



# Risk Assessment - Beginner's Course -

Croesoswallt  
Archers  
of  
Oswestry

<b>Hazard</b>	Injuries as consequence of conducting Beginner's training course at the club's shooting ground.	
<b>Activity</b>	Beginner's Course	
<b>Location</b>	Club shooting ground at British Ironworks, Oswestry, Shropshire	
<b>Date of Assessment</b>	01.Sept. 2020	
<b>Version</b>	v1.00	
	<b>NAME</b>	<b>POSITION</b>
<b>Person(s) carrying out Assessment</b>	Anthony Faulds	Club Safety Officer
<b>Approved by</b>	Robert Batts	Club Secretary
	Alan Jones	Club Vice-chair
<b>Date of Acceptance and Publication</b>	01. Sept 2020	
<b>Date of Planned Review</b>	3-Year's anniversary of its introduction or at a change in club practices.	



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## Introduction

This Risk Assessment is intended for *ab initio* members of the public who are entering into the sport of Archery by taking part in organised training as defined by ARCHERY GB.

This Risk Assessment is not intended for Target Archery, Clout Archery, "Have-a-Go" sessions, Corporate days, individual introductory tuition, etc. as these are covered under separate Risk Assessment(s).



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## Risk Assessment Criteria

### Likelihood:

**"1" – Highly Unlikely:** More than two events (two or more) must take place at the same time or in conjunction that causes harm or the potential for harm (i.e. "Near Miss"). NB: "Highly Unlikely" events can and sometimes do occur and this assessment valuation does not mean it cannot or will not happen.

**"2" – Unlikely :** More than one event (one or more) must occur at same time to cause harm or potential to cause harm (i.e. "Near Miss). Whilst it is still has possibility to cause harm it remains "Unlikely" unless both events take place.

**"3" – Likely:** Only one event is required to happen that causes harm or potential for harm (i.e. "Near Miss"). In this case the type of event where injury is inevitable.

### Severity:

**"1" – Slightly Harmful:** Injury requires minor First Aid treatment on site but no more. This includes minor cuts, bruises, and abrasions leading to temporary discomfort. Injuries such that are not likely to result in absence from work.

**"2" – Harmful:** Injury requires emergency call for ambulance and medical intervention by hospital A&E or doctor/paramedic on site. This includes deeper cuts that require stitching, burns, concussion, serious sprains, minor fractures. Such injuries are likely to result in absence from work.

**"3" – Extremely Harmful:** These include life-threatening injuries that are time critical for medical intervention. These would include penetration (by arrow), major fractures, amputations, poisoning. This level of injury if survived, is likely to require extended periods away from work.

### Assessment Matrix:

		Severity		
		1	2	3
Likelihood	1	2	3	4
	2	3	4	5
	3	4	5	6

Score	Classification	Action
2	Non/Trivial	Little or no risk, archery can take place.
3	Tolerable	Action can take place without measures but monitored.
4	Moderate	Archery can take place by observing the control measures.
5	Substantial	Risk must be reduced before archery can commence.
6	High/Intolerable	Unacceptable level of risk, archery cannot be allowed.



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### List of associated risks:

1	Conflict of safety with using combination of ranges at same time	Serious bodily injuries to others
2	Range location and layout	Threat of injury to neighbours and others
3	Lack of knowledge and inexperience	Serious injuries to self and others
4	Injuries to participants being struck by arrows	Serious bodily injuries to others
5	Injuries to club bystanders being struck by arrows	Serious bodily injuries to others
6	Injury to members of public being struck by arrows	Serious bodily injuries.
7	Accidental release off aim out of the confines of the range	Serious bodily injuries to others
8	Injuries from assembling bows	Muscle sprain/strain to self
9	Injuries from pulling arrows from target boss	Muscle sprain/strain to self. Cut and bruise injury to others
10	Injuries sustained while moving around the field	Muscle sprain/strain to self
11		
12		
13		
14		
15		
16		



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### 1: Conflict of safety with using combination of ranges at same time.

<b>Risk:</b>	Severe bodily injury. Archery is a projectile sport using weapons. Free movement around the shooting ground is extremely dangerous and serious injury/death is highly likely without strict controls over how the sport is conducted.
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<b>Persons at Risk:</b>	All active archers on the shooting ground.
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#### Assessment:

		Severity		
		1	2	3
Likelihood	1			
	2			
	3			6

<b>Control/Mitigating Measures:</b>	The club shooting ground has four ranges laid out but not all of them can be used simultaneously. As the shooting line for the Clout Range is located at the 20yds line of the Target Range, these two ranges cannot be used at same time. There is no conflict when using the Target Range and Long Distance (100yds) Range, or the Target Range and Beginners Range, but each range must have its own Field Captain. However, the Long Distance Range and Beginner's Range cannot be used together as there would be conflict in coordinating collecting arrows. All requirements of ARCHERY GB's "Rules of Shooting" and club rules apply equally at each range.
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#### Re-assessment after applying Control Measures:

