



Target Archery: Activity Risk Assessment

Function:	Target Archery	Club:	Wymondham Archers
Location/site of activity:	Easton and Otley College Bawburgh Road Easton, Norwich Norfolk NR9 5DX	Date Assessment carried out:	3 rd September 2019
Groups at risk:	Club Members (Archers), Spectators, Easton and Otley College Members/Staff (Easton College).	Version Number:	Version 1
Persons carrying out assessment:	Name:		Positions:
	Peter WG Hill		Chairperson: Wymondham Archers
	Sandra Edwards		Experienced Archer: Wymondham Archers
Approved by:	Daron March		Treasurer: Wymondham Archers
	Dave Tonnison		Vice Chairperson: Wymondham Archers
Date of acceptance and publication:	9 th September 2019	Planned review date:	8 th September 2020 (Unless site or venue changes)



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Easton and Otley College, Bawburgh Road, Easton, Norwich, Norfolk, NR9 5DX

Hazards	Consequences	Who is at risk	Severity	Like-likelihood	Risk	Control Measure	Risk with Control Measure
Poor or no warm up before shooting.	Muscle injury, body injury	Archers	1	2	3	All club members are advised to warm up fully before shooting commences.	2
Failure to follow field captain commands, walking onto the range before it is safe.	Body injury	Archers	3	1	4	These measures are indoctrinated during Beginners Courses. All club members have undergone training and induction. Use of the "Fast" command by any club member.	2
Arrow miss-loosed.	Body injury	All	1	2	3	All club members have undergone training and induction Bows are not drawn unless archer is on the shooting line and area between line and targets is clear. Archers ALWAYS point bows down range prior to release. Miss-loosed arrows will fly down-range.	2
Running toward the targets.	Slip ,trips or body injury caused by collision with arrows.	Archers	2	1	3	Running is not permitted on the range. All club members have undergone training and induction. All look at ground when approaching targets. Open toed footwear is banned on the range.	2
Non participant walking onto the range when others are shooting.	Body injury from arrow loosed by club member, distraction.	Spectators, Easton College, Staff.	2	2	4	The site is private property and hired for the sole use of archery. Doors to exit routes are closed to other users during use. Warning signs are placed on the site. Use of the "Fast" command by any club member.	3



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Hazards	Consequences	Who is at risk	Severity	Like- lihood	Risk	Control Measure	Risk with Control Measure
Bowstring catches inside of arm when released.	Body injury, bruising, redness to forearm.	Archers	1	2	3	Bracers or long sleeves to be worn by archers. Coaches instruct archers on correct position of bracer and correct bow hand positioning.	2
Walking into the nock end of the arrow while approaching the target.	Body injury	Archers	2	2	4	All club members have undergone training and know to approach targets from the sides at all times.	3
Standing behind the archer pulling an arrow during arrow removal.	Body / Facial injury	Archers	2	2	4	All club members have undergone training and know that when pulling arrows they must ensure that they look to where they are pulling arrow towards so that the arrow cannot injure anyone as its pulled. In addition waiting arches know to wait to the side of the bosses or a good distance back from the boss..	3
Removal of arrows with bare hands	Body injury from splinters	Archers	1	2	3	Arrow pullers are used to pull carbon arrows. All club members have undergone training and know that removing carbon arrows, in particular, with bare hands risks splinters.	2



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Hazards	Consequences	Who is at risk	Severity	Like- lihood	Risk	Control Measure	Risk with Control Measure
Removal of arrows stuck in top of boss	Body injury	Archers	1	2	3	All club members have undergone training and induction. Arrows which cannot be removed safely are left in the boss until assistance is available.	2
Unsecured boss/target falling over.	Body injury	Archers	2	1	3	Bosses are placed securely with legs fully out folded. This prevents the likelihood of falling over	1
Falling while carrying arrows.	Body injury	Archers	2	1	3	All club members have undergone training and know that arrows are to be carried in a quiver or point down tucked behind arm.	2
Arrows being lost or unaccounted for.	Body injury	All	1	1	2	All arrows MUST BE FOUND by the end of each session.	1
Arrows bouncing back from bosses.	Body injury	Archers	2	1	3	Bosses placed no less than 10 yards from archer away from shooting line. Layered foam bosses not prone to bouncing should be used for beginners.	2
Putting up net prior to and following shooting.	Body injury	All	2	2	4	A minimum of 2 able bodied people should put up the net and only after they have received a training on how to do this.	3



