



Note: Risk = Likelihood x Severity

		Severity				The risk at the Archery Club's Beginners Course ranges are assessed as...
		1	2	3	4	
Likelihood	4	4	8	12	16	
	3	3	6	9	12	
	2	2	4	6	8	
	1	1	2	3	4	
1.88						

Target Centres	Hazards	Consequences	Who is at risk	Severity	Likelihood	Risk	Control Measure	Risk with Control Measure
Indoor & Outdoor Ranges	Equipment failure	Injury to those participating in the activity	Beginners and Coaches	3	2	6	All the equipment must be visually inspected by coaches immediately before use.	2
Indoor & Outdoor Ranges	Faulty or Damaged Equipment	Injury to those participating in the activity	Beginners and Coaches	3	2	6	All equipment must be inspected by coaches during assembly and prior to use.	2
Indoor & Outdoor Ranges	Faulty or Damaged Equipment	Injury to those participating in the activity	Beginners and Coaches	3	1	3	Faulty or Damaged equipment must be withdrawn by Field Captain.	1
Indoor & Outdoor Ranges	Injury due to Improper Handling & use of Equipment	Injury to those participating in the activity	Beginners and Coaches	3	2	6	All beginners should have adequate instruction and training in using the equipment for its intended purpose including a safety briefing.	2
Indoor & Outdoor Ranges	Shot by an arrow	Injury to those participating in the activity	Beginners and Coaches	3	1	3	Safety information stated in the brief and reinforced throughout the session	2
Indoor & 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 coach calling out FAST.	2
Indoor & Outdoor Ranges	Shot by an arrow	Injury to those participating in the activity	Beginners and Coaches	2	2	4	Safety command explained during briefing and reinforced throughout the session – "FAST" to be used.	2
Indoor & Outdoor Ranges	Shot by an arrow	Injury to those participating in the activity	Beginners and Coaches	2	2	4	Crossing the waiting line / arrows only to be touched whilst supervised by a coach and following the command "a single whistle" given by the Field Captain.	2
Indoor & Outdoor Ranges	Shot by an arrow	Injury to those participating in the activity	Beginners and Coaches	2	2	4	No one to load their bow until they are standing astride the shooting line	2
Indoor & Outdoor Ranges	Shot by an arrow	Injury to those participating in the activity	Beginners and Coaches	2	2	4	Once an beginner has shot all arrows they are to retire behind the 'waiting line' and await further instructions.	2
Indoor & Outdoor Ranges	Shot by an arrow	Injury to those participating in the activity	Beginners and Coaches	2	2	4	No one is to distract a person when they are in the act of loading an arrow or shooting.	2
Indoor & Outdoor Ranges	Shot by an arrow	Injury to those participating in the activity	Beginners and Coaches	2	2	4	Those not shooting arrows should all be behind the waiting line waiting quietly.	2
Indoor & Outdoor Ranges	Shot by an arrow	Injury to those participating in the activity	Beginners and Coaches	2	2	4	Beginners to tie back long hair to prevent entanglement	2
Indoor & Outdoor Ranges	Injury caused by falling onto an arrow	Injury to those participating in the activity	Beginners and Coaches	2	2	4	Participants warned not to run when carrying arrows during briefing by Field Captain.	2
Indoor & Outdoor Ranges	Injury caused by falling onto an arrow	Injury to those participating in the activity	Beginners and Coaches	2	2	4	Arrows to be carried with points safe – pointing to the ground.	2
Indoor & Outdoor Ranges	Injury caused by tripping / falling on lost arrow	Injury to those participating in the activity	Beginners and Coaches	2	2	4	Beginners must wear appropriate footwear when entering the shooting area - no open toed sandals allowed	2
Indoor & Outdoor Ranges	Hit by falling target	Injury to those participating in the activity	Beginners and Coaches	2	2	4	Lost arrows to be located and retrieved at conclusion of each 'end', using metal detectors and all beginners joining the search.	2
Indoor & Outdoor Ranges	Hit by falling target	Injury to those participating in the activity	Beginners and Coaches	2	2	4	Beginners to place their hand on the target prior to pulling out the arrow to anchor the target.	2
Indoor & Outdoor Ranges	Hit by falling target	Injury to those participating in the activity	Beginners and Coaches	2	2	4	Difficult to reach or deeply embedded arrows to be withdrawn by Field Captain or Coach.	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 only proceed past the waiting / shooting line following the command 'three whistle blasts'.	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	Sores 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 the 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 spill 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					Action	
Designation	Classification					
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