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## St Sebastian Archers Indoor Venue Risk Assessment

<b>Topic: Indoor Archery</b>				<b>People at Risk:</b>	Club members, non-members (visitor archers, beginners, "Have-a-Go" customers) and spectators		
Assessment by:	AGM	Date:	July 2024	Review:	AGM	Date:	July 2025

Hazard	Risk Factor	Control Measures
General Safety on shooting range		AGB rules of shooting to apply at all times.
People entering the shooting range		Ensure all entry doors forward of the shooting line are locked/secured All archers to be vigilant while shooting.

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Lack of control of the shooting area		The range shall be under the absolute control of the “Range Captain”. The Range Captain shall be appointed from a senior archer and all attendees will be briefed prior to shooting commencing. Shooting shall be controlled by whistle or voice commands and all such signals shall be understood before any activity commences.
Damage to Range hall walls, floors, fittings, etc.		Ensure all nets, curtains and door shields are fitted and secured. Only competent archers to shoot (prior assessment by at least two senior archers). Inexperienced archers to shoot at inner target bosses. The Range Captain to examine hall before and after the shooting session and report any damage.
Setting up, packing away and manual handing of targets		Safe handling methods to be used as necessary. At least two archers to manoeuvre equipment. Ensure all equipment is securely packed away, will not fall over and does not cause any obstructions.
Overcrowding of the shooting line		Only one archer per target face to shoot at a time. If required, archers to shoot in details.

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Retrieving Arrows		All persons who approach the bosses to collect arrows shall be suitably experienced or briefed prior to approaching the bosses on the correct method of extracting arrows from the boss and handling of arrows. Take particular care when extracting arrows with target bosses in close proximity to each other.
Inadequate First Aid provision		Reasonable provision of First Aid equipment to be available. At least one first aider should be in attendance. If a first aider is not available then the Range Captain shall have access to a telephone (if necessary to call emergency services). All participants to be briefed on the emergency procedures.
Tripping and slipping		Pay particular attention to carpet (laid under target bosses) and shooting line marker ribbon. The floor of the shooting range to be kept clear. Any spillage of liquids on the floor to be cleaned up immediately. Any archer's bags, tools or other ancillary equipment to be stored behind the safety line, away from walkways and preferably on the tables. Running during the archery session is not permitted.

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Target bosses, stands or wooden door barriers causing injury to persons		Ensure all equipment is correctly mounted and secured where necessary. Take additional care when handling wooden items (cuts and splinters). Any damage to be reported and if any unsafe equipment to be taken out of service.
Damaged or faulty equipment belonging to the archer (bows, arrows, bow stands, etc.)		All archers to be responsible for their own equipment. Any archer who notices defective equipment to notify the relevant archer and the Range Captain. The Range Captain has the absolute authority to allow or refuse further use of equipment.
Archers wearing loose/unsuitable clothing, footwear or jewellery.		Shooting will not be permitted if clothing and/or jewellery is likely to become caught by the bow and/or arrows. Long hair will be tied up behind the head and any facial/ear jewellery will be removed or taped up. Open style shoes are not permitted. The Range Captain will have the absolute authority to allow or refuse shooting.

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A member or non-member having a known medical condition		All member and non-members who have a medical condition which may put themselves or others at risk shall notify the Range Captain prior to the archery session.
Protection of juniors and vulnerable persons		All juniors under 16 and vulnerable persons to be accompanied by a responsible adult at all times. Coaches must obtain permission from the responsible adult before any physical contact for coaching purposes. Members are advised not to be alone with juniors or vulnerable persons at any time.
Emergency vehicle access		The Parking of cars shall not be such as to cause obstruction to any emergency vehicles which may be required to enter the hall.
Lack of awareness of general safety principles and requirements		This risk assessment document together with the range set up procedure shall be available for reading by all members and non-members and is located in the attendance register.

### RISK FACTOR KEY

	>>>High Risk		>>>Medium Risk		>>>Low Risk
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