



# CRIEFF ARCHERY CLUB

## 2023/2024 - INDOOR ARCHERY RANGE RISK ASSESSMENT

Responsible for review of document	President of Crieff Archery Club
	Crieff Archery Club Committee

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## 1. Introduction

This document incorporates both the required Archery GB assessment and the Crieff Archery Club Risk Assessments

These Risk Assessments outline the general risks from indoor archery. Any exceptional circumstances that require additional control measures, will be contained in the Additional Control Measures section.

It must be noted that:

- Crieff Archery Club is affiliated to Archery GB and the Scottish Archery Association and is required to meet the national safety standards for archery.
- The Club is covered by Archery GB public liability insurance
- All archers within the club are members of Archery GB and as such must abide by the association rules and policies
- The Archery GB Risk Assessment must be reviewed annually in accordance with governance requirements

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## 2. ARCHERY GB TEMPLATE 8: RISK ASSESSMENT FORM

### CRIEFF ARCHERY CLUB – INDOOR RANGE RISK ASSESSMENT

Venue: Hall Four Court Hall, Strathearn Community Campus, Pittenzie Rd, Crieff PH7 3JN

**Name and position of person doing check:**

Frances Cairnie            Club Secretary  
James Clark                Club Treasurer and Records

**Date of check: 3<sup>rd</sup> September 2023**

#### 1. SHOOTING/TRAINING AREA

*Check that the area and surroundings are safe and free from obstacles.*

**Is the area fit and appropriate for activity?    Yes**

- a. The walls and ceiling of the area used for the indoor range indoor range provides the control measures of safety required
- b. Access to area is restricted during times of shooting with safety hazard signage at the door to provide hazard information

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#### 2. EQUIPMENT

*Check that it is fit and sound for activity and suitable for age group/ability.*

**Is the equipment safe and appropriate for activity?    Yes**

- a. Visual check of range is carried out before archery commences and a hall check will be undertaken at end of each shoot to ensure no items are left in the hall..
- b. All archers are responsible for ensuring their own equipment is in good working order.

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#### 3. PARTICIPANTS

*Check that the attendance register is up to date with medical information and contact details. Check that participants are appropriately attired for the activity.*

**Is the Member Register in order?    Yes**

*(Please note: the club holds no medical information as per Data Protection legislation requirements)*

**Are participants appropriately attired and safe for activity?    Yes**

- a. Members are aware of the proper attire for the practice of archery and would not be allowed to shoot if inappropriately dressed.

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- b. Members are responsible for the setting up of their own equipment and that they must do so in a safe manner

#### 4. EMERGENCY POINTS

*Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.*

**Are emergency access points checked and operational?      Yes**

- a. As a public venue, the venue fire and emergency procedures are in place and will be followed by club members should the need arise.

**Is a working telephone available?      Yes**

- a. If a member of the club required medical assistance, the Field Captain/Rangemaster would contact emergency services using either their mobile phone or access the telephone at the venue leisure reception. Reception would be notified of any issue in order to guide any arriving emergency services to the appropriate hall.

#### 5. SAFETY INFORMATION

*Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.*

**Are emergency procedures published and accessible to those with responsibility for sessions in the club?      Yes**

- a. A first aid kit is available for members to access for self-treatment of minor injuries.
- b. An incident reporting process is in place.
- c. Fire alarm testing and evacuation process in place with congregation points outside the building clearly marked.

SIGNED: Crieff Archery Club Committee  
Collective Responsibility.

