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| Work/Activity: Southampton University Archery Club |
| Southampton University Archery Club General Risk Assessment, including: General, Outdoor, Indoor: Rifle Range, Indoor: SUSU Old Sports Hall and Target Archery |
| Group: | Assessor(s): Bethany Logan | Contact: bl1g18@soton.ac.uk |
| Guidance/standards/Reference documents  | Competence requirements |
| * <http://www.hse.gov.uk/Risk/faq.htm>
* ArcheryGB Rule of Shooting <http://www.archerygb.org/documents_governance.php?folderid=1971&includeref=doclist1198>
 | **Role:**  | **Skills, experience or qualifications**  |
| Key HolderEquipment OfficerCoach | Chosen by committee as responsible members of the club. Have to read through and sign the risk assessment before becoming a key holder2 positions on committee that are voted in by members. They receive training by previous Equipment Officers on how to succeed in their roleTrained coaches through the Archery GB Coaching qualifications. |
| Risk assessments linked |
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|  | Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk/9 | check SA/DM |
| 1 | General Shooting | Archers under the influence of drugs or alcohol, or suffering from a lack of sleep. | Any archer or spectator. Archer is not in control of themselves and could injure others through poor technique | No archer shall be allowed to shoot when under the influence of drugs or alcohol, or suffering from a lack of sleep. Archers are not permitted in the range under these conditions and shall be allowed to remain in the back room only if failure to do so would present further risk to the individual. | 2 |  | Key Holder |  |  |
| 2 | General Shooting | Injury caused by exposure to cold over duration of shoot. | Archer. Could get frostbite | Members are advised to wear warm clothing when shooting in inclement weather. The indoor range can become cold and members should dress appropriately. | 2 | Archer may be turned away if clothing is inappropriate for weather | Key Holder | 2 |  |
| 3 | General Shooting | Injury caused by heat exposure over duration of shooting. | Archer. Could get dehydration, heat stroke or sunburn | Members are advised at the beginning of the year and again at the beginning of the outdoor season to bring water to all sessions, especially when it is warm.At the beginning of the outdoor season sun cream will be advised for every session. | 2 |  | Key Holder |  |  |
| 4 | General Shooting | Muscle injuries. | Archer. Could get injured | All members are instructed in correct warm up technique. Coaches are able to give further advice on recommended warm ups as required. | 2 |  | Coach |  |  |
| 5 | General Shooting | Unknown existing medical conditions cause illness which requires immediate treatment, due to possible isolated locations and shooting late at night with no Sport and Wellbeing first aid staff on site. | Archer with the medical condition(s). Poor treatment may cause injury. | All members receive a questionnaire asking about existing medical conditions, all first aiders briefed about serious medical conditions and the treatment of them.There is a defibrillator at the water sports centre which can be used in an emergency. | 2 |  | Key Holder |  |  |
| 6 | General Shooting | Tripping, slipping, falling and sharp edges. | Everyone. Could cause injury | No running allowed in the range. | 2 |  | Key Holder |  |  |
| 7 | General Shooting | Lack of experience causes injury through poor technique. | Archer. Could cause injury | Coaches are available to improve technique; all members complete or have previously completed a beginners course. | 2 |  | Coach |  |  |
| 8 | General Shooting | Injury through lack of training, returning at too high a draw weight after a break. | Archer. Could cause injury | Members are provided with many opportunities to train; those who have been unable to train are reminded to ease back into the sport by reducing the number of arrows shot per session, increasing the number of sessions slowly or reducing the draw weight of the bow.Where possible the club will allow members to use club limbs to reduce draw weight although not at the detriment of new members using equipment. | 2 |  | Coach |  |  |
| 9 | General Shooting | Mobile phones on the shooting line cause distraction. | Distraction could cause injury to archer and others | People are advised not to have mobile phones when shooting, those wishing to have mobile phones must keep them on silent and only use them when behind the waiting line, people should use mobile phones considerately and not distract other archers. | 2 |  | Key Holder |  |  |
