| Work/Activity: Southampton University Archery Club |
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| Southampton University Archery Club general risk assessment, including:   * General Shooting (applies to indoor and outdoor archery) * Outdoor * Target Archery * Clout Archery * Indoor (Rifle Range) * Indoor (SUSU Old Sports Hall) * Covid-19 protocols |
| Guidance/standards/Reference documents |
| * [http://www.hse.gov.uk/Risk/faq.htm](about:blank) * Archery GB Rules of Shooting [https://www.archerygb.org/about-us-structure-safeguard/about-us/the-rules-of-shooting/](about:blank) |
| Assessor(s): Sophie Brown Contact: sophiebrown2001@gmail.com |

| **Competence Requirements and Roles** | |
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| **Role** | **Skills, experience and Qualifications** |
| Keyholder | Chosen by committee as responsible members of the club. They must read and understand this risk assessment before becoming a keyholder, and sign a document confirming they have done so. |
| Equipment Officer | 2 positions on committee that are voted in by members. They receive training by previous Equipment Officers on how to succeed in their role. |
| Coach | Trained coaches through the Archery GB Coaching qualifications. |

|  | Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk  /9 |
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| 1 | General Shooting | Archers under the influence of drugs, 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, 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 |  | Keyholder | 1 |
| 2 | General Shooting | Injury caused by exposure to cold over duration of shoot. | Archer. Could get frostbite and hyperthermia. | 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 | Keyholder | 1 |
| 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 |  | Keyholder | 1 |
| 4 | General Shooting | Muscle injuries. | Archer. Could get injured | All members are instructed in correct warm up technique. Coaches are able to give further advise on recommended warm ups as required. | 2 |  | Coach | 1 |
| 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 medical condition. 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 (when indoors) and reception at Wide Lane have one as well (for outdoors). | 2 |  | Keyholder | 1 |
| 6 | General Shooting | Tripping, slipping, falling and sharp edges. | Everyone. Could cause injury | No running allowed in the range. | 2 |  | Keyholder | 1 |
| 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 | 1 |
| 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 number of sessions slowly or reducing draw weight of 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 | 1 |
| 9 | General Shooting | Mobile phones on 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 |  | Keyholder | 1 |
| 10 | General Shooting | Misuse of equipment. | Misuse of equipment could cause injury to archer and others | All members have undergone a beginner’s course, and any misuse of equipment during any club shooting sessions is to be dealt with severely. The club retains the right to expel members who misuse club equipment. | 3 |  | Keyholder | 2 |
| 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 | 1 |
| 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 Keyholder 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 |  | Keyholder | 2 |
| 13 | General Shooting | Person being hit by arrow in flight. | Person hit by arrow would suffer injuries | All shooting will be controlled under Archery GB rules of shooting with the exception that denim may be worn during training. Experienced archers are reminded that arrows are to be left in the injury whenever possible until qualified medical staff arrives. | 2 |  | Keyholder | 1 |
| 14 | General Shooting | Interference at the shooting line causing 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. | 1 |  | Keyholder | 1 |
| 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 for all members but not enforced. Any suspected faults are to be reported to a Keyholder who will de-string the bow and pass it to the equipment Officers. | 2 |  | Equipment Officer | 1 |
| 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 | 1 |
| 17 | General Shooting | Muscle injury from too heavy a draw weight. | Archer. Could cause injury | All beginners will start at a maximum of 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 | 1 |
| 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 | 1 |
| 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 |  | Keyholder | 1 |
| 20 | General Shooting | Bow string hitting arm. | Archer. May cause bruising | Members are instructed in good technique which reduces the likelihood of them hitting there arm. | 2 |  | Coach | 1 |
| 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 |  | Keyholder | 1 |
| 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 |  | Keyholder | 1 |
| 23 | General Shooting | Arrow coming off end of bow from being over drawn. | Archer. Could cause archer to shoot hand | All beginners are given arrows at least 2 inches longer than their draw length (which will be measured on their first session), 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 | 1 |
| 24 | General Shooting | Jewellery, items in pockets, long hair, tags/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 | 1 |
| 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 |  | Keyholder | 1 |
| 26 | General Shooting | Injury caused through incorrect set up of the bow, including string not on properly, or bow limbs coming out of their sockets when drawing the bow. | Everyone. Could cause injury | All members are shown how to set up a bow and Keyholders are responsible for helping new members. Stringers must be used when setting up any bow. | 1 |  | Archer | 1 |
