



# SOUTHAMPTON ARCHERY CLUB

AFFILIATED WITH ARCHERY GB, SOUTHERN COUNTIES ARCHERY SOCIETY & HAMPSHIRE ARCHERY ASSOCIATION

## Risk Assessment

- Location:** Hardmoor Sports Ground, Stoneham Lane, Southampton, SO50 9HT
- Activities:** Club shooting daily, Beginners courses weekly, Tournaments monthly
- Equipment:** All bow types, layered foam bosses, compressed straw bosses
- Distances:** Up to 100 yards (target), Up to 180 yards (clout)
- Sharing:** The ground is shared with other sports - namely cricket, rugby and football
- Review:** This risk assessment is reviewed as required, but no less than annually

## Identified Hazards

1. Equipment Failure
2. Bowstring
3. Bow Assembly
4. Bosses
5. Inappropriate Arrows
6. Heavy Bows
7. Arrow Collection
8. Shooting Control
9. Range Layout
10. Arrows Shot Outside Safety Zones
11. People Straying Into Safety Zones
12. Weather
13. Using Mains Power Outdoors
14. Food Preparation

## Beginner Session Checklist

1. Range Layout
2. Equipment
3. Participants
4. Emergency Points
5. Safety Information

## Completion & Approval

Position	Name	Signature	Date
Club Chairman	JAMES WILSON		15/9/18
Club Secretary	SYMON DAVIS		15/9/18
Club Coach	BRUCE AKEHAM		15/9/18



## Hazard Assessment

### 1. Equipment Failure

<b>Hazard:</b>	String may snap, limb failure, riser failure, nock failure.
<b>Person at risk:</b>	Archer, those in the vicinity of the archer
<b>Control measures:</b>	<p>Monthly: Inspection of club bows/strings. Replace/repair any unsafe kit.</p> <p>Weekly: Inspect arrows for loose/damaged nocks/piles. Replace and repair as necessary.</p> <p>Instruct beginners on the risks associated with dry firing a bow.</p>

#### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
<b>Fatal Injury</b>					
<b>Major Injury</b>					
<b>Minor Injury</b>					

Risk acceptable?      Yes

### 2. Bowstring

<b>Hazard:</b>	String catching chest, loose hair, clothing, piercings or striking bow arm upon release.
<b>Person at risk:</b>	Archer
<b>Control measures:</b>	<p>Long hair must be tied back.</p> <p>Remove piercings or jewellery that may come into contact with the string.</p> <p>All archers must wear an arm guard (bracer), chest guard as necessary, and be instructed in correct bow holding and release, to minimise risk of injury.</p>

#### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
<b>Fatal Injury</b>					
<b>Major Injury</b>					
<b>Minor Injury</b>					

Risk acceptable?      Yes



# SOUTHAMPTON ARCHERY CLUB

AFFILIATED WITH ARCHERY GB, SOUTHERN COUNTIES ARCHERY SOCIETY & HAMPSHIRE ARCHERY ASSOCIATION

## 3. Bow Assembly

<b>Hazard:</b>	<b>Incorrect assembly of the bow causes it to come apart in use. When stringing / de-stringing the bow, un-planned movement of the bow.</b>
<b>Person at risk:</b>	<b>Archer</b>
<b>Control measures:</b>	<b>Instruct archers in the correct method (using a stringer) to assemble and disassemble their bows. Monthly: Inspect club equipment for wear to the limb bolts, replace and repair as necessary. Supervise beginners with bow assembly and disassembly.</b>

### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
<b>Fatal Injury</b>					
<b>Major Injury</b>					
<b>Minor Injury</b>					

Risk acceptable?      Yes

## 4. Bosses

<b>Hazard:</b>	<b>Bosses being mishandled falling or causing a sprain or strain. Unsecured boss falling on arrows / archer.</b>
<b>Person at risk:</b>	<b>Archer, those in the vicinity of the boss</b>
<b>Control measures:</b>	<b>Instruct archers in the correct handling method for the bosses. Non-wheeled bosses must be moved by at least 2 adults minimum. Bosses must be secured with a ground tether (unless indoors).</b>

### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
<b>Fatal Injury</b>					
<b>Major Injury</b>					
<b>Minor Injury</b>					

Risk acceptable?      Yes



## 5. Inappropriate Arrows

<b>Hazard:</b>	Arrows that are too short for the Archer being overdrawn, causing the arrow to come past the arrow rest. Risk of the point contacting the archers hand or riser and further risk of arrow shattering upon release. Fibreglass shaft arrows which risk shattering upon release.
<b>Person at risk:</b>	Archer, other users of the ground
<b>Control measures:</b>	Ensure beginners are issued with club arrows of the correct length, as prescribed during coach training. Short arrows should not be used under any circumstance. If a club archer is shooting arrows that are too short, or made with shafts of fibreglass, they must be stopped from shooting. Lost arrows must be reported via the appropriate form and to field captains.

### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
Fatal Injury					
Major Injury					
Minor Injury					

Risk acceptable?      Yes

## 6. Heavy Bows

<b>Hazard:</b>	Use of inappropriate poundage of bow, resulting in muscular, soft tissue or skeletal injury.
<b>Person at risk:</b>	Archer
<b>Control measures:</b>	For beginners, refer to the age restrictions imposed by Archery GB and do not exceed the recommendations. Archers purchasing their own equipment should be advised and warned if the club feels their bow is excessively weighted for the archer.

### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
Fatal Injury					
Major Injury					
Minor Injury					

Risk acceptable?      Yes



## 7. Arrow Collection

<b>Hazard:</b>	Arrows that miss may be sticking up from the ground in front of the target. Arrows in the target present many risks, when approaching the boss or removing the arrows.
<b>Person at risk:</b>	Archer, those in the vicinity of the boss, other users of the ground
<b>Control measures:</b>	Instruct archers to observe the ground as they walk to the target. Bosses should be approached from the side. Beginners should be instructed in the correct method to extract arrows, and to ensure no one is stood in front of the boss during arrow extraction. Arrow pullers must be used when extracting carbon arrows, arrows in the wood should be extracted by an experienced archer using an AroJac or other suitable method. No sandals or open-toed shoes are permitted on the range. Lost arrows must be reported via the appropriate form and to field captains.

### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
<b>Fatal Injury</b>					
<b>Major Injury</b>					
<b>Minor Injury</b>					

Risk acceptable?      Yes

## 8. Shooting Control

<b>Hazard:</b>	Inadequate shooting control resulting in injury to archers or spectators.
<b>Person at risk:</b>	Archer, others in the vicinity of the shooting range
<b>Control measures:</b>	When 5 or more archers, or any junior members or beginners are shooting, the line must be controlled by an experienced archer acting as field captain, a certified coach or a qualified judge. Archers must obey the field captain's instruction, or they will be asked to leave the grounds. Beginners must receive instruction from the field captain on all whistle/verbal commands and safety calls prior to shooting. The field captain is responsible for ensuring the range is clear at all times during shooting. All archers are responsible for highlighting hazards, using the word FAST to halt all activity.

### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
<b>Fatal Injury</b>					
<b>Major Injury</b>					
<b>Minor Injury</b>					

Risk acceptable?      Yes



# SOUTHAMPTON ARCHERY CLUB

AFFILIATED WITH ARCHERY GB, SOUTHERN COUNTIES ARCHERY SOCIETY & HAMPSHIRE ARCHERY ASSOCIATION

## 9. Range Layout

<b>Hazard:</b>	<b>Incorrect range layout resulting in personal injury to spectators, archers or members of the public.</b>
<b>Person at risk:</b>	<b>Archer, others in the vicinity of the shooting range</b>
<b>Control measures:</b>	<b>The club has designated fixed locations for three target ranges, one on the lower field and two on the upper field. There are also two designated layouts on the lower field for practice and competition clout. These ranges have been laid out to comply with the Archery GB rules of shooting. Shooting must not take place outside of these designated ranges.</b>

### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
<b>Fatal Injury</b>					
<b>Major Injury</b>					
<b>Minor Injury</b>					

Risk acceptable?      Yes

## 10. Arrows shot outside safety zones

<b>Hazard:</b>	<b>Arrows shot inadvertently outside of the designated ranges, causing personal injury to archers, spectators or members of the public.</b>
<b>Person at risk:</b>	<b>Archer, others in the vicinity of the shooting range</b>
<b>Control measures:</b>	<b>The Archery GB rules of shooting must be followed at all times. High trajectory shooting is not permissible by recurve or compound bows on any of the ranges. Arrows may only be loaded onto bows on the shooting line when the range is clear.</b>

### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
<b>Fatal Injury</b>					
<b>Major Injury</b>					
<b>Minor Injury</b>					