| 10 | General Shooting | Misuse of equipment. | Misuse of equipment could cause injury to archer and others | All members have undergone a beginners course, and any misuse of equipment during any club shoots is to be dealt with severely. The club retains the right to expel members who misuse club equipment. | 3 |  | Key Holder |  |  |
| 11 | General Shooting | Vehicle incident during travel to/from competitions. | Driver and passenger in car. Incidents may cause injuries | All minibus drivers will be registered with SUSU and all SUSU guidelines adhered to, when travelling in personal cars drivers are to check their cars thoroughly and only drive if they have the correct insurance to do so. | 3 |  | Driver |  |  |
| 12 | General Shooting | Inadequately managed shooting range. | Anybody in the range. If an incident occurs injuries may occur | Shooting line will have an experienced archer present at all times, archers will be deemed competent to manage the range by the Captain, a key holder will open and close the range and be present at all times although may be in the back room if another experienced archer is present in the range. | 3 |  | Key Holder |  |  |
| 13 | General Shooting | Person being hit by an arrow in flight. | Person hit by arrow would suffer injuries | All shooting will be controlled under ArcheryGB rules of shooting, with the exception that denim may be worn during training. Experienced archers are reminded that arrows are to be left in whenever possible until qualified medical staff arrives. | 2 |  | Key Holder |  |  |
| 14 | General Shooting | Interference at the shooting line causing an arrow to be shot at something other than target. | Arrow could hit someone or could rebound and then hit someone | Only those shooting or coaching allowed in front of the waiting line. Members behind the shooting line must not distract archers in a way which may cause them to turn around. | 1 |  | Key Holder |  |  |
| 15 | General Shooting | Minor equipment failure. | Archer. Equipment failure may cause injury | All club equipment is regularly checked by the Equipment Officers. Good maintenance practice is encouraged to all members but not enforced. Any suspected faults are to be reported to a key holder who will de-string the bow and pass it to the equipment Officers. | 2 |  | Equipment Officer |  |  |
| 16 | General Shooting | Major equipment failure. Failure of limbs, arrows or riser causing potentially serious injury. | Everyone. Equipment failure may cause injury due to flying parts | All club equipment is regularly checked by the Equipment Officers. Good maintenance practice is encouraged to all members but not enforced. | 2 |  | Equipment Officer |  |  |
| 17 | General Shooting | Muscle injury from too great a draw weight. | Archer. Could cause injury | All beginners will start with at most 18lb draw weight, and only progress once they are comfortable with the weight; beginners may reduce draw weight at any time and are encouraged to report discomfort. All members can request lower poundage limbs from the Equipment officer who must provide them if they are available. | 2 |  | Coach |  |  |
| 18 | General Shooting | Aggravation of old/existing injuries. | Archer. Could cause injury | Members are expected to discuss old/existing injuries with coaches to discuss management. | 1 |  | Coach |  |  |
| 19 | General Shooting | Use of personal music players during shooting, making archers unaware of safety calls. | If an emergency occurs, then archer may not be aware and could hurt themselves or others | Personal music players are not permitted on the shooting line and if used behind the waiting line must be kept at a volume where safety calls and whistles can be heard. | 2 |  | Key Holder |  |  |
| 20 | General Shooting | Bow string hitting arm. | Archer. May cause bruising | Members are instructed in good technique which reduces the likelihood of them hitting their arm. All members will have access to a club arm guard if required. | 2 |  | Coach |  |  |
| 21 | General Shooting | Back stress & injury from manual handling. | Person lifting, may cause injury | When working with heavy objects members must not lift more than would be deemed sensible. Proper lifting practice should be followed. Using a straight back.Never lift heavy objects alone. Work with others. Trolley is provided for moving targets long distances outdoors. | 2 |  | Key Holder |  |  |
| 22 | General Shooting | Falling onto an arrow. | Anyone. Could cause injury | Members instructed in a safe manner to carry arrows, advised to approach the target from the side although this can be difficult in the limited space available, there is no running permitted in the range, indoors or outdoors. | 2 |  | Key Holder |  |  |
