**CHECKLIST for Outdoor Shooting: Have-a-go (away venue)**

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

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| **Venue** | Name of event & organiser/responsible person | ✓ |
|  | Shooting range layout & archery equipment used MUST be in accordance with current ArcheryGB Code of Practice for Demonstrations, Have a Go’s & Taster Sessions a copy of which MUST be held and used by the field captain on the day. |  |
| **Named Leader** | Running / co-ordinating event on behalf of the club 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 first aid availability, 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 |  |
|  | Brief participants: no running on the field, watch for arrows in the ground, stay back from others drawing arrows, keep target supported when drawing 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 and measured to suit the participant |  |
| **Range** | Brief all to vigilant about entry to the range, excluding all people from the side safety and overshoot zones during shooting and to be aware of any sudden entry by animals or people onto the field during shooting. |  |
|  | Monitor ground condition and weather and suspend course and shooting if adverse conditions such as high wind or heavy rain/snow occur. |  |
|  | Brief all participants in safe handling of target bosses, erection and storage |  |
| **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 |  |