

KCFAC- Risk assessment v6

## Risk Assessment



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Classification		Description / Examples	Hazards
Members of KCFAC archery club		Archers	
Non members		Guests	
Landowner			

No.	Hazard Description	Who is at risk?	Hazard Likelihood	Possible Severity	Pre – Control Risk Rating	Control	Hazard Likelihood	Possible Severity	Post – Control Risk Rating
1	Car collision on entering the gate from main road or from leaving	Anyone driving into the grounds	2	2	4	<ul style="list-style-type: none"> <li>The gate is off a 50mph road. There is a grassy/ muddy area wide enough for one car. Drivers must pull off the road completely before unlocking or opening the gate</li> <li>Drivers must exercise considerable care when exiting the ground</li> <li>If there are no other members leaving after them, drivers must ensure they have pulled completely off the road before closing and locking the gate</li> <li>On the day of open shoots, signs must be positioned on each side of the road warning drivers "Caution- Event Vehicle Entrance"</li> </ul>	1	2	2
2	Opening Gate	Anyone driving into the grounds	2	2	4	<ul style="list-style-type: none"> <li>The gate is heavy and has barbed wire on its top bar. Do not attempt to open or close the gate unless you are confident about your physical strength</li> </ul>	1	2	2
3	Parking	Drivers and Pedestrians exiting cars	2	2	4	<ul style="list-style-type: none"> <li>Manoeuvre slowly when parking</li> <li>Leave a safe distance between cars</li> <li>Ask for help if you are having problems</li> </ul>	1	2	2

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4	Walking down track. Track can be slippery when wet and is steep	All entering the wood	2	2	4	<ul style="list-style-type: none"> <li>Wear appropriate footwear</li> <li>Walk slowly, don't run</li> <li>Don't try to walk with lots of equipment. Use a bag or equip yourself for shooting at your car</li> </ul>	1	2	2
5	Injury from being shot on entering shooting area. That is the area beyond the bottom of the track, excluding the admin/ catering / toilets area	All entering the wood	3	3	9	<ul style="list-style-type: none"> <li>Be always vigilant</li> <li>Signage giving warnings "Caution – Archery may be in progress"</li> <li>Non-members must stay out of the shooting area which will be clearly marked out</li> </ul>	2	3	6
6	Natural hazards Tree roots Brambles Nettles Animal holes Overhead branches Slipping on steep surfaces Falling in River Tripping on Steps	All entering the wood	2	3	6	<ul style="list-style-type: none"> <li>Walk slowly and carefully</li> <li>Wear appropriate footwear</li> <li>Do not wear shorts, wear long trousers</li> <li>Do not run</li> <li>Avoid tree roots, they can be slippery and cause trips</li> <li>Avoid dense brambles and nettles. Stamp them down before entering to retrieve arrows.</li> <li>Do not stand over animal hole entrances.</li> <li>Be vigilant of overhead branches. Do not plan shoots so that the paths pass under low branches. If this is not possible, mark the branch with warning tape.or some other means of alerting archers</li> <li>Plan the path to zig zag or contour down steep slopes, and if possible, avoid steep slopes totally. It is better to avoid steep slopes on the course than cut steps or provide handrails or rope- rails</li> <li>You must not attempt to retrieve arrows from the river.</li> <li>Do not go close to the riverbank.</li> <li>Do not attempt to recover rows from the river</li> </ul>	2	3	6

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7	Injury from being shot	All and Caravan park users	3	3	9	<ul style="list-style-type: none"> <li>• All members are in NFAS</li> <li>• All members are insured for public liability</li> <li>• Always follow the course.</li> <li>• There is a continuous boundary around the shooting area, clearly marked with signs</li> <li>• When you have finished shooting, return to the admin area by following the course in the forward direction</li> <li>• There is a NFAS emergency procedure to stop a shoot. Three blasts on a whistle to stop all shooting.</li> <li>• Restart is by a single horn blast.</li> <li>• Always leave someone on the target when searching for arrows. Never a non-adult</li> <li>• Design the course so that, whenever possible, archers leave a target at right angles to the shot</li> <li>• Do not high draw</li> <li>• No cross bows or Compounds</li> <li>• All shots have an appropriate overshoot area and a defection angle appropriate to the presence of trees, and the course boundary.</li> <li>• Targets have good quality, well maintained bosses of a correct size, behind them</li> <li>• Ensure no shots can pass over the river in the direction of the caravan site</li> <li>• There is a continuous boundary fence around the shooting area preventing the public from entering</li> <li>• The admin area, catering area and toilets are not in the shooting area. Non members can enter this area.</li> </ul>	2	3	6
8	Injury when retrieving arrows	archers	2	2	4	<ul style="list-style-type: none"> <li>• Do not walk directly to the target. Go up one side to avoid injury from arrows in the ground</li> <li>• When pulling arrows, the group other than the puller must stand well back.</li> <li>• Use an arrow puller, especially on carbon arrows</li> </ul>			4