| 23 | General Shooting | Arrow coming off end of bow from being overdrawn. | Archer. Could cause archer to shoot hand | All beginners are given arrows at least as long as their draw length, members are to inform each other if a change in draw length is noticed, experienced archers are responsible for checking this during the beginners course. | 2 |  | Coach |  |  |
| 24 | General Shooting | Jewellery, items in pockets, long hair, tabs/ribbons on clothes caught by bow string. | Archer. Could cause injury | Members are advised that only stud earrings are to be worn, all other piercings should be removed. Sensible clothing is to be worn at all times while shooting and hair should be tied back. | 2 |  | Archer |  |  |
| 25 | General Shooting | Single archers receive injury and are unable to get help. | Archer. Could cause severe injury | There must always be 2 adults present one of whom must be an experienced archer. There must always be a first aider present who may be one of the 2 adults. | 2 |  | Key Holder |  |  |
| 26 | General Shooting | Injury caused through incorrect set-up of the bow, including string not on properly or limbs coming out when drawing the bow. | Everyone. Could cause injury | All members are shown how to set up a bow and key holders are responsible for helping new members. Stringers must be used when setting up any bow. | 1 |  | Archer |  |  |
| 27 | General Shooting | Setting up of large, heavy equipment could cause injury if mishandled | Anyone helping to set up | All members are shown how to safely set up bosses and make sure the legs are set up properly to avoid them falling over. | 2 |  | Key Holder |  |  |
| 28 | Outdoor Shooting | Carbon arrows lost in the ground, non-responsive to metal detector. Cause injury to other facility users. | Any user of Wide Lane could hurt themselves on a lost arrow | No full carbon arrows are permitted for outdoor shooting. Only wooden, aluminium and carbon aluminium are allowed without express permission from the Captain. | 2 |  | Key Holder |  |  |
| 29 | Outdoor Shooting | People collecting arrows at different times mean that people will be in front of the shooting line when others are still shooting, risk of being hit by an arrow. | Anyone collecting could be hurt by a stray arrow | In line with ArcheryGB guidelines a minimum of 25m will be kept between independent shooting lines. | 2 |  | Key Holder |  |  |
| 30 | Outdoor Shooting | Wind blows an arrow off course causing it to hit someone. | Getting hit by an arrow causes injury | Shooting is conducted in an open field, safety margins to the side of the shoot shall be in accordance with ArcheryGB. Entrance to the field will have warning signs to notify of the fields use as an archery range in session. | 2 |  | Key Holder |  |  |
| 31 | Outdoor Shooting | Urgent first aid is required and Sport and Wellbeing staff are not present. | The person requiring first aid could suffer whilst waiting for first aid | At least one archer must carry a mobile phone, the number for security can be found inside the container. | 2 |  | Key Holder |  |  |
| 32 | Outdoor Shooting | Bow or archer hit by lightning while shooting in a storm. | Archer hurt by lightning | No archery will take place during lightning storms, the Key Holder will make the determination of safe shooting conditions. | 2 |  | Key Holder |  |  |
| 33 | Outdoor Shooting | Other sports user injured by uncollected arrows in field. | Other sports users could get hurt by an arrow | Every effort should be made to recover all arrows, metal detectors are provided by the club in order to aid detection of arrows, and arrows lost at the end of the session should be reported to the captain immediately. | 1 |  | Key Holder |  |  |
| 34 | Outdoor Shooting | Poor lighting causing dangerous shooting. | Archers could not see a hazard and hurt someone | Shooting should only take place in good lighting, outdoors this means that shooting should finish before dusk with all equipment packed away during daylight hours. | 1 |  | Key Holder |  |  |
| 35 | Outdoor Shooting | Injury to feet from hidden arrows. | Somebody could hurt their feet on an arrow in the ground | In accordance with ArcheryGB rules no open shoes are to be worn by any person on the archery field of shooting, this does not include spectators, but this precludes spectators walking in front of the shooting line at any time. | 1 |  | Key Holder |  |  |
