

## THE VALLEY BOWMEN OF HUDDERSFIELD

### RISK ASSESSMENT – Indoor shooting

	<b>Activity</b> <p style="text-align: center;">Indoor shooting</p>
<b>Assessors:</b> <b>Name: Will Kempf, Paul McGuire, Alan Hoddinott, Alan Marriott, John Evans, Graham Ivey, Mark Swallow</b>	<b>Signature:</b>
<b>Date of Assessment:</b> 20 February 2020	<b>Date for Review:</b> 20 February 2022
<b>Persons Involved:</b> <p style="text-align: center;">Club members, visitors, beginners, have-a-go participants, un-authorised personnel</p>	
<b>Person Especially at Risk: (Consider: Lone Workers / Inexperienced / People with Disability)</b> <p style="text-align: center;">Untrained archers, all personnel in vicinity</p>	
<b>Other Persons Who May Be At Risk: (Consider: Visitors / Outside Contractors / Members of Public)</b> <p style="text-align: center;">All persons in vicinity</p>	
<b>Notes:</b> In completing the remainder of the Risk Assessment (overleaf)	
<b>Column</b> <ul style="list-style-type: none"><li>(a) List the <b>SIGNIFICANT</b> hazards that can cause serious harm or effect several people.</li><li>(b) Consider the potential <b>severity</b> of harm and assign a rating between 1 – 3 from the table</li><li>(c) Consider (without any control measures) the <b>likelihood of occurrence</b> &amp; assign a rating 1 – 3</li><li>(d) Apply an (initial) <b>Risk Rating (RR)</b> by multiplying column (b) x (c) and enter in this column.</li><li>(e) Identify the <b>Control Measures</b> to be implemented and list <b>or</b> state where the information is.</li><li>(f) Re-consider (with the proposed measures) the <b>likelihood of occurrence</b> &amp; assign a rating 1 - 3</li><li>(g) Apply a <b>Final Risk Rating (RR)</b> by multiplying column (b) x (f) and enter in this column.</li><li>(h) If further action is required, priorities should be applied using the Risk Rating score and the table at the top right of the assessment.</li></ul> <p style="text-align: center;">The <b>Final Risk Rating</b> is to be entered in the appropriate column of the Work Method Statement</p>	

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### Risk Assessment – Outdoor Shooting

<b>Operation or Task</b>  <i>Outdoor shooting</i>	1. Potential <i>Severity of Harm</i> from the Hazard  Major Injury (HSE Defined) =3 Serious Injury/LTA (over 3 day) =2 Minor Harm =1	2. <i>Likelihood of Occurrence</i> of harm from the Hazard  Very Probable =3 Possible =2 Unlikely =1	<i>Priority of Action</i> 9 = High Priority Action <b>(High)</b> 4 – 6 = Med. Priority Action <b>(Med)</b> 1 – 3 = Low Priority/No Action <b>(Low)</b>
	<i>The Risk Rating (RR) to apply = Severity of Harm x Likelihood of Occurrence</i>		

Hazard	Enter a rating without Control Measures			Control Measures to be Implemented	Likelihood of Occur.	Final Risk Rating (b x f)	Action By
	Potential of Harm	Likelihood of Occur	Risk Rating				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
1. Shot by an arrow in flight	3	3	9	<ul style="list-style-type: none"> <li>Brief all participants on archery range safety and control of shooting by field captain using whistles: 3 whistles signifying it is safe to collect arrows.</li> <li>Layout range in accordance with ArcheryGB guidance</li> <li>Request field captain and all archers to be vigilant at all times</li> <li>All to be vigilant and give appropriate warning in the event of any unauthorised intrusion onto the shooting range and designated safety exclusion zones.</li> </ul>	1	3	Field captain & archers
2. Struck by an arrow not in flight	3	2	6	<ul style="list-style-type: none"> <li>Brief all participants on safe handling and retrieving of shot arrows</li> <li>No running when carrying arrows to be allowed</li> <li>Ensure no-one is behind the person drawing arrows from the target – <b>must stand 3metres away.</b></li> <li>Ensure the target is supported when drawing arrows</li> </ul>	1	3	Field captain and all participants and spectators /visitors

