

General Risk Assessment Form – Indoor venue

Date: (1) 8/9/2009	Assessed by: (2) Frank Bath Club Nurse	Validated by: (3) Committee	Location: (4) The Park	Assessment ref no: (5) 2	Review date: (6) Yearly
------------------------------	---	---------------------------------------	----------------------------------	------------------------------------	-----------------------------------

Task / premises: (7) Shooting Indoor at The Park
--

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
A) Taking targets to/from the storeroom to the target line and setting up targets/stands.	Actual risk of injury due to lifting and manoeuvring targets/stands.	All members, beginners, and volunteer helpers.	Bosses are have been fitted with castors on the bottom to enable them to be pushed between the store and target line. Adult members only to lift targets from floor onto target stands. Target stands to be carried between the store and target line by adult archers only.	2 Low	A (Adequate)
	Actual risk of injury from splinters from the target stands.	All members, beginners, and volunteer helpers.	Stands to be inspected by the person moving them prior to the manual handling operation being carried out. All members/helpers to be made aware of the risks/potential risk of injury from moving the stands. Any potential risks to safety to be reported to equipment officers/committee for immediate attention/remedial action to be carried out.	4 Medium	N (Not adequate)
	Risk of targets falling off stands when pulling arrows during round causing injury/damage to members/equipment.	All members, beginners, and volunteer helpers.	Ties are fitted to the top of the targets in order for them to be tied onto the stands.	2-4 Low-medium	A

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
B) Taking safety nets between the store and the shooting line and setting up nets in position.	<p>Risk of injury due to lifting /manoeuvring nets.</p> <p>Risk of injury to hands and back due to pulling wire to secure nets.</p>	<p>All members, beginners, and volunteer helpers.</p> <p>All members, beginners, and volunteer helpers.</p>	<p>Nets to be placed on top of a target and pushed between the store and the target line.</p> <p>Nets to be rolled up after use so that they can be unrolled on the floor prior to securing into position.</p> <p>Nets to be attached by the hook side first and then by the pulley side with a second member/helper supporting some of the weight.</p> <p>Stepladder to be used to attach net to wall.</p> <p>Only adult members are to secure/handle nets due to the weight and the use of the stepladder.</p> <p>Prop to be used in the centre of the net to take the weight of the net.</p> <p>Only adult members to pull the wire to tension the nets.</p> <p>Personal Protective Equipment (PPE) to be used to protect hands whilst pulling wire to correct tension.</p> <p>Prop to be used to take weight off of wire whilst it is being tensioned</p>	<p>2 - 4 Low - medium</p> <p>4 Medium</p>	<p>A</p> <p>A</p>

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
C) Using stepladder to secure net to wall.	Potential risk of falls resulting in serious injury.	All members, beginners, and volunteer helpers.	<p>Only adults to use the stepladder.</p> <p>2 adult members to be present at any time when the stepladder is being used.</p> <p>Instructions on correct use of stepladder to be followed at all times.</p> <p>One adult to hold the stepladder while the second adult is on ladder securing hook/pulley.</p>	2 Low	A
D) Shooting indoors.	Persons entering sports hall by the main entrance/door.	Any person authorised or unauthorised.	<p>Main door to be kept locked whilst shooting is in progress.</p> <p>A sign to be put on the outside of the door whilst shooting is in progress.</p>	2 Low	A
	Fire evacuation when the main door is locked during shooting.	All members, beginners, and volunteer helpers.	<p>All members, beginners, and volunteers helpers to be informed of alternative emergency exits.</p> <p>All alternative exits to be kept clear during the use of facilities.</p>	2 Low	A
	Emergency exit at the front of the hall (next to girls' changing rooms) is not wheelchair accessible.	All wheelchair users and users with reduced mobility.	Wheelchair users are to use the alternative exit at rear of hall, behind the nets; which opens out onto car park.	4 Medium	N
	Emergency exit at rear of the hall locked.	All members, beginners, and volunteer helpers.	Use the exit at the front of hall.	2 Low	N

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
E) Broken arrows.	Potential risk of injury/damage to equipment due to broken arrows being left in the target or being discarded carelessly.	Members, beginners, volunteer helpers and users of the indoor facilities.	<p>Ensure removal of any broken arrow parts from stands and targets where possible.</p> <p>If it is not possible to remove the damaged arrow from stand/target, circle the area with marker pen (in the brown cupboard), complete an incident form and inform a committee member of the material that arrow is made from.</p> <p>Ensure that all broken arrows are taken home with member and disposed of safely. Club arrows to be disposed of by the coach or member using them.</p> <p>Take extra care with:</p> <p>Carbon: Splinter hazard (more difficult to extract carbon splinters, higher risk of infection) Aluminium: Laceration hazard Wooden: Splinter hazard</p>	4 Medium	N

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
F) Pulling arrows from the target.	Potential risk of injury due to an archer pulling arrow out of the target with a fellow archer standing behind.	Members and beginners.	All beginners shown the correct procedure of removing arrows from the target. All members and beginners to be aware of where they/others are standing when removing arrows from target.	4 Medium	N
G) Carrying arrows back to waiting line.	Potential risk of falling over onto arrows causing serious or fatal injury.	Members and beginners.	All beginners and members to use a quiver to carry arrows back to waiting line or (when quiver not available) to carry arrows point down. All members and beginners to walk at all times whilst on the.	3 Medium	N

Action plan (14)

Ref No	Further action required	Action by whom	Action by when	Done
2A	Use of PPE to move stands between store and target line to minimise risk of injury from splinters. First aid training to be provided to members and first aid facilities to be provided	Coaches Committee Club Nurse	Within 6 months	Ongoing
2D	Permission to make the front fire exit more assessable for wheelchair users and people with mobility problems by making a ramp and opening the side gate by clearing the foliage obstructing the side gate so that it complies with Disability Discrimination Act (DDA) and fire regulations.	Committee to contact the indoor venue owners/Bristol City Council (BCC).	Within 6 months	Ongoing

2D	Ensure that fire exit can be unlocked easily in an emergency and that it complies with fire regulations and DDA.	Committee to contact the indoor venue owners/BCC.	Within 6 months	Ongoing
2E	Ensure that all members are aware of the risks of carbon, wood and aluminium arrows and that a responsible attitude should be taken to ensure safety of others. First Aid facilities and training to be provided.	Committee Club Nurse	Within 6 months	Ongoing
2E	All members/beginners to be told about reporting procedures. Tools to be kept in tool box in cupboard for use by adult members to extract damaged sections of arrows from stands/targets.	Coaches Committee	Within 6 months	Ongoing
2F	All beginners to be taught safety protocols whilst on the beginners' course. Experienced archers to remind new members and juniors of safety procedures.	Coaches Committee	Within 6 months	Ongoing
2G	All beginners to be taught to how to carry arrows safely. All new members to be advised to purchase belt quiver as appropriate.	Coaches Committee	Within 6 months	Ongoing