

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 to identify a score using the above matrix and the guidance below.
- Score the Consequence and Likelihood of each Hazard 1 to 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 considering 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.

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General Risk Assessment

Location	Generic OUTDOOR Locations	Activity Covered			Archery	Risk Assessment N°	RA 007		
Lead Assessor (Name)	Kevin Macey	Original Assessment Dated				Date of Assessment	March 2025		
Assessment Team (Names)	Roger Crang – H&S Committee					Review Date	March 2026		
Hazard	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			
Who Might be Harmed?						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	
Adverse Weather Club Members Judges Parents / Careers Spectators	<ul style="list-style-type: none"> Club Management monitor the Weather Forecast prior to sessions and if Adverse Weather is forecast sessions can be called off. Field Captain and Coaches monitor the weather during sessions. If they consider the wind to be strong or Lightning is in the area the session can be stopped or cancelled 	2	4	8	<ul style="list-style-type: none"> Door Stay on Toilet container should be engaged whenever it is open. The main Equipment Container door should be closed or have the Door Stay engaged in strong winds and only accessed by the key holders who should be aware of the danger of entrapment with the door moving in the wind. 	2	4	8	
Musculoskeletal Injury (Including Manual Handling) Archers Field Captain Judges Parents / Careers	<ul style="list-style-type: none"> All Archers shown how to Warm Up/Warm Down correctly during beginners course All members advised not to attempt to lift items which could be too heavy for them. 	3	3	9	<ul style="list-style-type: none"> Regular reminders from Coaches to Archers to complete their Warmup/Warm Down exercises. When attempting any Manual Handling activity assess the operation and if unsure ask for assistance. 	2	3	6	

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Spectators								
<p>Person being hit by an Arrow.</p> <p>General Members of the Public</p> <p>Club Members</p> <p>Spectators</p>	<ul style="list-style-type: none"> • 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. • Signage and physical barriers to be erected as required to warn everyone that archery is in progress. • Trial shouts of FAST conducted. • GB Archery's Codes of Conduct on display during all sessions 	3	4	12	<ul style="list-style-type: none"> • Field Captain to have completed the Field Captains training and obtained the required pass mark. • Field Captain to complete safety checks prior to the start of the session. • The Field Captain has overall control of the session. • All Club Members are required to read relevant Code of Conduct. • Safety Briefing conducted with all new personnel to the location. • When using Covered Shooting area, the pathway between the Club House and the Covered Shooting area must have the gate closed and the opposite end of the Covered Shooting must have the chain across to ensure there is no entry during shooting. • When the Covered Shooting is in use permission must be sought from the Field Captain prior to approaching from the Terrace or the other end of the area. • When using Covered Shooting area, archer must shoot from the shooting line. • If the Covered Shooting area is being used the main outdoor shooting line cannot be used • Personnel taking part in Archery should not wear Ear Buds, or headphones with music playing while shooting, this could result in whistle signals and shouts of Fast not being heard. However, a small personal speaker playing music at a reasonable level is permissible. 	2	4	8
<p>Person Injured while Collecting Arrows.</p> <p>Club Members</p> <p>Judges</p> <p>Parents / Carers</p>	<ul style="list-style-type: none"> • Only Archers who have completed the Beginners' course or who are under direct supervision of a coach are permitted to collect arrows. • Archers Trained on how to Pull Arrows from Target Boss during Beginners' Course 	2	3	6	<ul style="list-style-type: none"> • All Archers, Coaches, Field Captains and Judges must wear suitable footwear. No sandals, flip flops etc. Archery GB Dress Regulations 307 (b) states: Footwear that fully encloses the toes and front of the foot must be always worn when shooting. • Zero tolerance, Field Captain to stop anyone from shooting who is not wearing suitable footwear. 	1	3	3

