of appropriate warm up and cool down – use the club newsletter	1	1	1

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What are the hazards?	Who might be harmed and how?	Control Measures - What are you already doing?	Do you need to do anything else to control this risk?	Severity	Likelihood	Risk
Walking onto the range before it is safe	Club members – body injury	All club members are made aware of safety rules during the beginner's course. All members follow the Field Captains/Rangemaster instructions to ensure safety is paramount at all times. Archers will regulate other archers in order to ensure best and safe practice.	Continued observation of practice	3	1	3
People/animals straying into the safety area	People/Animals - body injury if walk into arrow path	Outdoor range is marked to Archery GB standards to ensure safety zones are in place. Outdoor range is in a clear, visible area to ensure no one can approach undetected. Hazard tape and warning signage is placed at edge of marked range area to warn persons of archery practice. Archers monitor site at all times during outdoor shooting. Emergency stop process in place which can be initiated by any club member at any time.	Continued observation	3	1	3
Slip, Trip and Fall hazards	Club members – body injury	All members are aware of necessity to wear appropriate footwear to take into account the ground surface. Ground area checked to ensure no unknown risks.  Any identified trip hazards are removed from range area.	Continued observation of practice	1	1	1

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What are the hazards?	Who might be harmed and how?	Control Measures - What are you already doing?	Do you need to do anything else to control this risk?	Severity	Likelihood	Risk
Weather – e.g. wind, heat	Club members – affected by weather conditions	<p>Targets are secured to ground.</p> <p>Archers are aware they must adjust for windy weather.</p> <p>Field Captain/Rangemaster continually assesses conditions and cancels shoot if required.</p> <p>Archers are reminded to wear appropriate clothing for the weather conditions and ensure they remain hydrated in warm weather.</p>	Continued observation of practice	1	1	1
Running towards targets	Club members - Slip, trip or fall. Body injury if run onto arrows.	<p>Running in archery range is forbidden and is covered within the beginner's course. Activity in the range is monitored and controlled by the Field Captain/Rangemaster. Archers will regulate other archers in order to ensure best and safe practice.</p>	Continued observation of practice	1	1	1
Catching clothing, arm, ear or hair with bowstring	Club members – bruising or tissue damage on forearm,	<p>Long hair, earrings and loose clothing tied up or removed before shooting commences and is covered within the beginner's course.</p> <p>Arm Braces to be worn by archers who have issues with bruising on forearm.</p>	Continued observation of practice	1	1	1

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What are the hazards?	Who might be harmed and how?	Control Measures - What are you already doing?	Do you need to do anything else to control this risk?	Severity	Likelihood	Risk
Walking into an arrow on the ground that has not hit the target	Club members – body injury	Covered within the beginner's course. All archers trained to approach targets from the side and to observe the immediate ground during the approach. Archers will regulate other archers in order to ensure best and safe practice.	Continued observation of practice	3	1	3
Walking into the knock end of an arrow in the boss	Club members – body injury	Covered within the beginner's course. All archers trained to approach targets from the side and to look behind them before removing arrows from the target.	Continued observation of practice	3	1	3
Standing in front of the boss during arrow removal	Club members – body injury	Covered within the beginner's course. All archers trained to stand at side of boss.	Continued observation of practice	3	1	3
Falling whilst carrying arrows	Club members – body injury	Covered within the beginner's course. All arrows are returned to quiver before walking back to shooting line.	Continued observation of practice	3	1	3
Arrows being lost or unaccounted for	ALL – body injury	Covered within the beginner's course. Metal Detectors are used to find all arrows that have not hit the target. Range would not be left until all arrows are found.	Continued observation of practice	3	1	3
A drawn bow being pointed away from the archery area	ALL - Body injury from miss-shot arrow	Covered within the beginner's course. Archers will regulate other archers in order to ensure best and safe practice.	Continued observation of practice	3	1	3

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What are the hazards?	Who might be harmed and how?	Control Measures - What are you already doing?	Do you need to do anything else to control this risk?	Severity	Likelihood	Risk
Bow strength too high for archer	Club members – muscle injury	Covered within the beginner’s course. Coaching and observation in place. Archers will regulate other archers in order to ensure best and safe practice.	Continued observation of practice	2	1	2
Distraction – noise or sudden movements	Club members – difficulty in concentration or in hearing the whistle commands	Field Captain/Rangemaster will control shooting via dynamic risk assessment to ensure safety.	Continued observation of practice	1	1	1
Sun or lighting in the eyes of the archer	Club members – poor visual awareness in the range	Covered within the beginner’s course and Archers know not to shoot if they cannot see. Placement of outdoor range has taken potential for sun glare into consideration. Archers will regulate other archers in order to ensure best and safe practice.	Continued observation of practice	1	1	1
Inadequate safety clearance around the shooting range	All – Body injury	Outdoor range is marked to Archery GB standards to ensure safety zones and appropriate clearance is in place.	Continued observation of practice	3	1	3

SIGNED: Alex Cargill ( electronic signature )

DATE: 1/5/20

Name: Alexander Cargill

*N.B. Risk assessment to be reviewed at the start of each outdoor season.*

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## 5. Additional Control Measures

### **Coronavirus Control Measures**

Where a Covid-19 protection level applies, there will be a separate risk assessment outlining the restrictions and procedures that must be in place. All members will be notified of any changes to this via the club Facebook page or by email as per their preferred communication method.

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