

Risk Assessment for:

Archery

Introduction

This document aims to help you assess health and safety risks in an environment where archery is practiced in accordance to the rules of shooting published by the Grand National Archery Society. It is intended to help people who have a specific responsibility for the conduct of an archery session; for example, club & society officers, coaches and judges. Nothing in here is entirely new; it is based on information already within the public domain.

A risk assessment is an important step in protecting participants, officials, spectators and other members of the general public who may be affected by the activity. It helps you focus on the risks that really matter in your environment - the ones with the potential to cause real harm. In many instances, straightforward measures can readily control risks, for example ensuring there is a safe means of access to the shooting line so people do not trip over a clutter of equipment. For most, that means simple, cheap and effective measures to ensure that people are protected.

It is not expected that you to eliminate all risk, but you are asked to protect people as far as 'reasonably practicable' from serious harm. This guide tells you how to achieve that with a minimum of fuss. There are other risk assessment methods available, however it is felt that this simple approach is the most suitable for the archery environment that already has significant controls in place through the GNAS Rules of Shooting.

This guide is not valid for any activity regulated by the Adventure Activities Licensing Authority that specifically includes activities of caving, climbing, trekking and water sports activities.

Employers, self-employed persons and employees have very specific legal duties and rights in terms of Health and Safety in the work place.

What is risk assessment?

A risk assessment is simply a careful examination of what, in your environment, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

People taking part in sports activities have a right to be protected from serious harm caused by a failure to take reasonable control measures. Accidents and ill health can ruin lives and affect your sport if for example; reputations are damaged, insurance costs are increase or you have to go to court.

How to assess the risks in an Archery environment

Five Step Method

Step 1 - Identify the hazards

Step 2 - Decide who might be harmed and how

Step 3 - Evaluate the risks and decide on precautions

Step 4 - Record your findings and implement them

Step 5 - Review your assessment and update if necessary

Don't overcomplicate the process. In many situations, the risks are well known and the necessary control measures are easy to apply. You probably already know whether your venue has any means of access in front of the shooting line; for example, a fire door in an indoor facility. If so, check that you have taken reasonable precautions to prevent people coming through whilst shooting is taking place.

You don't have to be a health and safety expert; if you are familiar with your own facility and how archery is conducted you are already well placed to undertake a risk assessment. Involve other officers or archers within your organisation; they will have useful information about how things are done that will make your assessment of the risk more thorough and effective.

If you feel are not competent, get help from a more senior officer or experts from outside your organisation.

Definitions

There are a few words; jargon if you like, that take on a specific meaning within the risk assessment.

Hazard	is anything that may cause harm; for example, arrows, bad practice, risks of trips or falls. A hazard need never pose a risk to health and safety if the correct control measures are in place.
Risk	is the chance; high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.
Person at Risk	is a record of who is specifically is at risk of being harmed if the hazard is realised.
Control Measures	is anything that is used to effectively reduce the risk that a hazard could cause harm; for example, signs, instructions, barriers or protective equipment.

Step 1 Identify the hazards

First you need to work out how people could be harmed. Here are some tips to help you identify the ones that matter:

Review You're Archery Environment - Look at what could reasonably be expected to cause harm.

Consult Your Members - They may have noticed things that are not immediately obvious to you.

Standard Procedures - Are effective and being observed for example Rules of Shooting and Emergency Procedures.

Operating instructions and Data Sheets - Are checked for chemicals and equipment in use as they can be very helpful in spelling out the hazards and putting them in their true perspective.

Accident Book - Have a look back at *your* accident and ill-health records - these often help to pinpoint the less obvious hazards.

Long Term hazards - For example noise (motorised equipment used in mowing or property repair) or exposure to harmful substances (weed killers, pest controls) as well as safety hazards,

Visit the HSE website (www.hse.gov.uk), HSE publishes practical guidance on where hazards occur (although mainly in the workplace) and how to control them. There is much information here on the hazards that might affect your activity.

Step 2 Decide who might be harmed and how

For each hazard you need to be clear about who might be harmed and how; it will help you identify the best way of managing the risk. That doesn't mean listing everyone by name, but rather identifying groups of people (for example 'spectators or 'participants') and in each case, identify how they might be harmed. For example, participants may suffer back injury from lifting heavy equipment when setting up.