| 27 | Specialist Equipment | Injury from improper use of specialist equipment (such as arrow cutter) such as minor cuts or grazes and dust from cutting arrows. | Individual using the equipment and others nearby | Members wishing to use this type of equipment are taught by other members of the club who have experience using it, and can only use it when training has been given and the captain or equipment officers are satisfied that they are using it safely. Safety manuals must be read, masks will be provided for when cutting multiple carbon arrows for individuals to use to prevent inhalation of dust or shards of carbon. No member will use specialist equipment alone and will be supervised by another member of the club. | 2 | Equipment will be stored safely in a box/packaging and in a locked cupboard and use will be supervised by another club member. | Equipment Officer/Captain | 1 |
| 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 |  | Keyholder | 1 |
| 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 |  | Keyholder | 1 |
| 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. | 2 |  | Keyholder | 1 |
| 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 (and on the reverse of university ID cards). | 2 |  | Keyholder | 1 |
| 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 Keyholder will make the determination of safe shooting conditions. | 2 |  | Keyholder | 1 |
| 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 |  | Keyholder | 1 |
| 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 |  | Keyholder | 1 |
| 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 |  | Keyholder | 1 |
| 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 faces shall be shot at without further risk assessment. | 2 |  | Keyholder | 1 |
| 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 |  | Keyholder | 1 |
| 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 |  | Keyholder | 1 |
| 39 | Clout  Archery | Longer distance required | Could conflict with other activities on the field | A clout shoot may only be conducted if no other shooting is taking place that session, and it has been prearranged as a club event. The whole field must be booked for use of the archery club, and in order to ensure safety of all those present, the shoot will take place diagonally (across the field) rather than on the usual target archer range, The Archery GB Rules of Shooting will be followed at all times. | 2 |  | Keyholder | 1 |
| 40 | Clout Archery | Different style of archery | Could cause injury | Archers taking part in a clout shoot will be briefed on the different techniques required, in advance of the shoot taking place. In particular, this should include a safety briefing and a discussion of appropriate aiming points and bow elevation. The Archery GB Rules of Shooting will be followed at all times. | 2 |  | Keyholder, coach | 1 |
| 41 | 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 | 1 |
| 42 | Rifle Range | Fire. | Could cause anyone in the range burns | Range is fitted with fire and smoke detectors. Fire extinguishers located in front room. Evacuation through main doors only, assembly point by residential area at entrance to water sports centre. | 3 |  | Keyholder | 2 |
| 43 | 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 the watersports site manager is to be contacted. Failing both of these the police are to be called to secure the rounds. | 2 |  | Keyholder | 1 |
| 44 | 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 |  | Keyholder | 1 |
| 45 | 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 |  | Keyholder | 1 |
| 46 | Rifle Range | Shooting resumes while people are collecting things from behind 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. | 2 |  | Keyholder | 1 |
| 47 | SUSU Old Sports Hall | Things falling into 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 |  | Keyholder | 1 |
| 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 |  | Keyholder | 1 |
| 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 |  | Keyholder | 1 |
| 50 | Equipment Check | Incorrect draw length resulting in arrows which are not on the rest, strings in poor condition, loose screws, unsuitable lbs | Archer/those around the archer | When seniors join who have their own kit an equipment check must be undertaken to ensure that it is suitable. | 2 |  | Keyholder | 1 |
| 51 | Covid-19 Protocols | Spread of covid-19 through shared use of equipment | Those using equipment could be infected | Shared club equipment should be sanitised between uses if used by more than one archer in a given shooting session. | 4 |  | Keyholder | 2 |
| 52 | Covid-19 Protocols | Spread of covid-19 because of insufficient airflow/ventilation | All those present | When appropriate, the door to the indoor range should be left open to increase ventilation | 4 |  | Keyholder | 2 |
| 53 | Covid-19 Protocols | Spread of covid-19 through common touchpoints | All those present | All those present should use hand sanitiser. | 4 |  | Keyholder | 2 |
| 54 | Covid-19 Protocols | Spread of covid-19 because of a lack of personal protective equipment | All those present | All those present should wear a face covering when indoors, if they are able to do so. | 4 |  | Keyholder | 2 |

|  | | Comments |
| --- | --- | --- |
| Reviewed by: | Date: |  |
| SUSU H&S manager (where applicable): | Date: |  |

| 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. |

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

| 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 |

| **Signatures of Responsible Individuals** | | | |
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| **Name** | **Role** | **Signature** | **Date** |
| Sophie Brown | Vice-Captain (2022-23) | SAB | 18/07/2022 |
| Miguel Mendes Pena | Secretary (2022-23) | MMP | 19/07/2022 |
| Gary Carr | SUAC Head Coach | GJC | 18/07/2022 |