| 36 | Target Archery | Rebounding arrows striking archers | Arrow could hit someone and cause injury | Rebounding arrows are normally low velocity, recurrence of this event requires investigation to ascertain the cause, only danage and layered foam with paper targets shall be shot at without further risk assessment. | 2 |  | Key Holder |  |  |
| 37 | Target Archery | Hit by falling target. | Person pulling arrows could pull the target over and hurt themselves  | Correct removal of arrows demonstrated putting weight onto the target, indoors the targets have blocks of wood to stop the legs closing and making them unstable, outdoors targets are pegged down and secured with rope. | 1 |  | Key Holder |  |  |
| 38 | Target Archery | Injury sustained from being hit from the rear end of an arrow when it is pulled from the target. | Could cause bleeding | All members have undergone a beginner’s course, either with the club or prior to joining, including safe instruction of pulling arrows. | 1 |  | Key Holder |  |  |
| 39 | Rifle Range | Road safety. | Someone could get run over | Clearly marked roads. Speed limits of 5mph at Centre entrance. Speed bumps and an area designated for cars to drive in 'a yellow line'. Members advised to be wary of cars and drivers warned of heavy pedestrian presence. | 2 |  | Archer |  |  |
| 40 | Rifle Range | Fire. | Could cause anyone in the range burns | Range is fitted with fire and smoke detectors. Fire extinguishers located in the front room. Evacuation through main doors only, assembly point by residential area at entrance to water sports centre. | 3 |  | Key Holder |  |  |
| 41 | Rifle Range | Rifle rounds not correctly secured. | Someone could illegally obtain rifle rounds | Rounds are to be immediately locked in the archery senior cupboard and the captain of the rifle club contacted to come and secure, failing to contact the rifle club Chris is to be contacted. Failing both the police are to be called to secure the rounds. | 2 |  | Key Holder |  |  |
| 42 | Rifle Range | Rifle bolts not correctly secured. | Someone could illegally obtain rifle bolts | Bolts to be stored in the archery senior cupboard until they can be returned to the rifle club, if available they are to be further locked in the cashbox or lockbox. | 2 |  | Key Holder |  |  |
| 43 | Rifle Range | Encroachment of non-participants into shooting or safety areas. | Someone could be shot | There is only one entrance to the range. This can be easily monitored while shooting. | 2 |  | Key Holder |  |  |
| 44 | Rifle Range | Shooting resumes while people are collecting things from behind the curtain. | Someone could be shot  | When collecting things from behind the curtain a second person is to remain standing in front of the targets until the item is retrieved from behind the curtain to stop people resuming shooting while someone is in front of the shooting line. All members versed in safety commands. | 2 |  | Key Holder |  |  |
| 45 | Rifle Range | Slips, trips and falls | Any range user | Keep entryways and pathways clear, ensure all equipment is stored in its proper place. Ensure any spillages are cleaned up as soon as possible. | 2 |  | All users |  |  |
| 46 | Rifle Range | Overcrowding causing injury | Any range user | Suitable one way systems in place for when the range becomes busy. If the club has enough active members to warrant it, a pre-booking system will be used to ensure that overcrowding doesn't happen. | 2 |  | Key Holder |  |  |
| 47 | SUSU Old Sports Hall | Things falling into the shooting area from balcony causing distraction or causing arrow to rebound from object. | Rebound arrow could hurt someone. Falling objects could hurt someone. Distraction could cause an incident and injury. | If non archers are spectating from the balcony then an experienced archer will be present to supervise. No-one may hold anything over the balcony at any time. | 2 |  | Key Holder |  |  |
| 48 | SUSU Old Sports Hall | Fire | Could cause anyone in the range burns | Hall is fitted with fire and smoke detectors. Fire extinguishers located in hallway immediately outside hall. Evacuation through designated fire exits, assembly point grassy area at bottom of stairs outside SUSU. | 3 |  | Key Holder |  |  |
| 49 | SUSU Old Sports Hall | Encroachment of non-participants into shooting or safety areas. | Someone could be shot | There is an entrance in front of the shooting line from the fire exit at the rear of the hall. This should remain closed at all times to prevent people coming in from the outside. | 2 |  | Key Holder |  |  |