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	<ul style="list-style-type: none"> Collection of Arrows monitored by Field Captain and Coaches Archers warned to look out for arrows on the ground. Equipment such as hammer, chisel, knife, arrow jack etc. For the retrieval of stuck arrows or securing bosses should only be done by someone experience in the method or under supervision. 				<ul style="list-style-type: none"> All archers to be aware of animal scrapings and borrows on the field. Where a number/score board attached to the boss are being used, arrows MUST be removed PRIOR to updating the score board. Clip board or other scoring devises must not be left under the target boss. They should either be returned to behind the shooting line or left to one side of the target boss. Field Captain or Nominated person to be last to return to the shooting line, to ensure there is no-one left in the target area. 			
Person Injured by Arrows (Running with or Carrying incorrectly) Archer Club Members Judges Parents / Carers	<ul style="list-style-type: none"> Only Archers who have completed the Beginners' course or who are under direct supervision of a coach are permitted to collect arrows. Archers/Persons Trained on how to Pull/ Carry Arrows from Target Boss during Beginners' Course Collection of Arrows monitored by Field Captain and Coaches Archers warned to look out for arrows on the ground 	3	3	9	<ul style="list-style-type: none"> All Archers, Coaches Parents/Carers reminded when required how to carry arrows, when not using a quiver. Arrows should be placed into the quiver (if available) prior to leaving the target boss area. All Archers, Coaches Parents/Carers reminded when required Not to Run on the Target Field at anytime 	2	3	6
Slip, Trip or Fall Archers Judges General Members of the Public Club Members Spectators	<ul style="list-style-type: none"> Uneven ground in the Car Park area and on the field All Archers are advised to always wear suitable footwear. Everyone made aware of animal scrapings on field. 	3	2	6	<ul style="list-style-type: none"> All Archers, Coaches Field, Captains and Judges to be aware of the uneven ground. All archers to be aware of animal scrapings and borrows on the field 	2	2	4

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<p>Equipment Failure Including Dry Firing Bow</p> <p>Club Members</p>	<ul style="list-style-type: none"> All Archers have either completed the Beginners Course or shoot under direct supervision of a coach. 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 	3	3	9	<ul style="list-style-type: none"> Inappropriate behaviour or misuse of equipment must be reported to the Field Captain or Coaches and dealt with accordingly. This action could include the archer being stopped from shooting during the sessions and/or being reported to the committee, where further sanctions could be issued. 	2	3	6
<p>Injury caused while setting up or taking down the range</p> <p>Club Members Field Crew</p>	<ul style="list-style-type: none"> Range set up and taken down under instruction from Coaches and Field Captain Ensure wheeled bosses are fully secured to the ground. When changing distances ensure the bosses are aligned with their appropriate mark on the shooting line. Ensure both securing stakes are pushed/hammered into the ground, missing stakes must be found, or reported at the time of the loss. 	2	3	6	<ul style="list-style-type: none"> All members advised not to attempt to lift items which could be too heavy for them. Wherever possible the wheeled trolleys should be used to transport heavy or bulky items. All archers to be aware of animal scrapings and borrows on the field. Flags placed onto the bosses should only be done by the Field Crew or by a person tall enough to reach. Ensure the Boss is pegged down before putting flags or targets on them. If anyone is struggling to reach anything, including putting targets or flags onto bosses should ask for assistance. 	1	3	3
<p>Improper positioning of the range</p> <p>All Archers Field Captain Spectators General members of the public</p>	<ul style="list-style-type: none"> Range layout in accordance with GB Archery guidance ensuring adequate overshoot and side clearance 	2	4	8	<ul style="list-style-type: none"> No further controls identified Check field course design does not impact on safety zone and bosses 1 - 6 	2	4	8

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<p>Fire</p> <p>General Members of the Public</p> <p>Club Members</p>	<ul style="list-style-type: none"> • Fire Bell fitted in covered shooting area. • All participants should be aware of the Fire Bell. • On hearing the Fire Bell ALL archery activities must stop immediately • No liquid fuelled cooking appliances are permitted to be used in tents. 	3	4	12	<ul style="list-style-type: none"> • On hearing the Fire Bell all equipment and personal belongings should be left, and everyone must evacuate the area to the Assembly Point. (At the entrance to the Field Course or by the Childrens Play area). • All participants informed not to run and to be aware of the uneven ground. • Coaches and Field Captain to ensure anyone with a Disability has any assistance they require. • The Field Captain or Coaches will be responsible for calling the Emergency Services. 	2	4	8
<p>Disabled or Learning Disability Archers</p> <p>The Archer</p> <p>Club Members</p>	<ul style="list-style-type: none"> • Where required Archers to have Helper or Guardian to Assist • If required Helper or Guardian to always stay within proximity to Archer • Allocation of designated target may be requested 	3	3	9	<ul style="list-style-type: none"> • Field Captain, Coaches to be made aware of any potential issues. • Archer, Helper, Guardian to be briefed on the hazards. • Reasonable adjustment to range etiquette may be required. 	2	3	6
<p>Horseplay – Unruly Behaviour</p> <p>General Members of the Public</p> <p>Club Members</p>	<ul style="list-style-type: none"> • Horseplay or Unruly Behaviour is unacceptable. • Members to have completed the Beginners Course and should be aware of what behaviour is expected. • If unacceptable Horseplay or Unruly Behaviour is identified the person(s) could be asked to leave the range. • Personnel who have not completed a beginner’s course are not permitted to shoot, unless directly supervised by a coach. 	3	3	9	<ul style="list-style-type: none"> • At the first sign of any Horseplay or Unruly Behaviour the Shout of FAST should be made and all shooting MUST stop immediately • Incidents reported to the Committee. Committee to investigate any incidents and take appropriate action as required. 	2	3	6

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<p>Personnel Injury</p> <p>Club Members</p>	<ul style="list-style-type: none"> • Archers advised not to wear loose clothing. • Long hair needs to be tied back. • Archers advised to wear Arm Guard and Chest Guard if required. • All personnel advised not to attempt to lift items which are too heavy. • A list of qualified First Aiders is held in the covered shooting area. • A fully stocked First Aid kit is held at the covered shooting area. • First Aid kits contents are checked regularly 	2	3	6	<ul style="list-style-type: none"> • Any club member who identifies any hazards are advised to inform either the Field Captain or a Coach • All members should be made aware of the Code of Conduct and advised to read them. 	1	3	3				
<p>Individuals shooting at the ground on their own.</p> <p>Other Archers</p> <p>Members of the Public Spectators</p>	<ul style="list-style-type: none"> • Archer must take out their own Insurance Policy which covers them specifically for shooting alone. A copy of this policy must be sent to DPA Secretary. • Any application for an individual to shoot on their own at the ground must be approved by the DPA Committee. • Archer may only shoot from designated shooting lines. • If shooting from the covered shooting area, warning signs and barriers must be deployed prior to shooting. • The DPA Secretary must be contacted both prior to and after shooting 	3	3	9	<ul style="list-style-type: none"> • Deer Park Archers will raise a contract to be signed by both the Archer and DPA. This contract will set out the processes for shooting alone. • Any breach of these processes could result in the contract being withdrawn by DPA Committee and the individual not being allowed to shoot on their own. 	2	3	6				
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	Field Archery Course	Activity Covered			Archery	Risk Assessment N°	RA 008		
Lead Assessor (Name)	Kevin Macey	Original Assessment Date				Date of Assessment	March 2025		
Assessment Team (Names)	Roger Crang – H&S Committee					Review Date	March 2026		
Hazard	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			
Who Might be Harmed?						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	
Being hit by an Arrow All Archers Marshalls Spectators General members of the public	<ul style="list-style-type: none"> Prior to the start of the of Shooting all Archers, Marshalls and Spectators Must receive a safety briefing. Archers and Spectators are led out to their Starting pegs. Spectators must always stay well behind the Shooting pegs. All participants must use pre-determined routes between each target. All archers must be aware of where they are shooting including the overshoot / backstop and should anyone appear forward of the shooting peg a clear shout of RED (plus target number). This shout of RED (plus target Number) should be repeated by all other 	3	4	12	<ul style="list-style-type: none"> Constant checks made during the shoot to identify the locations of all archery groups. All groups must always stay together. Should someone need to leave a group they must wait until they have a clear exit onto the main field and then proceed via designated route towards the covered shooting area. All near misses must be reported, recorded, and investigated. Each target must have adequate overshoot or backstop. This must be reviewed between the course designer and either judges or experienced archers. No one should wear any kind of Camouflaged Clothing while on the Field Course. Constant checks made to ensure there are no entrances onto the course from the track which runs around the outside of the course. 	2	4	8	

