

Deer Park Archers

How to Complete this Risk Assessment

- Review each location and identify all the Hazards
 - A Generic Risk Assessment will be completed for all INDOOR locations
 - A Generic Risk Assessment will be completed for all OUTDOOR location
 - A location specific Risk Assessment will be completed for all locations

4	4	8	12	16
3	3	6	9	12
2	2	4	6	8
1	1	2	3	4
	1	2	3	4

- Once all the Hazards have been identified you need identify a score using the above matrix and the guidance below.
- Score the Consequence and Likelihood of each Hazard 1to 5 as below:
 - **Likelihood**
 - 1 – Very Unlikely
 - 2 – Unlikely
 - 3 – Likely
 - 4 – Very Likely
 - Risk = Likelihood x Consequence
 - **Consequence**
 - 1 – Insignificant
 - 2 – Minor
 - 3 – Moderate
 - 4 – Major
- Using the guidance above enter a score for both Likelihood and Consequence in the appropriate columns.
- Identify any further controls measures
- Rescore both the Likelihood and Consequence taking into account the additional control measures

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- Times the Likelihood by the Consequence for an overall Risk Rating
 - Score 1 – 4 Acceptable – No further action, but ensure controls are maintained
 - Score 5 – 9 Adequate – Look to improve at next review
 - Score 10 – 16 Unacceptable – Stop the activity and make immediate improvements

RA No.	Title of RA	Date of Next Review
001	Generic INDOOR Locations	September 2024
002	Archway Sports Hall	September 2022
003	Balcarras	September 2024
005	Cheltenham Recreation Centre	September 2024
006	GL1 Gloucester	September 2023
007	HSFG Sports Hall	September 2022
008	Kingshill Sports Hall and Gym	September 2024
009	KLB Gym	September 2022
010	KLB Sports Hall	September 2022
012	Stroud High Sports Hall	September 2022
013	Whitminster Centre	September 2022
017	Club House	September 2024
018	Covered Shooting Area	September 2024

These Risk Assessment will be reviewed:

- If they are No Longer valid
- If there have been any significant changes
- After any Incidents

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General Risk Assessment

Location	Generic INDOOR Locations	Activity Covered			Archery	Risk Assessment N°	RA 001		
Lead Assessor (Name)	Kevin Macey					Date of Assessment	September 2024		
Assessment Team (Names)	Health & Safety Committee					Review Date	September 2025		
Hazard Who Might be Harmed	Current Controls	Likelihood	Consequence	Risk Score	Additional Control Measures Required	Residual Risk Score			
						Likelihood	Consequence	Risk Score	
A person hit by an Arrow General Members of the Public Club Members Spectators	• Strict range layout in accordance with GB Archery guidelines. • Field captain to run each session. All Archers aware of whistle signals • All archers have either completed a beginner's course or are under direct supervision of a coach • All access points into the building forward of the Shooting line to be checked, ensuring they are secure prior to the start of any shooting • Signage to be erected as required to warn everyone that archery is in progress • Trial shouts of FAST conducted	3	4	8	Field Captain to complete safety checks prior to the start of the session. All Club Members are required to read relevant Code of Conduct, this should be completed every 12 months (This will be made available to all members).	2	4	8	

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	GB Archery's Codes of Conduct on display during all session							
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Person Injured while Collecting Arrows Club Members Helpers or Guardians Judges	- Only Archers who have completed the Beginners' course are permitted to collect arrows - Archers Trained on how to Pull Arrows from Target Boss during Beginners' Course - Collection of Arrows monitored by Field Captain and Coaches	3	3	9	Score cards/sheets are not to be left at the target end of the range	2	3	6
Slip, Trip or Fall General Members of the Public Club Members Spectators	- All Archers are advised to always wear suitable footwear - All equipment to be stored away from any walkways - Any temporary lines to be secured, monitored during the session and replaced or repaired as required	2	2	4	All spillages cleaned up immediately No running is allowed within the hall	1	2	2
Equipment Failure Club Members	- All club equipment checked prior to use and at the end of each session. - Defective equipment isolated and not used until properly repaired - Field Captain and Coaches to monitor Archers to ensure all equipment is being used correctly	2	3	6	Inappropriate behaviour or misuse of equipment must be immediately stopped and reported to the Safeguarding Officer / Field Captain and dealt with according. Any such incident must be recorded on the Incident Report Form and reported to the committee	2	3	6