DATE: Sep 2023

N.B. *A new risk assessment form must be completed at the start of each season.*

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### 3. Crieff Archery Club – Archer & Specific Risk Assessment Document

#### General Risks

Hazards and associated risks have been identified for the practice of archery and these along with the control measures and risk ratings are noted below. The risk matrix used in regards of risk rating is available via the Health and Safety Executive (HSE) website and is as follows:

		Potential severity of harm		
		Slightly Harmful 1	Harmful 2	Extremely Harmful 3
Likelihood of harm occurring	Highly unlikely 1	Trivial 1	Tolerable 2	Moderate 3
	Unlikely 2	Tolerable 2	Moderate 4	Substantial 6
	Likely 3	Moderate 3	Substantial 6	Intolerable 9

#### Risk Rating in respect to Archery Practice – Severity x Likelihood = Risk Rating

- 1- 2 Trivial to tolerable risk – no actions required unless a solution to issue becomes available
- 3-8 Moderate to substantial risk – shooting can continue as long as controls to manage the identified risks are in place and are robustly managed
- 9 High Risk – Shooting can **NOT** continue until risk level has been reduced.

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## Risk Assessment: Crieff Archery Club Risk Assessment 2023/24 season

What are the hazards?	Who might be harmed and how?	Control Measures - What are you already doing?	Do you need to do anything else to control this risk?	Severity	Likelihood	Risk
Manual Handling – setting up and removal of Boss and repositioning during shoot	Club members – muscle injury; possible wood splinters	<ul style="list-style-type: none"> <li>• Targets stored in cupboard at far end of hall and has two large doors to allow for easy access to equipment.</li> <li>• All target bosses are secured to the frames to ensure no risk to the archer during movements of bosses.</li> <li>• Club members instructed on how to move boss's in a safe manner.</li> <li>• Club members shall only handle what they deem comfortable to lift.</li> <li>• Bosses fitted with handles either side.</li> <li>• Bosses shall be moved/lifted using team lifts</li> <li>• Gloves are available.</li> </ul>	Continued observation of practice	2	2	4
No warm up before or cool down after shooting	Club members – muscle injury	<ul style="list-style-type: none"> <li>• All club members given advice on warm up and cool down during beginners course</li> <li>• Established members to actively encourage warm ups pre and post shooting</li> </ul>	Club members to be reminded periodically of the importance of appropriate warm up and cool down.	1	1	1

What are the hazards?	Who might be harmed and how?	Control Measures - What are you already doing?	Do you need to do anything else to control this risk?	Severity	Likelihood	Risk
Walking onto the range before it is safe	Club members – body injury	<ul style="list-style-type: none"> <li>All club members are made aware of safety rules during the beginner’s course.</li> <li>Field Captain Appointed and notified to archers prior to shooting.</li> <li>All members follow the Field Captains instructions to ensure safety is paramount at all times.</li> <li>Field Captain governs archers’ movements via whistle commands.</li> <li>All archers are empowered with the use of the safety word “Fast” for an ALL STOP on activities.</li> <li>Archers will regulate other archers in order to ensure best and safe practice.</li> </ul>	Continued observation of practice	3	1	3
People straying into the safety area	People - body injury if walk into arrow path	<ul style="list-style-type: none"> <li>Access to indoor range is constrained by hall walls, ceilings and the one entrance/exit door.</li> <li>Archers monitor site at all times during shooting.</li> <li>All archers are empowered with the use of the safety word “Fast” for an ALL STOP on activities.</li> </ul>	Continued observation	3	1	3
Slip, Trip and Fall hazards	Club members – body injury	<ul style="list-style-type: none"> <li>Flooring area of both hall and storage area checked during initial assessment and any defects raised with the Campus to rectify</li> <li>Visual check carried out upon arrival</li> <li>All members are aware of necessity to wear appropriate footwear to take into account the hall floor surface.</li> <li>Prior to any shoots any identified trip hazards will be removed from range area.</li> </ul>	Continued observation of practice	1	1	1