		Severity		
		1	2	3
Likelihood	1	2		
	2			
	3			



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## 2: Range location and layout

<b>Risk:</b>	Injury or damage to persons or property in the immediate vicinity.
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<b>Persons at Risk:</b>	Neighbouring property or public nearby.
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### Assessment:

		Severity		
		1	2	3
Likelihood	1		3	
	2			
	3			

<b>Control/Mitigating Measures</b>	<p>Location and layout of the Beginner's Range is in accordance to ARCHERY GB requirements:-</p> <ul style="list-style-type: none"> <li>• Safe access and Waiting Area with clear Waiting Line and Shooting Line marked out.</li> <li>• Targets set up at designated distance and height appropriate for Beginners.</li> <li>• Extensive Shooting Ground with Beginner's Range set up with more than the required Side Safety and Overshoot distances.</li> <li>• Countryside location so there is no neighbouring property or activity.</li> <li>• The side of the Beginner's Range adjacent to the Equipment Containers must be roped off to stop others from inadvertently wandering across while their attention is on other things.</li> </ul>
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### Reassessment after applying Control Measures:

		Severity		
		1	2	3
Likelihood	1	2		
	2			
	3			



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### 3: Lack of knowledge and inexperience.

<b>Risk:</b>	Severe bodily injury. Archery is a projectile sport using weapons. Lack of knowledge and inexperience can lead to serious accidents
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<b>Persons at Risk:</b>	All persons on the shooting ground.
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#### Assessment:

		Severity		
		1	2	3
Likelihood	1			
	2			
	3			6

<b>Control/Mitigating Measures:</b>	ARCHERY GB training process is strictly followed. All beginners are given a full briefing regarding handling the equipment and the step-by-step safety procedures whilst on the Range including range discipline, commands and signals. The attending Coach monitors each participant at every stage of the shooting process, establishes that they have gained a clear understanding and are correctly following the required procedures.
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#### Re-assessment after applying Control Measures:

		Severity		
		1	2	3
Likelihood	1		3	
	2			
	3			



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### 4: Injuries to participants being struck by arrows while on the range.

<b>Risk:</b>	Severe bodily injury. Archery is a projectile sport using weapons. Free movement around the range is extremely dangerous and serious injury/death is highly likely without strict controls over how the sport is conducted.
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<b>Persons at Risk:</b>	All active archers on the shooting ground.
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#### Assessment:

		Severity		
		1	2	3
Likelihood	1			
	2			
	3			6

<b>Control/Mitigating Measures:</b>	<p>ARCHERY GB "Rules of Shooting" to apply.</p> <p>Training process is clearly defined by ARCHERY GB in order to maintain safety and these procedures are to be followed. Beginners are closely monitored by the attending Coach. They are guided individually for each shot with regards to all aspects of handling the bow. After each set of arrows the Beginner moves back into the Waiting Area while the Coach moves on to the next participant and all Beginners wait until the Coach gives the "All Clear" command before stepping over the Shooting Line to retrieve arrows.</p>
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#### Re-assessment after applying Control Measures:

		Severity		
		1	2	3
Likelihood	1		3	
	2			
	3			





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### 5: Injuries to club bystanders being struck by arrows.

<b>Risk:</b>	Severe bodily injury. Archery is a projectile sport using weapons. Free movement around the shooting ground is extremely dangerous and serious injury/death is highly likely without strict controls over how the sport is conducted.
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<b>Persons at Risk:</b>	All non-participating people present.
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#### Assessment:

		Severity		
		1	2	3
Likelihood	1			
	2			
	3			6

<b>Control/Mitigating Measures:</b>	<p>ARCHERY GB "Rules of Shooting" to apply.</p> <p>No non-participating person is to step forward of the Waiting Line while shooting is taking place. After the attending Coach(s) has signalled "All Clear" then they may step into the space between Waiting- and Shooting Lines but must step back again when the signal is next given to start shooting. The Coach to maintain a watchful eye on movement of bystanders and give "STOP" command if it appears that any bystander may be stepping forward sufficient to put themselves at risk.</p>
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#### Re-assessment after applying Control Measures:

		Severity		
		1	2	3
Likelihood	1		3	
	2			
	3			



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### 6: Injury to members of public being struck by arrows.

<b>Risk:</b>	Severe bodily injury. Archery is a projectile sport using weapons. Free movement around the shooting ground is extremely dangerous and serious injury/death is highly likely without strict controls over how the sport is conducted.
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<b>Persons at Risk:</b>	Members of the public who are not participating and not connected to the club.
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**Assessment:**

		Severity		
		1	2	3
Likelihood	1			
	2			5
	3			

<b>Control/Mitigating Measures:</b>	The public has access to the Right of Way that runs across the field but is not in the vicinity of the Beginner's Range. A fence directs walkers part way down the perimeter of the field then across via the Waiting Area between Target Range and Long Distance Range. Walkers do not have Right of Way to the rest of the field but the possibility of trespass across any other part of the field must to be considered. The portion of the path to which walkers have access to is to be roped off from the ranges. Shooting members in the Waiting Area are to discourage walkers from wandering off this directed path. Coach is to keep a watchful eye for any person who may be wandering off the path and signal for archers to "STOP" if there is chance of increased risk. Members of the public who out of curiosity access that club ground from the gate and down the drive are discouraged by signs from venturing further than the car park and shelters.
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**Re-assessment after applying Control Measures:**

		Severity		
		1	2	3
Likelihood	1		3	
	2			
	3			



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### 7: Accidental release off aim out of the confines of the range

<b>Risk:</b>	Severe bodily injury. Archery is a projectile sport using weapons. Free movement around the shooting ground is extremely dangerous and serious injury/death is highly likely without strict controls over how the sport is conducted.
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<b>Persons at Risk:</b>	Participating persons and all non-participating club members/guests present.
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**Assessment:**

		Severity		
		1	2	3
Likelihood	1		3	
	2			
	3			

<b>Control/Mitigating Measures:</b>	Safety margins and layout of the shooting area for the Beginner's Range as well as the training in archery procedures are in accordance to ARCHERY GB requirements. Despite the close attention of the attending Coach any miss-directed arrows will anyway only fall towards the generous Side Safety areas of the range. While attending to the training of one individual beginner the Coach is to keep a constant watchful eye for any other participant who may inadvertently step over the Shooting Line during a session.
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**Re-assessment after applying Control Measures:**

		Severity		
		1	2	3
Likelihood	1	2		
	2			
	3			



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## 8: Minor injuries from assembling bows.

<b>Risk:</b>	<p>1). Muscle strain/sprain injury to self when stringing the bow.</p> <p>2). Injury to others nearby by accidentally striking them with components of the bow during manipulating them during assembly.</p>
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<b>Persons at Risk:</b>	Participating archers and all non-participating club members/guests present.
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### Assessment:

1).

		Severity		
		1	2	3
Likelihood	1			
	2			
	3		5	

2).

		Severity		
		1	2	3
Likelihood	1			
	2			
	3		5	

<b>Control/Mitigating Measures:</b>	For Beginners, the training equipment will have been pre-assembled for their use. Bows will be matched to each individual participant with regards to the length of the bow and its pull weight being suitable for the size and physical capabilities of that person. Arrows are also matched to the individual's arm length.
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### Re-assessment after applying Control Measures:

1).

		Severity		
		1	2	3
Likelihood	1	2		
	2			
	3			

2).

		Severity		
		1	2	3
Likelihood	1	2		
	2			
	3			



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### 9: Injuries from pulling arrows from target boss

<b>Risk:</b>	Muscle sprain/strain to self. Upper body and facial cuts, bruise and eye injury to others.
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<b>Persons at Risk:</b>	All participating beginners.
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#### Assessment:

		Severity		
		1	2	3
Likelihood	1			
	2			5
	3			

<b>Control/Mitigating Measures:</b>	Beginners are guided to be mindful of others who may be standing behind them waiting to pull their own arrows out of the same target and not to pull if there is someone standing directly behind. Others who are waiting to pull their arrows are guided to stand to one side of the person currently removing their arrows. Beginners are trained to use the correct method to physically pull the arrow. I.e. all effort is in direct line with the shaft and for particularly difficult arrows, to use the other hand to brace against the target face. Although not normally required for training archery, the beginners are informed of the use of aids to help better grip the shaft when pulling more stubborn arrows.
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#### Re-assessment after applying Control Measures:

		Severity		
		1	2	3
Likelihood	1	2		
	2			
	3			



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### 10: Injuries sustained while moving around the field.

<b>Risk:</b>	Muscle sprain/strain, or remote possibility of lower leg breakage to self.
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<b>Persons at Risk:</b>	All participating beginners.
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#### Assessment:

		Severity		
		1	2	3
Likelihood	1			
	2			
	3		5	

<b>Control/Mitigating Measures:</b>	The Beginner's Range is laid out in a large field and although the ground maintenance endeavours to keep the field in as good condition and flat as possible this might not always be the case. Beginners and others who have need to walk across the range must be mindful of the possibility of holes (e.g. moles and rabbits) as well as general ruts in which they might trip/fall. Stout footwear must be worn at all times when on the range whether actively participating in archery or not.
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#### Re-assessment after applying Control Measures:

		Severity		
		1	2	3
Likelihood	1	2		
	2			
	3			



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## Reviews and Amendment Versions

Review Date	Reason for Review, Changes, Additions/Removals	Review By	Version No.
01.Sept.2020	Complete revision and update	A P Faulds (Safety Officer)	V1.00