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9	Injury from Bow breaking	Usually the archer	3	3	9	<ul style="list-style-type: none"> <li>• Maintain your bow</li> <li>• Do not dry shoot your bow</li> <li>• Check the condition of the string regularly</li> <li>• Do not shoot damaged arrows</li> <li>• Ensure you arrow fits correctly on your string</li> <li>• Don't stand too close to the shooter</li> </ul>	2	3	6
10	Injury from arrow breaking	Usually the archer	3	3	9	<ul style="list-style-type: none"> <li>• Use an arrow puller</li> <li>• Check your arrows regularly</li> <li>• Check arrows after hitting a tree</li> <li>• Wear protection on your bow arm</li> <li>• Don't stand too close to the shooter</li> </ul>	2	3	6
11	Insect bites and stings	all	2	2	4	<ul style="list-style-type: none"> <li>• Avoid insect nests</li> <li>• If there is a nest, use warning tape to alert others</li> <li>• Wear insect repellent</li> </ul>	1	2	2
12	Tree breakages	All entering the wood	2	3	6	<ul style="list-style-type: none"> <li>• Inspect suspicious trees, particularly over the paths on a regular basis and if there is an obvious imminent collapse, use warning tape to prevent others going near and inform the landowner.</li> <li>• If there is a met office warning of high winds, do not enter the wood</li> </ul>	1	3	3
13	Malicious damage Vandalism Arson	Financial risk to club	2	3	6	<ul style="list-style-type: none"> <li>• Lock the gate when leaving</li> <li>• Use signage to warn of surveillance</li> <li>• Use signage to warn of trespass</li> <li>• Do not leave combustible materials around</li> </ul>	2	3	6

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14	Course laying hazards	all	2	3	6	<ul style="list-style-type: none"> <li>Display a "no shooting" message at the social area while work is ongoing</li> <li>Do not attempt to carry more than 25 kg alone</li> <li>Use wheel barrows where possible</li> <li>If using power tools, be confident in how to operate</li> <li>Only use tools you are confident with</li> <li>Do not attempt to work on steep slopes</li> <li>Only use a chainsaw or brush cutter if you have been trained to do so.</li> <li>Always use appropriate safety equipment and clothes.</li> </ul>	1	3	3
15	Shooting from non-pegged areas	all	3	3	9	<ul style="list-style-type: none"> <li>Only shoot off peg if you are aware of who is in the wood and where they are</li> <li>New arrivals must let other groups in the wood know they are there</li> <li></li> </ul>	2	3	6
16	Being injured on the practice bosses.	archers	3	3	9	<ul style="list-style-type: none"> <li>The bosses are supervised prior to a shoot</li> <li>Shooting and arrow collection are strictly controlled</li> </ul>	2	3	6
17	Injured while shooting alone in the wood		3	3	9	<ul style="list-style-type: none"> <li>If possible always shoot in pairs.</li> <li>If shooting alone carry a mobile phone</li> <li>Let someone know when you arrive, and when you leave. Ask them to call if you fail to contact them after an appropriate amount of time.</li> </ul>			
18	Minor injuries	all	2	2	4	<ul style="list-style-type: none"> <li>Provide a first aid kit and know how to use it</li> </ul>	2	3	6

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### Additional Notes

Review when the course has been re-set. Distribute to all members and landowner

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Assessor sign: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: 4/06/23

Implemented by: \_\_\_\_\_ Position: Shoot secretary

### SEVERITY

Risk Assessment

1. The risk is assessed as high if the value is 7 to 9 (**Red**)

It is unacceptable for this level of risk to remain and additional measures shall be put into place.

2. The risk is assessed as medium if the value

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			Trivial injury	Minor injury	Major injury
			LOW (1)	MEDIUM (2)	HIGH (3)
PROBABILITY AND LIKELIHOOD	Unlikely	1	1	2	3
	Likely	2	2	4	6
	Highly likely	3	3	6	9

Trivial injury: Basic 1<sup>st</sup> Aid or not requiring treatment at all

Minor injury: 1<sup>st</sup> Aid and / or Requiring professional medical attention or trip to hospital

Major injury: Disabling, life threatening or fatal