**CHECKLIST for Indoor Shooting & indoor beginners course & taster session**

Complete By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  | ✓ |
| **Named Leader** | Running / co-ordinating event insert name here: |  |
| **Marshalls/Coaches** | Sufficient: Names to be recorder here: |  |
|  | Marshalls & Coaches briefed ref. emergencies / duties |  |
|  | Range and course safety briefing done for all participants including fire procedures, first aid, safe shooting, whistles, shooting line discipline and the authority of the course leader and field captain. |  |
|  | Brief participants on safe handling and retrieving of arrows |  |
|  | Issue and ensure PPE is worn (bracer, tab, no loose clothing, hair tied back, no loose jewellery) |  |
|  | Brief all to be aware of surroundings and to take care of bows, archers and equipment. |  |
| **Equipment** | All equipment checked to be in good condition |  |
| **Range** | Brief all to vigilant about entry to the range and to ensure fire exit is kept closed except during emergency evacuation. |  |
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|  |  |  |
| **First Aid** | Qualified persons, names present: |  |
|  | Adequate facilities (indoors, water, etc) |  |
|  | Brief all participants on first aid availability and location of fire exits and first aid box. |  |
| **Toilets** | Brief on location and access |  |
| **Lighting** | Adequate in public access areas: indoor lights and target lights as required. |  |
| **Outside** | Control of parking/access for emergency vehicles |  |
| **Risks found during the event** | Write in the risk and agreed mitigations: |  |