

RISK ASSESSMENT FORM – (Archery Club)

Activity:	The Archery Club holds training session twice weekly. This is held at a specific location as allocated by YSJ Active Manager. Various types of bows are used at these sessions with participates of various abilities.		
Location:	York St John University Sports Park (Pink Pitch on North Field)		
Who may be exposed:	Instructor/Participates/General Public		
Responsible Person:	Penny Hodgson		
Assessors name:	Ben Thomson	Assessors job title:	Archery Health and Safety
Assessors signature:		Date of assessment	
Related Documents:	<ul style="list-style-type: none"> Archery GB - Setting up an Archery Range May 18 Archery GB Instructor Award training manual 	Review date:	
		Review date:	
		Review date:	

Get to Green! Look at the activity and identify the risks. Then put in place all the things that will make that activity safe. Once you've done that, the risk will be low! You'll **Get to Green!** If there is a control measure that is not done just yet (maybe some training), highlight it in Bold and then put in in the action plan at the end with a target completion date. If your risk assessment is suitable and sufficient, then just review it yearly and fill in the dates. If you need any advice, contact YSJU Health and Safety Adviser.

Impact/severity	High	M	M	H	<p>Risk Matrix: The risk matrix to be used is a simple 3x3 with only one red area. This simplistic 'traffic light' approach incorporates the likelihood and severity criteria rated as Low (L), Medium (M) or High (H). Risk assessors need only ask two questions to ensure the risk is graded correctly:</p> <ul style="list-style-type: none"> What are the chances of this happening? (Likelihood) And if it did happen, what is the worse that could happen? (Severity) <p>Always consider who this may affect (Staff, visitors, general public etc).</p> <p>A full detail explanation can be found at the end of this risk assessment.</p>
	Med	L	M	M	
	Low	L	L	L	
		Low	Med	High	
	Likelihood				

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
01.	Slip, Trip, and falls	<p>Environmental or Weather</p> <ul style="list-style-type: none"> Customary practice that includes: <ul style="list-style-type: none"> Ensuring weather is appropriate for use Areas used for the Archery session are checked prior to commencement to make sure they are suitable <p>Hazards Present from Previous use:</p> <ul style="list-style-type: none"> Customary practice that includes: <ul style="list-style-type: none"> Any potential hazards are pointed out to groups and unnecessary hazards are removed from the area as appropriate <p>Movement during Archery Session</p> <ul style="list-style-type: none"> Customary practice that includes: <ul style="list-style-type: none"> Good instructor awareness and briefing No running on the range Participants instructed to hold equipment correctly Correct footwear Sensible housekeeping methods on and around the range 	Low	<p>Current practice adequately mitigates the risk but is not auditable:</p> <ul style="list-style-type: none"> Implementation of range set up procedures in Archery GB guidelines as a safe system of work (SSOW) Clear responsibility for Session Coordinator and Coaches 	Low	April 2019
02.	Injury from using equipment	<p>Injuries to Arm from bowstring</p> <ul style="list-style-type: none"> Arm braces must be worn by everyone Correct shooting technique taught Full length arm bracer available if needed Good Instructor awareness Encourage long sleeves to be worn <p>Bowstring on fingers or muscular aches from repeated firing</p> <ul style="list-style-type: none"> Good Instructor awareness Availability of finger tabs Appropriate types of bows to be used for novices 	Low	<p>Adopt an annual review of the quality and serviceability of arm braces held by the club</p> <p>Current practice adequately mitigates the risk but is not audible:</p> <ul style="list-style-type: none"> Implementation of a safe system of work (SSOW) based on archery GB guidelines. Clear responsibility for the session coordinator, coaches and kit manager. 	Low	April 2019
03.	Harmful objects on the YSJ Sports Field	<p>Harmful Objects present prior to the start of the activity (glass, dog excrement etc – likelihood HIGH, impact is MEDIUM)</p> <ul style="list-style-type: none"> Customary Practice that includes: 	Medium	<p>Current practice partially mitigates the risk:</p> <ul style="list-style-type: none"> Implementation of range set up 	Low	April 2019

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
		<ul style="list-style-type: none"> Areas used for the Archery session are checked prior to commencement to make sure they are suitable Any potential hazards are pointed out to groups and unnecessary hazards are removed from the area as appropriate <p>Arrows Lost in Long Grass (likelihood is MEDIUM, impact is LOW)</p> <ul style="list-style-type: none"> Customary Practice based off: <ul style="list-style-type: none"> Issuing of 10 arrows per shooting point that are recovered from the targets area of the range between each round All lost arrows and approximate location lost must be reported to YSJ Active staff Range area is not long grass Archery does not take place in snow 		<p>procedures in line with Archery GB guidelines as a SSOW</p> <ul style="list-style-type: none"> Implementation of practice procedures in line with Archery GB guidelines as a SSOW Clear responsibility for Session Coordinator and Coaches Confirmatory, annual continual professional development (CPD) for all club officers, session coordinators and coaches on the requirements around range set up and practice in the Archery GB SSOW 		
	Accidental injury caused by arrows being shot	<p>Members of the Public in an unsafe area</p> <ul style="list-style-type: none"> Customary Practice on range set up based off Archery GB direction, to include: <ul style="list-style-type: none"> Overshoot area appropriate to bows used <p>NB: Club allows only longbows and recurve bows (no Compound Bows or Crossbows)</p> <p>Members of the club in an unsafe area</p> <ul style="list-style-type: none"> Customary practice based on Archery GB guidelines Suitable ratios of Session Coordinator and Coaches <p>Reaction to Incident (RISK)</p> <ul style="list-style-type: none"> Small first aid kit at site No emergency plan No requirement for first aid trained club members to be present 	Medium	<p>Current practice mitigates the risk but lacks auditability:</p> <ul style="list-style-type: none"> Implementation of range set up procedures in line with Archery GB guidelines as a SSOW Implementation of practice procedures in line with Archery GB guidelines as a SSOW Clear responsibility for Session Coordinator and Coaches Confirmatory, annual continual professional development (CPD) for all club officers, session coordinators and coaches on the requirements around range set up and practice in the Archery GB SSOW <p>Further improvement could be achieved by safety signage on the</p>	Medium	<p>April 2019</p> <p>Not yet</p>

No.	Hazard	Control measures	Risk Level	Additional control measures required	Risk Level	Date control completed
				rope. First Aid: Provision of adequate first aid training and equipment. Laminated emergency plan attached to first aid kit		Not yet
	Failure of equipment	Bows Customary practice that includes: <ul style="list-style-type: none"> • Bows are checked at the beginning of sessions • The strings are waxed regularly to keep them from fraying • Strings and bows that are not fit to shoot are removed from use. Arrows Customary practice that includes: <ul style="list-style-type: none"> • Arrows are checked for any sort of fractures before the session. • When needed the nocks are replaced to ensure that the arrow still clips onto the string • the arrows fletching's are checked before sessions to ensure that they do not come off the shaft. 	Low	Current practice mitigates the risk but lacks auditability: <ul style="list-style-type: none"> • Implementation of range set up procedures in line with Archery GB guidelines as a SSOW • Implementation of practice procedures in line with Archery GB guidelines as a SSOW • Clear responsibility for Kit manager • Confirmatory, annual continual professional development (CPD) for all club officers, session coordinators and coaches on the requirements around range set up and practice in the Archery GB SSOW 	Low	

RISK ASSESSMENT ACTION PLAN

This action plan identifies the control measures to be implemented in order to reduce identified risks to the lowest acceptable risk level.

Note: immediate action must be taken to address any identified net red risk

Other categories of net risk (amber and green) should be completed within the agreed time period (from the report date) specified providing it is reasonably practicable.

Hazard	Further actions / Control measures (as identified from the risk assessment)	Responsible Person/s	Target Completion Date
Slips, trips and falls	Safe system of work implemented based on Archery GB guidelines	Harvey, and coaches	September 2019
Injury from using equipment	An annual review of archery equipment to take place and adoption of a safe system of work based on archery GB guidelines	Simon and Harvey	September 2019
Harmful objects on the YSJ Sports Field	SSOW implemented based on archery GB guidelines for setting up a range. A tally of all harmful objects lost in the field will be given to YSJA after every session.	Harvey, Ben, Simon, and coaches	September 2019
Accidental injury caused by arrows being shot	SSOW implemented based on archery GB guidelines. Emergency plan to be created and all members to be aware of the plan in case of injury.	Ben and Harvey	September 2019
Failure of equipment	Implemented SSOW following archery Gb guidelines. Equipment to be checked annually and records kept.	Simon and Harvey	April 2020

CRITERIA FOR LIKELIHOOD AND IMPACT/SEVERITY

Likelihood

To determine "likelihood" you should consider previous accidents, frequency of the activity and the knowledge and experience of people involved.

Description	Example Detail
High	Extremely likely e.g. previous incidents recorded in the past month or if hazard is likely to occur imminently or in a very short term. (Hazard exists permanently, a hazardous event occurs daily or throughout the day).
Medium	Most Likely e.g. previous incidents recorded in the past 6 months or if hazard is likely to occur in time. (Hazard occurs intermittently, or hazardous event occurs occasionally throughout week/month)
Low	Likely e.g. previous incidents recorded in the past year or if hazard may occur in time. (Hazard exists very infrequently, or hazardous event occurs monthly or less frequently.)

Impact / Severity

To establish the severity of the "impact" you need to consider how seriously someone could be injured by the hazard. You should also consider damage to property and equipment, disruption to service and compliance with legislation.

Description	Example Detail
High	Extremely harmful e.g. Death, life threatening illness/injury, amputations, major fractures, multiple injuries, long term incapacity, long term staff sickness, serious service failure impacting on vulnerable groups, major fire.
Medium	Harmful e.g. 3-day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion, property damage, service failure impacts on property or non-vulnerable groups.
Low	Could be harmful e.g. superficial injuries, minor cuts and bruises, temporary irritation, less than 3-day staff absence.

Net Risk	Action and Timescale
Low	No further preventive action is necessary, but consideration should be given to solutions or improvements that impose no additional cost burden. Monitoring is required to ensure controls/precautions remain effective and review annually or sooner if there are changes.
Medium	Action should be taken within 6 months to reduce the risk as low as is reasonably practicable. A consideration of costs versus effectiveness should be considered. Where an amber risk is associated with a harmful impact/severity further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
High	Action must be taken immediately/as soon as possible. Work should stop or not commence until adequate control measures have been implemented. While the control measures should be cost-effective, there may legally be an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then work must remain prohibited.