

General Risk Assessment Form – Outdoor venue

Date: (1) 11/9/09	Assessed by: (2) Frank Bath Club Nurse	Validated by: (3) Committee	Location: (4) Keynsham Rugby Club Field	Assessment ref no: (5) 1	Review date: (6) Yearly
Task / premises: (7) Shooting outdoor at Keynsham Rugby Club					

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
A) Moving targets from lock-up to range and returning targets to lock up after the shoot.	Potential risk of back injury due to incorrect handling of targets.	Beginners, members and volunteer helpers.	<p>2 adults to lift large square targets and stands and place on trolley.</p> <p>2 adults to move trolley to target position (or 2 junior members with a minimum of 1 adult member accompanying them).</p> <p>2 adults to lift target from trolley and to manoeuvre into position.</p> <p>Straw bosses maybe carried into position by 2 adults (or 1 adult once training has been given by an appropriately experienced archer).</p> <p>Target stand must be put into the correct position first to eliminate lifting straw boss from ground to stand. Target stand to be carried by 1 adult.</p>	4 Medium	N (Not adequate)

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B) Handling target stands.	Potential risk of splinters from handling target stands.	Beginners, members and volunteer helpers who set up targets.	<p>Targets to be inspected by persons handling them to ensure that any splintered areas are identified.</p> <p>If serious damage noted then an incident form is to be completed. The damaged target should then be marked using the marker pen in the lock-up.</p> <p>Targets to be Inspected twice a year (April and September) by the committee to assess the need for replacement/repair.</p>	3 Medium	N
C) Setting up targets on a windy day.	Actual risk of targets being blown over onto a beginner, member or volunteer helper causing injury or damage to equipment.	Beginners, members and volunteer helpers.	<p>Prior and during securing large targets, 2 adults to hold the stand at either side while a third secures the target to the ground using ties and pegs.</p> <p>For straw bosses one adult to hold the target whilst a second secures it to the ground using pegs and ties.</p>	4 Medium	A (Adequate)
D) Setting up targets in wet conditions.	Potential risk of slipping whilst handling targets.	Beginners, members and volunteer helpers.	Club captain, committee member, or the highest ranking archer present in the absence of any of the above, to decide if ground is safe to shoot on prior to setting up range.	4 Medium	A

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E) Packing away equipment after use.	Potential Risk of injury due to equipment being carelessly left on the range after a shoot.	Any persons using the Rugby ground between shoots.	<p>Ensure that all equipment used is accounted for and replaced in the trolley provided for this purpose.</p> <p>Visually inspect area around targets and shooting line to ensure that no equipment such as foot markers, target pegs/pins, guide ropes have been collected.</p>	2 Low	A
F) Roping out over shoot area.	<p>Potential risk of members of the public wandering into over shoot area whilst shooting is taking place.</p> <p>Members of the public injuring themselves on rope due to poor visibility of rope.</p>	Members of the public who have access to the field.	<p>Over shoot area to be marked off at the minimum distance of 25 yards from left hand target (recommended by committee 50 yards) extending all the way to the back fence in a straight line.</p> <p>Minimum range length for bows shot of the fingers:</p> <ol style="list-style-type: none"> 1. For target distances up to 60 yards/meters, 110 yards. 2. For target distances over 60 yards/meters, there must be a minimum overshoot of 50 yards. <p>Minimum range length for bows shot with a mechanical release aid – 150 yards.</p> <p>All gaps in the perimeter fence to be roped off to prevent members of the public accidentally wandering into overshoot area.</p> <p>Rope to have markers placed at intervals along rope to make rope more visible to other users of the field.</p>	9 High	N

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G) 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
H) 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 range.	3 Medium	N

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
l) Lost arrows.	<p>Potential risk of injury due to arrows being left on the field.</p> <p>Higher risk of injury due to carbon arrows being more difficult to find because they are virtually undetectable with the metal detector.</p>	All authorised and unauthorised users of the field.	<p>When an arrow has been lost all members are to assist in looking for it, using a rake, metal detector and walking in a straight line from the rear of the target. If the arrow has not been found by the end of shoot, the member whose arrow is missing must to continue searching area for as long as possible.</p> <p>If the arrow is still not found, the member is to contact a committee member to notify them, including giving the make of the fletching colour, initials and number if appropriate and any distinguishing marks/decals. The member must also record the details in lost arrow book in lock-up.</p> <p>Committee to inform rugby club liaison officer of description of lost arrow.</p> <p>Advise new members when joining club against buying carbon arrows and explain the risks so that they are able to make an informed choice when purchasing arrows.</p> <p>Advise existing members that sill want to continue using carbon arrows to insert thin aluminium foil strips to make them detectable with metal detector.</p> <p>Advise existing members to purchase ACC or aluminium arrows when arrows need replacing.</p>	<p>4 Medium</p> <p>6 High</p>	<p>A</p> <p>N</p>

Activity (8)	Hazard (9)	Person(s) in danger (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
J) Broken arrows	Potential risk of injury/damage to equipment due to broken arrows being left in the target or being discarded carelessly.	Members, helpers and all authorised/unauthorised users of the field.	<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 grey 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 the member and disposed of safely. Club arrows to be placed in container in the lock-up to be disposed of.</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

Action plan (14)				
Ref No	Further action required	Action by whom	Action by when	Done
1A	All beginners, members and helpers to be taught how to set up the range correctly using the correct manual handling techniques.	Coaches Committee	Within 6 months	Ongoing
1B	Any beginner, member or helper to be advised to use Personal Protective Equipment (PPE) when moving targets/stands. Replace target stands as and when they become significantly damaged. Marker pen to be placed in grey cupboard in the lock up to mark significantly damaged targets.	Coaches Committee	Within 6 months	Ongoing

1F	First key holder to arrive at the ground should commence roping out over shoot area if able to do so. The rope is to be clearly marked using red and white tape in order to make it more visible.	Committee	Immediately	Ongoing
1F and 1G	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
1H	All beginners to be taught to how to carry arrows safely. All new members to be advised to purchase a belt quiver as appropriate.	Coaches Committee	Within 6 months	Ongoing
1I	All Members to be made aware of reporting procedures for lost arrows. All beginners to be made aware of reporting policy/guidance and shown where lost arrow reporting book is kept.	Coaches Secretary	Within 6 months	Ongoing
1J	All members/beginners to be told about reporting procedures. Tools to be kept in tool box in grey cupboard for use by adult members to extract damaged sections of arrows from stands/targets.	Coaches Committee	Within 6 months	Ongoing
1J	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.	Coaches Committee	Within 6 months	Ongoing