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Hazards	Consequences	Who is at risk	Severity	Like- lihood	Risk	Control Measure	Risk with Control Measure
A drawn bow being pointed away from the target area.	Body injury from miss shot arrow.	All	2	2	4	Any archer aiming a bow away from the Range will be warned not to do so. On a second offence the Archer will be banned from the Range and asked to complete an additional Beginners Course. All archers are taught to never draw a bow unless on the shooting line and facing the targets. Range Captain will halt shooting in this event.	3
Bow poundage/resistance too high for participant.	Body injury, muscle injury to arms/back.	Archers	2	1	3	All club members are given advice and coaching on suitable draw weights during their training course	2
Distracting noise or sudden movements.	Miss shooting or difficulty in concentration/hearing the range captain's commands.	All	2	2	4	Shooting to be suspended until distraction is removed. Possible use of visual means to aid management of the Range on noisy days. and/or for those with hearing difficulties.	3
Damaged arrows / equipment.	Body injury from splintered arrow, arrow miss shot in hazardous direction.	Archers	2	2	4	All club members have undergone training and induction and know that damaged arrows may lead to injury.	3



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Hazards	Consequences	Who is at risk	Severity	Like-lihood	Risk	Control Measure	Risk with Control Measure
Bright lights in eyes of participants or when shooting.	Inability to see target, poor visual awareness within range.	All	2	2	4	Shooting to be suspended until issue is resolved. Range Captain to halt shooting in this event.	3
Inadequate clearance around the range.	Body injury	All	3	1	4	Range Captain to halt shooting if there is considered to be a risk to persons and property.	3
Moving bosses to new distances	Body injury, muscle strain, splinters	Archers	2	2	4	All club members have undergone training and induction. The boss stands will occasionally be hit by arrows with the risk that splinters of wood may be loose and penetrate hands. Severely damaged stands are replaced.	2
Moving bosses from the Container to the Hall	Trolley running away, risk of injury, damage to property.	Archers, Students, Easton College Staff, Public	2	2	4	Training will be given to all those helping with moving the trolley, bosses and working in the container. Two people will be moving the trolley at all times.	3
Accessing items in the store	Muscle strain	Archers	1	2	3	All club members have undergone training and induction.	2
The risk of this Range is assessed as - Low						Average Risk Level	2.33



Target Archery: Activity Risk Assessment

BARNARD FIELDS, BRAY DRIVE, WYMONDHAM NR18 0SN

Name	Role	Signature	Date
Peter WG Hill (Chair)	Assessor	Peter Hill	6 th September 2019
Sandra Edwards (Archer Assessor)	Assessor	Sandra Edwards	6 th September 2019
Dave Tonnison (Vice Chair)	Approved by	Dave Tonnison	6 th September 2019
Daron March (Treasurer)	Approved by	Daron March	6 th September 2019

Risk Calculation Matrix

Severity	Description	Likelihood	Description
1	Slightly Harmful	1	Highly Unlikely
2	Harmful	2	Unlikely
3	Extremely Harmful	3	Likely

Risk Classification

Note: Risk = Likelihood + Severity		Severity		
		1	2	3
Likelihood	3	4	5	6
	2	3	4	5
	1	2	3	4

Risk Classification and Action

Designation	Classification	Action
5 to 6	Unacceptable	This situation is not tolerable. Shooting shall not start or be continued until the risk has been reduced.
4	Tolerable	Shooting can continue as long as all control measures are in place and observed
2 to 3	Low	Little or no risk