



Risk Classification						
Likelihood	Severity				The risk at the Bognor Regis Archery Club's outdoor range is assessed as...	
	1	2	3	4		
Note: Risk = Likelihood x Severity						
4	4	8	12	16	1.85	
3	3	6	9	12		
2	2	4	6	8		
1	1	2	3	4		

Target Centres	Hazards	Consequences	Who is at risk	Severity	Likelihood	Risk	Control Measure	Risk with Control Measure
Outdoor 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
Outdoor 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
Outdoor 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
Outdoor 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Damaged Equipment	Injury to those participating in the activity	Archery Club Members	3	1	3	Faulty or Damaged equipment withdrawn by Field Captain.	1
Outdoor 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
Outdoor 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
Outdoor 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.	2
Outdoor 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
Outdoor 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
Outdoor 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 astride the shooting line	2
Outdoor 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
Outdoor 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
Outdoor 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
Outdoor 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
Outdoor 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
Outdoor 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
Outdoor Ranges	Injury caused by tripping on a short shot arrow	Injury to those participating in the activity	Archery Club Members	2	2	4	Archers must wear appropriate footwear when entering the shooting area - no open toed sandals allowed	2
Outdoor Ranges	Injury caused by tripping / falling on lost arrow	Injury to those participating in the activity	Archery Club Members	2	2	4	Lost arrows to be located and retrieved at conclusion of each 'end', using metal detectors and all archers joining the search.	2
Outdoor 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
Outdoor 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

Outdoor 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
Outdoor 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
Outdoor Ranges	Running into an arrow	Injury to those participating in the activity	Archery Club Members	2	2	4	When moving around the shooting area archers are not allowed to run at any time.	2
Outdoor Ranges	Running into an arrow	Injury to those participating in the activity	Archery Club Members	2	2	4	Archers always approach the targets from the side or between never straight on	2
Outdoor Ranges	Sore fingers	Injury to those participating in the activity	Archery Club Members	1	1	1	Finger tabs to be used by all archers.	1
Outdoor Ranges	Hit by bow string	Injury to those participating in the activity	Archery Club Members	1	1	1	Arm guards on the inner forearm of the hand holding the bow must be worn by all archers when shooting	1
Outdoor Ranges	Minor Cuts and abrasions	Injury to those participating in the activity	Archery Club Members	1	2	2	A First Aid kit is on site in the container - If used, the archer must complete the accident record	2
Outdoor Ranges	Slips, trips and falls whilst at the field	Injury to those participating in the activity	Archery Club Members	2	2	4	Lines and markers to be contrasting colours with there background and secured at regular intervals. Frost / wet grass to be highlighted at the briefing. During the briefing, all archers asked to bring any trip, slip hazards they observe to the attention of the Field Captain immediately.	2
Outdoor Ranges	Weather Conditions	Injury to those participating in the activity	Archery Club Members	1	1	1	Field Captain will assess the weather risk before and during the session and their decision on the abandonment of the session	1
Outdoor Ranges	Preventing people entering the range without permission	Injury to members of the general public	General public	3	2	6	The archery range perimeter must have safety rope, barriers and signs erected before any shooting takes place.	2
Outdoor Ranges	Manual Handling	Injury to those participating in the activity	Archery Club Members	2	2	4	Ensure equipment e.g. Trolleys are used where appropriate. Use of PPE (Personal Protective Equipment)	2
Outdoor Ranges	Lifting Heavy or Awkwardly Shaped Objects	Injury to those participating in the activity	Archery Club Members	2	2	4	Ask for help from others, work within your physical limits, do not walk backwards if at all possible.	2
Outdoor Ranges	Lifting Heavy or Awkwardly Shaped Objects	Injury to those participating in the activity	Archery Club Members	2	2	4	Adjust load so easier to carry (for example split load up and carry in smaller weights)	2
Outdoor Ranges	Failing to adhere to Risk Assessment	All	All	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				17/02/2025		
Robert New		Equipment Officer				17/02/2025		
						Risk Assessment Review due		
						31/01/2026		