



Royal Leamington Spa Archery Society

Affiliated to AGB, WMAS and CWAA

Registered Charity – 1107064



RLSAS Seniors - Club Ref: cc729

HEALTH AND SAFETY

ASSESSMENT OF RISKS ASSOCIATED WITH CLUB & ACTIVITIES

This risk assessment was last reviewed by RLSAS Committee in September 2023.

HAZARD	Likelihood of Risk	Severity of Risk	Assessed Risk Level	Measures to Minimise Risk
A - General Club Shooting on RLSAS Field (practice, training and competitions)				
Trespasser on to shooting field gets injured	Low	High	Medium	Maintain warning signs, place warning flags on field in accordance with club safety rules. Maintain vigilance at all times whilst shooting is in progress. Be conscious that a much higher standard of vigilance is necessary whilst shooting alone. Stop shooting immediately anyone appears in the archery field beyond shooting line.
Trespasser on to field beyond shooting field gets injured	Low	High	Medium	Caution inexperienced members from shooting full distance until competent i.e. able to hit target at full distance more often than not. Be certain that people at far end of shooting field are beyond the safety flags, if not sure then you must STOP shooting immediately.
Conflict with rugby players using pitch next to shooting field	Medium	High	Low	When the pitch in question is in use, confine shooting to right hand side of shooting field only, and maintain a notice on the outside of the storage container to that effect.
Rugby players injured due to archery debris left on the field	Medium	High	Low	All members instructed to find and remove all arrows and arrow fragments from the field at the end of each session. Metal detectors should be used to find buried arrows. Any un-found arrow is to be reported to the committee immediately with the following information – quantity of lost arrows, type of arrows lost, distance(s) shot at time of losing arrows, location on the field where arrows were lost, and any additional information to help find the lost arrow. A search party will then attempt to locate and retrieve the lost arrow. The rugby club will be notified if any arrow remains unfound.

HAZARD	Likelihood of Risk	Severity of Risk	Assessed Risk Level	Measures to Minimise Risk
A – (Continued)				
A club member or visitor gets injured	Low	High	Medium	Admit to club membership only those who have demonstrated that they are safe without constant one-to-one supervision. Shooting conducted in accordance with AGB rules, –a senior member to act in capacity of Field Captain when more than one target is being used on the field Lay field out safely in accordance with AGB rules. Use of split field must be in accordance with AGB rules.
Trip or slip whilst moving around the field	Low	Low	Low	Keep area behind shooting line clear of bows etc. to enable people to circulate without hazard. Avoid leaving bows propped on arrows unattended. Stop anyone from running on the field.
Injury from club equipment	Low	High	Medium	Keep target stands as splinter-free as possible. Keep all equipment well maintained and fit for purpose. Ensure targets are securely erected and not liable to collapse. Keep any hazardous substances in clearly labelled containers and under lock and key. Keep club buildings tidy. Check all equipment and withdraw any that is not in safe condition. Use of the Bow Press and Arrow Cutter is restricted to members who are trained in the correct operation of the equipment by a “nominated trainer”.
An accident whilst entering/leaving club buildings, setting up/ taking down equipment, carrying out maintenance	Low	Low	Low	Ensure surfaces are slip-free, equipment is stored properly and tidily, stands etc. are kept splinter-free. Ensure members are trained in tasks like moving targets; further that parental responsibility forms are obtained from all parents of juniors, and that AGB guidelines for juniors are followed.
Generator	Low	High	Low	Must only be operated and serviced by trained persons.

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A – (Continued)				
Fuel – Petrol & Diesel	Low	High	Low	Fuel must be kept in appropriate containers and in minimal quantities for usage. Gloves and pouring funnel are available and must be used for fuel handling. Spill kits are also available. Only authorised persons to handle fuel.
Fumes	Low	High	Low	Carbon Monoxide detector fitted in club room, smoke detector fitted in generator room. Check monitors at regular intervals, test results recorded in the Attendance Book by a nominated person recorded in the minutes.
Fire	Low	High	Low	Fire blanket in kitchen area. Fire extinguisher in club room. Any service recorded in Attendance Book by a nominated person recorded in the minutes.