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Injury caused while setting up or taking down the range Club Members	- Range set up and taken down under instruction from Coaches and Field Captain - Lifting and Lowering Straw Bosses done by two persons - Straw Bosses attached to Frame in three locations	2	3	6	All members advised not to attempt to lift items which could be too heavy for them Field Captain and Coaches to manage the setup of the range and stop any unsafe behaviours	1	3	3
Fire General Members of the Public Club Members	- Buildings fitted with Fire Alarms - All participants should be aware of the Fire Alarm - On hearing the Fire Alarm ALL archery activities must stop immediately - All Fire Exits must be always kept clear	3	4	12	On hearing the fire alarm all equipment and personnel belongings should be left, and everyone must evacuate the building immediately No one should re-enter the building until all clear has been given by appropriate personnel Electrical sockets must not be overloaded	2	4	8
Disabled or Learning Difficulty Archers (Archer may not fully understand the Hazards related to Archery – Physically Impaired archers may need assistance in shooting and/or collecting their arrows) The Archer Club Members	- Where required, Archers to have Helper or Guardian to Assist where required - If required Helper or Guardian to stay within proximity of Archer	3	3	9	Field Captain, Coaches to be made aware of any potential issues Archer, Helper, Guardian to be briefed on the hazards If Helper, Guardian is untrained they must be briefed on how to collect arrows from the Target Bosses	2	3	6

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Horseplay – Unruly Behaviour		- Horseplay or Unruly Behaviour is unacceptable. - Members to have completed the Beginners Course where Horseplay and Unruly Behaviour is identified as being unacceptable - Non-members only shoot under direct supervision of Coaches			2	3	6	At the first sign of any Horseplay or Unruly Behaviour the Shout of FAST should be made and all shooting MUST stop immediately		1	3	3
General Members of the Public Club Members								Incident reported by the to the Committee. Committee to investigate any incidents and take appropriate actions as required				
Reason for the Review (tick relevant column)												
Annual review	X	Accident/Near Miss		Change of staff		Change of equipment		Change of site layout		Change of process		Other

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Location	Balcarras	Activity Covered	Archery	Risk Assessment N°	RA 002								
Lead Assessor (Name)	Kevin Macey			Date of Assessment	September 2023								
Assessment Team (Names)	Roger Crang – Peter Pawley			Review Date	September 2024								
This assessment is in addition to the Generic Indoor Risk Assessment													
Hazard Who Might be Harmed	Current Controls	L i k e l i h o o d	C o n s e q u e n c e	R i s k S c o r e	Additional Control Measures Required	Residual Risk Score							
						L i k e l i h o o d	C o n s e q u e n c e	R i s k S c o r e					
Person Hit by Arrow Spectators	Additional Netting put up across viewing area near the entrance	1	4	4	No additional controls identified at this time	1	4	4					
Reason for the Review (tick relevant column)													
Annual review	X	Accident/Near Miss		Change of staff		Change of equipment		Change of site layout		Change of process		Other	

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Location	Kingshill Sports Hall and Gym	Activity Covered	Archery	Risk Assessment N°	RA 003			
Lead Assessor (Name)	Kevin Macey			Date of Assessment	September 2024			
Assessment Team (Names)	Roger Crang – Peter Pawley			Review Date	September 2025			
This assessment is in addition to the Generic Indoor Risk Assessment								
Hazard Who Might be Harmed	Current Controls	L i k e l i h o o d	C o n s e q u e n c e	R i s k S c o r e	Additional Control Measures Required	Residual Risk Score		
						L i k e l i h o o d	C o n s e q u e n c e	R i s k S c o r e
Person being hit by an Arrow General Members of the Public Club Members Spectators	- Field Captain to ensure main entrance door is secure (electronic lock) prior to start of shooting - Sports Equipment Room checked to ensure no one is left in there and door locked prior to the start of shooting - All Fire Exit doors checked to ensure they are secure - In Gym additional security to doors behind targets required. Post to be pushed between the handles to ensure the doors cannot be opened from the outside	3	3	9	Field Captain to ensure the post is in position between the handles of the door prior to shooting commencing All shooters to be reminded of the action to take if Fast is called	1	3	3

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	- Storage room check to ensure no one is in there prior to start of shooting. - Shooting line moved forward if access is required to Storage room during shooting times											
Manual Handling Injury Club Members Spectators	- When moving equipment from outside container into the Sports Hall, Field Captain and Coaches to monitor who is moving the equipment - If required two-person lifts used	3	2	6	Pathway from container to Sports Hall to be kept clear when moving equipment Anyone seen to be struggling with the weight must be stopped immediately and assistance given	2	2	4				
Slip, Trip or Fall Club Members Spectators	- Slipping on moisture walked into the hall from outside - Excessive moisture mopped up immediately	2	2	4	No additional controls identified at this time	2	2	4				
Entrapment (Container Door) Club Members Spectators	Storage container keys controlled by event organiser	3	4	12	It is not possible to secure the Doors to the Container if there is significant wind the door should be held open by someone while others get the equipment When opening or closing the Container Doors the person should always keep two hands on the door Extra care must be taken in windy conditions Juniors should not be allowed to open or close the Container Doors Juniors should not be left alone in the Container when the door is open	1	4	4				
Reason for the Review (tick relevant column)												
Annual review		Accident/Near Miss	X	Change of staff		Change of equipment		Change of site layout		Change of process		Other

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Location	Club House	Activity Covered	Archery	Risk Assessment N°	RA 004			
Lead Assessor (Name)	Kevin Macey			Date of Assessment	September 2024			
Assessment Team (Names)	Roger Crang – Peter Pawley			Review Date	September 2025			
This assessment is in addition to the Generic Indoor Risk Assessment								
Hazard Who Might be Harmed	Current Controls	Likelihood	Consequence	Risk Score	Additional Control Measures Required	Residual Risk Score		
						Likelihood	Consequence	Risk Score
Person Hit by Arrow General Members of the Public Club Members Spectators	Additional security to doors between shooting line and targets required	3	3	9	The double Door on the front of the clubhouse must be checked prior to the start of shooting to ensure it is it has been unlocked and the inside internal lock has been engaged Signage is required to be placed on the external of the door warning that Archery is in process	1	3	3
Evacuation of the building	All three of the External Doors must be unlocked before any activities take place within the clubhouse	3	4	15	Key holder, when first opening the clubhouse ensure all three external doors are unlocked Field Captain to check that all exit routes are clear, and doors are unlocked	1	4	4
Trip Hazard in Car Park	Motion activated lights	4	3	12	Club House window shutters to be opened which will allow additional lighting into the carpark area	2	6	6

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Manual Handling	Chairs are stackable	3	2	6	Chairs should not be stacked higher than 5 chairs in a stack	3	1	3
Fire	- Ensure Fire Exits are to be kept clear and unlocked - All electrical items are PAT Tested	2	4	8	Ensure there is no buildup of rubbish or other flammable items within the club house	2	4	8

Reason for the Review (tick relevant column)

Annual review	☒	Accident/Near Miss	☐	Change of staff	☐	Change of equipment	☐	Change of site layout	☐	Change of process	☐	Other	☐
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Location	Club Ground – Covered Shooting Area	Activity Covered	Archery	Risk Assessment N°	RA 005
Lead Assessor (Name)	Kevin Macey			Date of Assessment	September 2024
Assessment Team (Names)	Roger Crang			Review Date	September 2025

This assessment is in addition to the Generic Indoor Risk Assessment

Hazard Who Might be Harmed	Current Controls	Likelihood	Consequence	Risk Score	Additional Control Measures Required	Residual Risk Score		
						Likelihood	Consequence	Risk Score

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Persons being hit by an Arrow General Members of the Public Club Members Spectators	- Barriers must be in place at both ends of the shooting area prior to the start of shooting. - All shooting must be done from the shooting line - Archers must only shoot to a range that can be clearly seen, including any overshoot	2	4	8	No further controls required	2	4	8					
Reason for the Review (tick relevant column)													
Annual review	X	Accident/Near Miss		Change of staff		Change of equipment		Change of site layout		Change of process		Other	