Risk acceptable?      Yes



## 11. People straying into the safety zones

<b>Hazard:</b>	A person (or animal) straying into the safety zones may receive injury from arrows or archery equipment.
<b>Person at risk:</b>	Those in the safety zones
<b>Control measures:</b>	It is the responsibility of everyone on the ground to highlight any intrusion immediately. If shooting is in progress FAST should be shouted and all archery should stop immediately, with all arrows being removed from bows and archers dropping back behind the waiting line. Upon hearing the word FAST it should be repeated loudly by all archers, to ensure it is heard along the line. No one should cross the shooting line until instructed to do so by the field captain, a certified coach or a qualified judge. The ranges are set out in such a way as to minimise this risk.

### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
<b>Fatal Injury</b>					
<b>Major Injury</b>					
<b>Minor Injury</b>					

Risk acceptable?      Yes

## 12. Weather

<b>Hazard:</b>	In thunder and lightning, the risk of electrocution. Reduced visibility of the safety zones due to storms/darkness. High winds blowing field equipment and bosses.
<b>Person at risk:</b>	Everyone
<b>Control measures:</b>	If the overshoot area and safety zones are not fully visible, shooting must be suspended immediately. For evening shooting floodlights should be used to ensure safety zones are adequately lit at all times. With any audible thunder or visible lightning, shooting must be suspended immediately, do not touch any arrows / bows if the storm is very near, recover equipment from the ground once the storm has passed. In the case of high winds that are causing concern, shooting should be suspended.

### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
<b>Fatal Injury</b>					
<b>Major Injury</b>					
<b>Minor Injury</b>					

Risk acceptable?      Yes



### 13. Using Mains Power Outdoors

<b>Hazard:</b>	Risk of electrocution due to a damaged mains cable. Risk of electrocution due to water entry into mains powered equipment.
<b>Person at risk:</b>	Everyone
<b>Control measures:</b>	Where possible use battery powered tools / PA systems. Where outdoor power is necessary, eg floodlighting, traffic lights, scoring and timing equipment, an RCD must be fitted at the initial power outlet. Any junction in the cable must be protected adequately from the weather.

#### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
<b>Fatal Injury</b>					
<b>Major Injury</b>					
<b>Minor Injury</b>					

Risk acceptable?      Yes

### 14. Food Preparation

<b>Hazard:</b>	Food poisoning, burns, cuts, fire.
<b>Person at risk:</b>	Any person who consumes food provided by the club, kitchen staff
<b>Control measures:</b>	Weekly: Clean all surfaces and utensils including plates/cups. Monthly: Clean all surfaces, oven, utensils including plates/cups. Washing of hands before, during and after food preparation (especially when handling meat/fish items). Use of separate chopping boards when dealing with fish, meat, veg. Knives and other sharp cookware to be handled with extra care during and after use. Fire blanket and fire extinguisher accessible at all times.

#### Assessment of risk

	Likely	Probable	Possible	Remote	Improbable
<b>Fatal Injury</b>					
<b>Major Injury</b>					
<b>Minor Injury</b>					

Risk acceptable?      Yes





# SOUTHAMPTON ARCHERY CLUB

AFFILIATED WITH ARCHERY GB, SOUTHERN COUNTIES ARCHERY SOCIETY & HAMPSHIRE ARCHERY ASSOCIATION

## Beginner Session Checklist

This beginner session checklist should be completed prior to each beginner session to confirm that the risk assessment has been reviewed and that the following points have been checked before the session commences.

### 1. Range Layout

- Does the range layout comply with Archery GB rules of shooting ? Yes / No  
Is the range and surrounding area fit and appropriate for the activity ? Yes / No

### 2. Equipment

- Has the equipment been checked to ensure it is safe for use ? Yes / No  
Is the equipment suitable and appropriate for the age group & ability ? Yes / No

### 3. Participants

- Are participants appropriately attired for the environment and activity ? Yes / No  
Have participants been briefed in whistle/verbal commands and safety calls ? Yes / No  
Are participant records up to date with medical and contact details ? Yes / No

### 4. Emergency Points

- Have emergency access points been checked and are they operational ? Yes / No  
Is a working telephone available with access to emergency numbers ? Yes / No

### 5. Safety Information

- Are evacuation and emergency procedures published and available to all ? Yes / No  
Is health and safety information available to session organisers ? Yes / No

Name	Signature	Date