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B - Indoor Shooting at Trinity School				
A club member or visiting archer gets injured	Low	High	Medium	Ensure new archers are familiar with indoor shooting, give guidance if necessary. Shooting conducted in accordance with AGB rules and etiquettes. A senior member to act in capacity of Field Captain. Always shoot to a whistle.
Use of Steps and Ladders	Low	High	Medium	Ensure that steps / ladder are stable and are secured by another club member before ascending. No children allowed to use steps / ladders. Be aware of likelihood of trapped fingers when using extending ladder, read safety notices printed on ladders.
Handcart containing netting etc	Low	Medium	Medium	This is a heavy trolley and must only be used by an adult. Take care when negotiating ramp.
Moving equipment to and from the hall	Medium	Medium	Medium	Please roll the bosses from the store, must use the ramp and not the steps. Juniors to move only lighter items. Be aware of poorly lit areas and of slippery surfaces in bad weather. DO NOT MOVE EQUIPMENT IF YOU ARE NOT CONFIDENT OF DOING IT WITHOUT INJURING YOURSELF
Exits and entries to hall, door to toilets	Low	High	Medium	Only one door to be used for entry to and exit from hall, all other doors must be secured or locked. The door from the hall to the toilets must be kept locked during shooting and an “Archery Safety Warning” sign must be placed on the door leading into the hall from the main school. Ensure that shooting has finished before re-entering the hall after using toilet facilities. Parents of Juniors under 13 must be aware their child has left the room to use toilet facilities.

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C - Beginners				
Someone gets injured	Low	High	Medium	Carry out warm-up routine at start and warm downs at the end of every lesson. Safety rules explained to all participants and parents of juniors before shooting starts. A senior member to act as field captain without coaching responsibility, and shooting conducted to the whistle. Use 20 metre line for shooting line. Archer to Instructor ratio must be no more than 3:1.
Injury whilst pulling arrows	Low	High	Medium	Procedure for pulling arrows demonstrated clearly to all participants, and observed closely on every occasion by coaching members.
Injury from bowstring hitting bow-arm	High	Low	Medium	All coaching members alerted to likelihood of problem, and to take suitable measures for coaching beginners who have the problem.
Injury to “Beginners” on the course while helping to move equipment to set up field	Medium	High	Medium	No beginner to move any heavy equipment until they have been shown correct methods during first lesson. Beginners are to be accompanied by a senior club member at all times while setting out field. Only adults are to move heavy equipment.

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D - Have-A-Goes for Pre-booked groups and informal Drop-in sessions				
Arrows overshoot, causing a hazard for anyone close by. (At RLSAS ground)	Low	High	Low	On own field, use 20 metre line for shooting line. Ensure there is clear visibility all-round in excess of the AGB space requirements.
Arrows overshoot, causing a hazard for anyone close by. (At external venues)	Low	High	Low	Before agreeing to do such a have-a-go, the venue will be visited and accepted only if considered safe in terms of size, access etc., applying the AGB space requirements for have-a-goes. Field stands must be used. Non-shooting area of field roped off and danger signs displayed at strategic points.
Someone gets injured	Low	High	Medium	For Pre-booked groups , carry out warm-up routine at start of session and explain safety rules. Archer: Instructor ratio must be no more than of 2:1. For Drop-in sessions , the safety rules are NOT explained to participants before shooting starts as they will be instructed on a 1:1 basis at all times. Instructors will take responsibility for ensuring “FAST” rule. Archer: Instructor ratio must be 1:1. All HAG’s - A senior member to act as field captain, without coaching responsibility, and shooting conducted to the whistle. Observers kept well behind shooting line.
Injury whilst pulling arrows	Low	High	Low	All arrows must be pulled by club members. Have-a-go participant must not venture forward of the shooting line.
Injury from bowstring hitting bow-arm	High	Low	Medium	All coaching members alerted to likelihood of problem, and to take suitable measures for coaching “have-a-goers” who have the problem.