| 50 | General Risk | Slips, trips and falls | Physical injury to event organisers and attendees | All boxes and equipment to be stored away from the main meeting area, e.g. stored under tables. Any cables to be organised as best as possible. Cable ties/to be used if necessary.Floors to be kept clear and dry, and visual checks to be maintained throughout the meeting by organizers. Extra vigilance will be paid to make sure that any spilled food products/objects are cleaned up quickly and efficiently in the area. | 2 |  | All members |  |  |
| 51 | General Risk | Inadequate meeting space (overcrowding/not inclusive to all members) | Physical injury, distress, exclusion to event organisers and attendees | Committee check on room pre-booking, checks on space, lighting, access, tech available. Ensure space meets needs of members e.g. considering location & accessibility of space. Committee to consult members on needs and make reasonable adjustments where possible | 2 |  | Committee |  |  |
| 52 | General Risk | Activities involving electrical equipment e.g. laptops/ computers | Risk of eye strain, injury, electric shock to event organisers and attendees | Ensure regular breaks (ideally every 20mins) when using screens. Ensure the screen is set up to avoid glare, and is at eye height where possible. Ensure no liquids are placed near electrical equipment. Ensure all leads are secured with cable ties/mats etc. | 2 |  | User |  |  |
| 53 | General Risk | Socials: Costumes/Fancy dress | Props/costumes causing injury or offence to participants Members of the public | Ask members to only bring small items and use them sensibly. Members of the society are responsible for their own possessions and the use of them. Choose a theme unlikely to cause offence. Any participant wearing items deemed offensive asked to remove these. Society to follow and share with members Code of conduct/SUSU Expect Respect policy. | 2 |  | Committee and members |  |  |
| 54 | General Risk | Socials- alcoholconsumption | Participants may become at risk as a result of alcohol consumption Members of the public may act violently towards participants | Members are responsible for their individual safety though and are expected to act sensibly. Initiation behaviour not to be tolerated and drinking games to be discouraged. For socials at bars/pubs etc bouncers will be present at most venues. Bar Security staff will need to be alerted and emergency services called as required. Where possible the consumption of alcohol will take place at licensed premises. The conditions on the license will be adhered | 2 |  | All participants |  |  |
| 55 | General Risk | Socials/Meetings-Medical emergency | Members may sustain injury /become unwell pre-existing medical conditions Sickness Distress | Advise participants; to bring their personal medication. Members/Committee to carry out first aid if necessary and only if qualified and confident to do so. Contact emergency services as required 111/999. Contact SUSU Reception/Venue staff for first aid support | 2 |  | All participants |  |  |
| 56 | General Risk | Handling & StoringMoney- Own Societyfundraising | Theft. Individuals being mugged/robbed. Loss/misplacement leading to financial loss | Cash to be deposited asap after each event into society bank account or money hub. Nominated person will be tasked with storing cash in nominated location when banks not open. Money to be kept in lockable box. Avoid giving cash to committee member if they will be travelling by foot alone (request taxis where possible/travel by car. Ensure cash is not visible/advertised when out in public) | 2 |  | Committee |  |  |
| 57 | General Risk | Events involving Food | Allergies. Food poisoning. Choking | Individual event risk assessment to be carried out for events involving members making/serving food. Homemade items to be avoided by those with allergies and should be made by those with appropriate food hygiene training (Level 2 +). Only order/buy food at establishments with appropriate food hygiene rating - Food to only be provided/eaten when other activities are | 2 |  | All participants |  |  |

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| Reviewed By: | Comments: |
| Responsible person (SA/DM):  | Date:  |  |
| SUSU H&S manager (where applicable): | Date: |  |

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| Likelihood |
| Impact | 3 | 6 | 9 |
| 2 | 4 | 6 |
| 1 | 2 | 3 |

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| Likelihood |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |

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| Impact |
| Level | **Description** |
| High (3)  | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support.  |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |