



| Risk Classification | | Severity | | | | Likelihood | Risk | Control Measure | Risk with Control Measure | Overall Risk |
|------------------------------------|--|----------|---|---|----|------------|------|--|---------------------------|--------------|
| Note: Risk = Likelihood x Severity | | 1 | 2 | 3 | 4 | | | | | |
| Likelihood | | 4 | 4 | 8 | 12 | 16 | 1.87 | The risk at the Archery Club's In-door Range is assessed as... | 2 | |
| | | 3 | 3 | 6 | 9 | 12 | | | | |
| | | 2 | 2 | 4 | 6 | 8 | | | | |
| | | 1 | 1 | 2 | 3 | 4 | | | | |

| Hazards | Consequences | Who is at risk | Severity | Likelihood | Risk | Control Measure | Risk with Control Measure | Overall Risk |
|---------------|---|---|----------------------|------------|------|-----------------|--|--------------|
| Indoor Ranges | Risks associated with archery / use of bows to shoot arrows | Injury to those participating in the activity | Archery Club Members | 3 | 1 | 3 | All archers have completed an archery beginners course which incorporates all necessary safety requirements | 1 |
| Indoor Ranges | Equipment failure | Injury to those participating in the activity | Archery Club Members | 3 | 2 | 6 | All the equipment should be visually inspected by archers immediately before use. | 2 |
| Indoor Ranges | Faulty or Damaged Equipment | Injury to those participating in the activity | Archery Club Members | 3 | 2 | 6 | All equipment should be inspected by archers / Field Captain during assembly and prior to use. | 2 |
| Indoor Ranges | Faulty or Damaged Equipment | Injury to those participating in the activity | Archery Club Members | 3 | 1 | 3 | Faulty or Damaged equipment withdrawn by Field Captain. | 1 |
| Indoor Ranges | Injury due to Improper Handling & use of Equipment | Injury to those participating in the activity | Archery Club Members | 3 | 2 | 6 | All persons should be qualified archers and trained in using the equipment for its intended purpose including a safety briefing. | 2 |
| Indoor Ranges | Shot by an arrow | Injury to those participating in the activity | Archery Club Members | 3 | 1 | 3 | Safety information stated in the brief and reinforced throughout the session by Field Captain. | 2 |
| Indoor Ranges | Shot by an arrow | Injury to those observing the archery | Those observing | 3 | 2 | 6 | Any person(s) / animals entering the shooting range, the activity must be STOPPED IMMEDIATELY by any archer calling out FAST | 2 |
| Indoor Ranges | Shot by an arrow | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | Safety command explained during briefing and reinforced throughout the session – "fast" to be used | 2 |
| Indoor Ranges | Shot by an arrow | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | Crossing the waiting line / Arrows only to be touched following the command 'a single whistle' given by the Field Captain. | 2 |
| Indoor Ranges | Shot by an arrow | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | No one to load their bow until they are standing aside the shooting line | 2 |
| Indoor Ranges | Shot by an arrow | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | No one to load their bow until they are standing aside the shooting line | 2 |
| Indoor Ranges | Shot by an arrow | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | Once an archer has shot all arrows they are to retire behind the 'waiting line' and await further instructions. | 2 |
| Indoor Ranges | Shot by an arrow | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | No one is to distract a person when they are in the act of loading an arrow or shooting. | 2 |
| Indoor Ranges | Shot by an arrow | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | Those not shooting arrows should all be behind the waiting line waiting quietly. | 2 |
| Indoor Ranges | Shot by an arrow | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | Archers to the back long hair to prevent entanglement | 2 |
| Indoor Ranges | Injury caused by falling onto an arrow | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | Participants warned not to run when carrying arrows during briefing by Field Captain. | 2 |
| Indoor Ranges | Injury caused by falling onto an arrow | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | Arrows to be carried with points safe – pointing to the ground | 2 |
| Indoor Ranges | Hit by falling target | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | Archers to place their hand on the target prior to pulling out the arrow to anchor the target. | 2 |
| Indoor Ranges | Hit by falling target | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | Difficult to reach or deeply embedded arrows to be withdrawn by Field Captain. | 2 |
| Indoor Ranges | Hit by an arrow when collecting shot arrows | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | Archers only proceed past the waiting / shooting line following the command "three whistle blasts" | 2 |
| Indoor Ranges | Hit by an arrow when collecting shot arrows | Injury to those participating in the activity | Archery Club Members | 2 | 2 | 4 | Archers to check behind them before pulling out their arrows | 2 |

| | | | | | | | | |
|-------------------------|---|---|-----------------------|---|---|---|--|---|
| Indoor & Outdoor Ranges | Hit by an arrow when collecting shot arrows | Injury to those participating in the activity | Beginners and Coaches | 2 | 2 | 4 | If more than one beginner is shooting at a target only one collects their arrows at a time. Coaches to organise when each beginner approaches the target. | 2 |
| Indoor & Outdoor Ranges | Hit by an arrow when collecting shot arrows | Injury to those participating in the activity | Beginners and Coaches | 2 | 2 | 4 | Beginners to check behind them before pulling out their arrows | 2 |
| Indoor & Outdoor Ranges | Running into an arrow | Injury to those participating in the activity | Beginners and Coaches | 2 | 2 | 4 | When moving around the shooting area beginners are not allowed to run at any time | 2 |
| Indoor & Outdoor Ranges | Running into an arrow | Injury to those participating in the activity | Beginners and Coaches | 2 | 2 | 4 | Beginners always approach the targets from the side or between, never straight on | 2 |
| Indoor & Outdoor Ranges | Sore fingers | Injury to those participating in the activity | Beginners and Coaches | 1 | 1 | 1 | Finger tabs to be used by all beginners. | 1 |
| Indoor & Outdoor Ranges | Hit by bow string | Injury to those participating in the activity | Beginners and Coaches | 1 | 1 | 1 | Arm guards on the inner forearm of the hand holding the bow must be worn by all beginners when shooting | 1 |
| Indoor & Outdoor Ranges | Minor Cuts and abrasions | Injury to those participating in the activity | Beginners and Coaches | 1 | 2 | 2 | A First Aid kit is on site - if used, the coach must complete the accident record. | 2 |
| Indoor & Outdoor Ranges | Slips, trips and falls whilst at the range | Injury to those participating in the activity | Beginners and Coaches | 2 | 2 | 4 | Lines and markers to be contrasting colours with their background and secured at regular intervals. Frost / wet grass to be highlighted at the briefing. During the briefing, all beginners asked to bring any trip, slip hazards they observe to the attention of the Field Captain or Coach immediately. | 2 |
| Outdoor Ranges | Weather Conditions | Injury to those participating in the activity | Beginners and Coaches | 1 | 1 | 1 | Field Captain will assess the weather risk before and during the session and their decision on the abandonment of the session is final. | 1 |
| Indoor & Outdoor Ranges | Manual Handling | Injury to those participating in the activity | Beginners and Coaches | 2 | 2 | 4 | Ensure equipment e.g. trolleys are used where appropriate. Use of PPE (Personal Protective Equipment) | 2 |
| Indoor & Outdoor Ranges | Lifting Heavy or Awkwardly Shaped Objects | Injury to those participating in the activity | Beginners and Coaches | 2 | 2 | 4 | Ask for help from others, work within your physical limits, do not walk backwards if at all possible. | 2 |
| Indoor & Outdoor Ranges | Lifting Heavy or Awkwardly Shaped Objects | Injury to those participating in the activity | Beginners and Coaches | 2 | 2 | 4 | Adjust load so easier to carry (for example split load up and carry in smaller weights) | 2 |
| Indoor & Outdoor Ranges | Failing to adhere to Risk Assessment | Injury to those participating in the activity | Beginners and Coaches | 2 | 2 | 4 | Adherence with this Risk Assessment. It is a duty of all people to adhere to the guidance of each risk assessment. It is a requirement that Health and Safety is Managed at the field. | 2 |

Risk Classification and Action

| Designation | Classification | Action |
|-------------|----------------|--|
| 5 to 16 | Unacceptable | This situation is not tolerable. Shooting shall not start or be continued until the risk has been reduced. |
| 3 to 4 | Tolerable | Shooting can continue as long as all control measures are in place and observed - Measures will need to Monitored, Managed and Controlled. |
| 1 to 2 | Low | Little or no risk - Measures will need to Monitored and Controlled. |

| Name | Role | Signature | Date |
|----------------------------|-------------------|---|------------|
| Hartley Elder | Treasurer |  | 20/02/2026 |
| Clive Rootes | Equipment Officer |  | 20/02/2026 |
| Risk Assessment Review due | | | 28/02/2027 |