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<p>Collection of Arrows</p> <p>All Archers Marshalls Spectators</p>	<ul style="list-style-type: none"> Bows must be left near the shooting pegs or designated points. Care must be taken when approaching targets, not to slip into arrows sticking out of targets. When searching for missed arrows, archers must be aware of the ground conditions and undergrowth. Looking for lost arrows should only be done within the immediate area of the target. All participants must be aware of other archers and the location of other targets in the vicinity and must not stray into the overshoot of other targets. If an arrow cannot be found within a couple of minutes, it should be left until after shooting has finished 	2	3	6	<ul style="list-style-type: none"> All Archers, Marshalls and Spectators must wear suitable footwear and visible clothing. 	2	2	4
<p>Slip, Trip Fall</p> <p>All Archers Marshalls Spectators</p>	<ul style="list-style-type: none"> All participants must wear suitable footwear. Zero tolerance should be taken, anyone not wearing acceptable footwear will not be allowed on the Field Course. Prior to the start of the of Shooting all Archers, Marshalls and Spectators Shall receive a briefing. Part of the briefing should cover the underfoot conditions and the slippery bridges. 	3	3	9	<ul style="list-style-type: none"> All Archers, Marshalls and Spectators must be made aware of the uneven ground and possible slippery conditions. All participants must be made aware of the significant number of animal scrapings both on the Field Course and on the main Archery field 	2	3	6
<p>Illness, Injury, or Incident</p> <p>All Archers Marshalls</p>	<ul style="list-style-type: none"> Should there be any Illnesses, Injuries, or Incidents the group should Call Code RED (plus Target Number) – this call should be repeated by all other groups 	2	3	6	<ul style="list-style-type: none"> No other controls identified 	2	3	6

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Spectators	<ul style="list-style-type: none"> On hearing the Code RED call all shooting. must stop immediately 												
Use of Field Course during Practice Sessions All Archers Marshalls Spectators	<ul style="list-style-type: none"> Depending on Field Course layout it may be necessary for Bosses 1 to 9, or 1 to 5 to not be in use on the target range. Participants must not deviate from the course marked out. If returning along far side of target range and the range is in use, wait for the signal for the target archers to collect arrow before proceeding down the side of the range. Report any overshoot, safety concerns/near misses etc to the field captain on duty or club official. 	2	4	8	<ul style="list-style-type: none"> All Archers, Marshalls and Spectators must be made aware of the uneven ground and possible slippery conditions. All participants must be made aware of the significant number of animal scrapings both on the Field Course and on the main Archery field. Members wishing to use the Field Course for the first time should be accompanied by an experienced Field Archer. 								
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	

Location	Community Sessions	Activity Covered	Archery	Risk Assessment N°	RA 009
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Lead Assessor (Name)	Kevin Macey	Original Assessment Date April 2018			Date of Assessment	March 2025		
Assessment Team (Names)	Roger Crang – Peter Pawley				Review Date	March 2026		
Hazard	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		
Who Might be Harmed?						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
Being hit by an Arrow All Archers Field Captain Spectators General members of the public	<ul style="list-style-type: none"> Generic Risk assessment in place All control measures identified within the Generic Risk Assessment must be adhered to. 	3	4	12	<ul style="list-style-type: none"> Field Captain to have completed the Field Captains training and obtained the required pass mark. Depending on numbers 2 Field Captains to be used to ensure the range is clear prior to the commencement of any shooting. All Archers must wear an Arm Guard. All archers should be under direct supervision of a Coach. 	2	4	8
Collecting Arrows All Archers Field Captain	<ul style="list-style-type: none"> Generic Risk Assessment in place New archers not permitted to remove arrows from bosses. Coaches and Field Captains to search for lost arrows. 	3	3	12	<ul style="list-style-type: none"> When proficient coaches to instruct Archers on how to collect arrows from Bosses All archers instructed not to run towards Bosses. Archers to be shown how to carry arrows back to the shooting line and monitored to ensure this is being done correctly. 	2	3	6
Equipment failure All Archers Field Captain	<ul style="list-style-type: none"> All Club Equipment is checked regularly. Any defective equipment isolated and not used. 	3	3	12	<ul style="list-style-type: none"> No further controls identified. 	2	3	6

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Spectators General members of the public								
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Location	DPA Shooting Ground	Activity Covered			Clout Archery	Risk Assessment N°	RA 010		
Lead Assessor (Name)	Kevin Macey	Original Assessment Date				Date of Assessment	March 2025		
Assessment Team (Names)	Roger Crang – Tony Sumner					Review Date	March 2026		
Hazard	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			
Who Might be Harmed?						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	
Being hit by an Arrow All Archers Field Captain Spectators General members of the public	<ul style="list-style-type: none"> Clout Shooting should not be undertaken at the DPA Shooting Ground, without a thorough Risk Assessment being undertaken and properly recorded No compound bows to be used. No field archery or other activity should be taking place on the target field. No bosses should block the visibility of the Clout Archers. 	3	4	12	All sessions to be managed by a Field Captain	2	4	8	
All other risks All Archers Field Captain Spectators	<ul style="list-style-type: none"> All items within the Risk Assessment RA 015 above apply when shooting Clout 								