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Slip, Trip and Fall hazards	Club members – body injury	<ul style="list-style-type: none"> <li>Flooring area of both hall and storage area checked during initial assessment and any defects raised with the Campus to rectify</li> <li>Visual check carried out upon arrival</li> <li>All members are aware of necessity to wear appropriate footwear to take into account the hall floor surface.</li> <li>Prior to any shoots any identified trip hazards will be removed from range area.</li> </ul>	Continued observation of practice	1	1	1
Running towards targets	Club members - Slip, trip or fall. Body injury if run onto arrows.	<ul style="list-style-type: none"> <li>Running in archery range is forbidden and is covered within the beginner's course.</li> <li>Activity in the range is monitored and controlled by the Field Captain</li> <li>Archers will regulate other archers in order to ensure best and safe practice.</li> </ul>	Continued observation of practice	1	1	1



What are the hazards?	Who might be harmed and how?	Control Measures - What are you already doing?	Do you need to do anything else to control this risk?	Severity	Likelihood	Risk
Slip / trip on an arrow on the floor that has not hit the target	Club members – body injury	<ul style="list-style-type: none"> <li>Covered within the beginner's course.</li> <li>All archers know not to shoot if they cannot see.</li> <li>Any issues with lighting or glare will be reported to the venue reception for remedy.</li> <li>All archers trained to approach targets from the side and to observe the immediate floor during the approach.</li> <li>Archers will regulate other archers in order to ensure best and safe practice.</li> <li>Good lighting in storage cupboard.</li> <li>Temperatures within the hall are regulated within the beginner's course.</li> <li>The venue's reception will be informed of any issues before removing arrows from the target.</li> <li>Appropriate clothing for the hall temperatures.</li> </ul>	Continued observation of practice	3	1	3
Walking into the knock end of an arrow in the boss	Club members – body injury	<ul style="list-style-type: none"> <li>Covered within the beginner's course.</li> <li>All archers trained to approach targets from the side and to look behind them before removing arrows from the target.</li> <li>Appropriate clothing for the hall temperatures.</li> </ul>	Continued observation of practice	3	1	3
Standing in front of the boss during arrow removal	Club members – body injury	<ul style="list-style-type: none"> <li>Covered within the beginner's course.</li> <li>All archers trained to stand at side of boss</li> </ul>	Continued observation of practice	3	1	3
Catching clothing, arm, ear or hair with falling whilst carrying arrows	Club members – bruising or tissue damage on forearm	<ul style="list-style-type: none"> <li>Long hair, earrings and loose clothing tied up or removed before shooting commences and is covered within the beginner's course.</li> <li>All arrows are returned to quiver before walking back to shooting line</li> <li>Archers shall be their "Brother's Keeper"</li> </ul>	Continued observation of practice	1	1	1
Arrows being lost or unaccounted for	ALL – body injury	<ul style="list-style-type: none"> <li>Checked after each session</li> <li>Arm Braces to be worn by archers</li> <li>Range would not be left until all arrows are accounted for.</li> </ul>	Continued observation of practice	3	1	3
A drawn bow being pointed away from the archery area	ALL - Body injury from miss shot arrow	<ul style="list-style-type: none"> <li>Covered within the beginner's course.</li> <li>Archers will regulate other archers in shooting &amp; RA</li> </ul>	Continued observation of practice	3	1	3

What are the hazards?	Who might be harmed and how?	Control Measures - What are you already doing?	Do you need to do anything else to control this risk?	Severity	Likelihood	Risk
Bow strength too high for archer	Club members – muscle injury	<ul style="list-style-type: none"> <li>Covered within the beginner's course.</li> <li>Coaching and observation in place.</li> <li>Archers will regulate other archers in order to ensure best and safe practice.</li> </ul>	Continued observation of practice	2	1	2
Distraction – noise or sudden movements	Club members – difficulty in concentration or in hearing the whistle commands	<ul style="list-style-type: none"> <li>Field Captain will control shooting via dynamic risk assessment to ensure safety.</li> </ul>	Continued observation of practice	1	1	1

**SIGNED: Crieff Archery Committee (Collective responsibility)      Date:September 2023**

*N.B. Risk assessment to be reviewed at the start of each indoor season.*

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