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E - Open Tournaments & Special Club Events				
Arrows overshoot, causing a hazard for anyone close by.	Low	High	Low	Ensure there is clear visibility all-round in excess of the AGB space requirements. Apply all AGB safety requirements. Non-shooting area of field roped off and danger signs displayed at strategic points. Ensure that an AGB Judge has inspected and passed the shooting areas for Open Tournaments, particularly Field Shoots. For club tournaments the safety arrangements must be agreed by at least two Officers of the Committee.
Someone gets injured (shooting)	Low	High	Medium	Safety rules and any local rules will be explained to competitors at assembly by the judge in charge or the field captain. Observers and non-competitors kept well behind shooting line – they will not be allowed on a Field Course.
Someone gets injured (not shooting)	Low	Medium	Medium	Ensure that all areas of the field and club house are free from clutter and trip hazards, make any that cannot be removed more noticeable with signs.
Member of public on shooting field gets injured	Low	High	Medium	Maintain warning signs, place warning flags on field in accordance with club safety rules. Maintain an area beyond targets as well as practicable to deter entry. Maintain vigilance at all times whilst shooting is in progress. Cease shooting immediately anyone appears in the shooting area beyond shooting line.
Member of public on area beyond shooting field gets injured	Low	High	Medium	Ensure the minimum AGB overshoot distance is adhered to when shooting forward of normal shooting line.

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F - Social Events (not involving the use of archery equipment)				
Someone gets injured	Low	Low	Low	At RLSAS Clubhouse – ensure that the area is free from general clutter and trip hazards, make any that cannot be removed more noticeable with signs. At external venues – this will be the responsibility of the owners of the venue. Should an accident occur, make them aware of what has happened. If you are aware of problems which could cause an accident, be pro-active and bring them to the attention of the venue owner.
Food Hygiene	Low	Low	Low	Ensure that professional caterers used have full hygiene certification. Non-professionals providing/serving food should have Basic Food Hygiene Certificate. At RLSAS Clubhouse - ensure that cleaning materials are always available and that work surfaces, drinking vessels and cutlery are in a fit state to use and are clean. Remove on a regular basis. It is up to ALL members to keep this area clean and tidy. At external venues – this is the responsibility of the venue owners. If you are aware of problems, be pro-active and bring them to the attention of the venue owner.
Games and entertainment	Low	Low	Low	Ensure that all games and entertainment provided is safe for the age ranges involved.

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G – Fire risks				
Clubhouse & Buildings (exterior)	Low	High	Low	Smoking is prohibited around all RLSAS buildings and containers. Ensure exterior of building is kept free of combustible waste materials.
Clubhouse (interior)	Low	High	Low	Smoking is prohibited in all RLSAS buildings and containers. Do not leave gas or electric hob un-attended when they are in use. If using naked flame devices for arrow making, ensure that it is done on table in centre of room, away from combustible materials. Keep club house tidy at all times.
Fuel storage and use	Low	High	Low	Petrol – maximum of 1 x 1 gallon to be kept in container. Diesel – maximum of 1 x 4.5 gallon to be kept in container. Propane – maximum of 2 x 13 Kg cylinders to be kept in gas cage. All fuel must be kept in specific containers, fit for purpose. Refuel petrol devices as per their safety instructions and always in open spaces away from club buildings. Refuel generator as per instructions. Spill kit for diesel to be available.
Barbeques	Low	High	Low	BBQ to be looked after by a responsible adult. Only use specific BBQ charcoal/briquettes and starter fuel. Ensure BBQ is placed in safe area and will not flare up onto club structures. Do not BBQ indoors. Ensure BBQ is safe and/or extinguished before leaving it.
Fires, burning waste	Low	Medium	Low	When disposing of combustible materials, do this well away from the clubhouse, outbuildings and dry vegetation. Never leave a fire un-attended and ensure it is extinguished and safe before leaving it. Do not burn waste on windy days or after prolonged periods of drought.

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H – Clubhouse equipment appliance				
Electrical appliance safety	Low	High	Low	<p>Adhere to Government HSE Guidelines (ref. www.hse.gov.uk).</p> <p>Cabin electricity is supplied by the generator, which is stored in container only accessible by committee members.</p> <p>Electrical appliances to be removed from clubhouse and stored in containers.</p> <p>Electrical appliance shall be visually inspected by a competent individual prior to use. Checklist is available on the Government HSE website www.hse.gov.uk.</p> <p>Any appliance found unsafe during the visual inspection shall not be used and the committee notified to take appropriate actions, such as mending or discarding.</p>

20th September 2023