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St Sebastian Archers Risk Assessment

Topic: Outdoor Archery				People at Risk:	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.
Members of the public entering the shooting ground		Barriers and warning signage to be in place at all field access points at all times during archery shooting. All archers to be vigilant while shooting.

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Lack of control of the shooting area		The field shall be under the absolute control of the “Field Captain”. The Field 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.
Inadequate or incorrect instruction given to beginners or “Have-a-Goes”		Only responsible senior archers designated by the Field Captain are permitted to give instruction and guidance. A responsible senior archer shall remain at the shooting line at all times when instruction activities are in progress.
Setting up and manual handing of targets		Safe handling methods to be used as necessary. Any volunteers, beginners, etc. to be supervised and assisted at all times.
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.

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Lost Arrows		<p>Metal detectors/rakes shall be available to assist arrow recovery. If not recovered after extensive search, the “Lost Arrow Procedure” shall be followed and the Club Captain, Club Chairman and Club Secretary shall be notified.</p> <p><u>ALL ARROWS SHALL BE RECOVERED BEFORE THE FIELD IS VACATED.</u></p>
Inadequate First Aid provision		<p>Reasonable provision of First Aid equipment to be available.</p> <p>At least one first aider should be in attendance during Beginners courses or “Have-a-Goes”. If a first aider is not in available then the Field Captain shall have access to a telephone (if necessary to call emergency services). All participants to be briefed on the emergency procedures.</p>
Tripping and slipping		<p>Loose items of equipment to be placed behind the equipment line and placed away from usual walking ways. Any equipment left on the shooting field (metal detector or boss trolley) to be placed away from the bosses and away from the archer walking path to and from the target line and bosses. In poor and wet weather, extra care to be taken when handling equipment and entering/leaving the club house or storage container. Running during the archery session is not permitted.</p>

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Other activities taking place on the shooting field		Shoot away from any other activities and avoid shooting directly towards housing. No shooting during grass cutting.
Incorrect or inadequate equipment being used by beginners or “Have-a-Goes” likely to cause injury		Sufficient stock and variety of suitable equipment to be maintained by the club. In extreme circumstance if adequate equipment is not available, all reasonable efforts will be made to obtain necessary equipment for the future.
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 Field Captain will have the absolute authority to allow or refuse shooting.
Damaged or poorly maintained equipment		Club equipment to be examined by a senior archer before use. Any damaged equipment to be marked and not used and it is the responsibility of the Equipment Officer to ensure that the equipment is repaired or replaced before being put back into use.

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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 enter details including emergency contact details in the medical register.
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 field.
Lack of awareness of general safety principles and requirements		This risk assessment document shall be displayed in a prominent location in the clubhouse, on the Members page of the St. Sebastian website (http://www.stsebastianarchers.com) and available for reading by all members and non-members.

RISK FACTOR KEY

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