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Hazard	Enter a rating without Control Measures			Control Measures to be Implemented	Likelihood of Occur.	Final Risk Rating ( b x f )	Action By
	Potential of Harm	Likelihood of Occur	Risk Rating				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
3. Over drawing an arrow	2	2	4	<ul style="list-style-type: none"> <li>• Warn beginners/novices of the risk and demonstrate causes</li> <li>• Use correct length of arrows for the build of the archer</li> <li>• Use bow draw weight appropriate to the age and build of the archer</li> <li>• Field captain and tutors to monitor equipment use by beginner and novice archers</li> </ul>	1	2	Field captain and tutors and novice /beginner archers
4. Bruising to bow arm or draw fingers. Strained muscles or joints	2	3	6	<ul style="list-style-type: none"> <li>• Ensure protective bracer is worn by all archers</li> <li>• Ensure protective finger tab or glove is worn by all archers</li> <li>• Ensure appropriate bow draw weight is selected.</li> </ul>	1	2	Field captain and tutors and novice /beginner archers
5. Injury from equipment failure	3	2	6	<ul style="list-style-type: none"> <li>• Inspect all equipment before each use</li> <li>• Check arrows are straight and have intact points and nocks</li> <li>• Check bow limbs for de-lamination and that limbs are fitted correctly onto the riser</li> <li>• Check string for wear</li> <li>• Do not allow unfit equipment to be used</li> </ul>	1	3	Field captain and tutors and novice /beginner archers
6. Slips, trips and falls on the archery range	2	3	6	<ul style="list-style-type: none"> <li>• Monitor the ground conditions and advise all participants when conditions change.</li> <li>• Ensure appropriate clothing and footwear is worn to suit the weather and ground conditions.</li> <li>• Be prepared to suspend archery if conditions become severe – be especially conscious of high wind and heavy precipitation.</li> </ul>	1	2	Field captain and tutors and novice /beginner archers

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	Potential of Harm	Likelihood of Occur	Risk Rating				
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)
7. Injury when assembling / disassembling shooting range	2	3	6	<ul style="list-style-type: none"> <li>• All participants to be instructed in the correct method for erecting and taking down target bosses, stands and netting.</li> <li>• All participants to be instructed in correct technique for moving and storing the equipment.</li> <li>• All archers to ensure the target boss is supported when removing arrows.</li> </ul>	1	2	Field captain and tutors and novice /beginner archers

## **SSOW Outdoor Archery**

Operation / Task Title: Outdoor archery	SSOW
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### **WORK METHOD STATEMENT**

#### **OPERATION DESCRIPTION:**

1. Outdoor archery on the shooting range

#### **PERSONAL PROTECTIVE EQUIPMENT:- (\*must be worn)**

1. Arm bracer\*
2. Finger tab or glove
3. Loose clothing to be avoided
4. Appropriate footwear is recommended
5. Sun screen and insect repellent may be required

#### **6. CHECKS TO BE MADE:- (before starting task)**

1. Check all equipment is in good condition
2. Check the range is clear before shooting begins
3. Ensure the archers do not put arrows on the string unless they are stood on the shooting line facing the direction of shooting
4. Check that all archers have withdrawn from the shooting line before allowing the collection of arrows
5. Ensure all participants are aware of arrows in the ground and protruding from target bosses
6. Ensure all participants are vigilant for unauthorised entry into the archery range by persons or animals
7. Ensure that participants are behind the shooting line and outside the safety exclusion zones before shooting recommences after collecting arrows.

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**SSOW Outdoor archery**

Operation/Task Title: Outdoor archery

SSOW

**SAFE SYSTEM OF WORK:**

*This operation is to be completed by trained, authorised persons only.*

1. Perform equipment checks:
  - a. Check arrows are straight and knocks and points intact
  - b. Check bowstring for signs of wear
  - c. Check limbs for correct assembly and de-lamination
  - d. Check target boss and stand are secure and pegged down
2. Prepare for shooting
  - All archers and participants must be behind the shooting line and out of the safety exclusion zones
  - One whistle signals archers to the shooting line
  - Three whistles signifying it is safe to collect arrows
3. Collect arrows which have been shot
  - Approach the target bosses with caution avoiding protruding arrows in the target or in the ground
  - Support the target boss securely when removing arrows
  - Ensure there is no-one in the path of an arrow about to be drawn from the target boss or the ground – **stand back 3 metres from target boss**
  - Hold arrows firmly in the hand or store in the quiver when returning to the shooting line
  - Do not run when holding arrows
4. Put on all necessary PPE
  - Arm bracer & finger tab or shooting glove
5. If you observe any unsafe condition with your equipment or on the archery range during shooting immediately stop shooting and inform the field captain and other archers and tutors