Remember; people have particular requirements, for example new and young archers, new or expectant mothers and people with disabilities may be at particular risk. Extra thought will be needed for visitors and spectators, who can't be expected to understand the GNAS Rules of Shooting,

If you share your facility, you will need to think about how your activities affect others present, as well as how their activities affect your members.

In the first instance concentrate on any issues that could cause serious harm, it's very easy to allow yourself to be distracted with minute detail and miss a more serious matter.

Step 3 Evaluate the risks and decide on control measures.

Having spotted the hazards, you then have to decide what to do about them. You have to do everything 'reasonably practicable' to protect people from serious harm. You can work this out for yourself, but the easiest way is to compare what you are doing with good practice.

So first, look at what you're already doing; think about what controls you have in place and how the activity is organised. Then compare this with the good practice and see if there's more you should be doing to bring yourself up to standard. In asking yourself this, consider: -

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

When controlling risks, apply the principles below, if possible in the following order:

It's all too easy to forget about reviewing your risk assessment until something has gone wrong and it's too late. Set a review date that is linked to the agenda of a key annual activity; for example your annual general meeting, or planning meeting.

Dynamic Risk Assessment

It's most unlikely that any level of planning can predict all hazards that could arise; therefore an important part of effective risk management is being able to recognise additional hazards as they arise. Activity leaders must be alert and able to recognise hazards that do not have sufficient control measures in place and consider actions such as:-

- * Provide additional control measures.
- * Modify the activity
- * Suspend the activity
- * Terminate the activity

Although this is an important part in delivering a safe activity there is no substitute to proper planning in the first instance.

Some frequently asked questions

Do we have to make risk assessments?

Suitable and sufficient risk assessments are a legal requirement specifically where an employer and employee relationships exists (including the self employed) or activities regulated under the Adventure Activities Licensing Authority which specifically includes caving, climbing, trekking and water sports activities.

There is no specific legal duty on voluntary organised activities involving archery; however, it may be a requirement when using or hiring facilities from local government authorities. In the case that there is an accident a risk assessment may provide evidence that you have taken reasonable care.

My organisation thinks I am overreacting when I suggest we need risk assessments.

The argument is simple, if there **are no** hazards that pose a significant risk to the participants, officers or general public then the risk assessment process will be quick and simple. If there **are** hazards that pose a risk then you need the risk assessment to determine the control measures.

For most archery organisations operating under the GNAS rules of shooting the process of making a risk assessment is quick and uncomplicated.

Who is responsible for making a risk assessment?

All organisations will have some lead body (executive or general committee) or individual (organiser or coach in charge) that could be held responsible in the event of an accident. The actual risk assessment activity could be delegated to a competent person but the lead body or person would retain overall responsibility for health and safety within the organisation.

What if I share a facility?

The respective leaders have a joint responsibility to communicate and cooperate with each other to ensure that their respective activities can take part safely.

Do our members have responsibilities?

Yes, we all have a moral and legal responsibility to cooperate in measures put in place for health and safety. Within the workplace or on the highways this is a specific legal duty. In a more general context there could be criminal and civil liability where our reckless action led to an accident.

What if I have already assessed some of the risks?

That's a good start. If you have already recorded some of some specific hazards you can reference these in your general risk assessment.

Example Risk Assessment

RISK ASSESSMENT - Record

Activity: Target night at such and such club indoor venue.

HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHAT FURTHER ACTION IS NEEDED?	TICK IF ALL IN PLACE
Access to shooting area from a fire door behind targets.	Members of the public.	* Fire door has a break out only operaton; entry cannot be easily gained to the shooting venue.	None	✓
Archery bosses are not stable on the target easily pulled off whilst drawing arrows.	Participants ami particular young parsons	* Straps to be used to secure bosses to stands* * Briefing to be provided to partfclmnts on the need to secure bosses with the straps provided	Review control measures in place for 1 month.	✓
Risk of slips and tips whilst carrying archery equipment.	Participants	• Access lanes to the waiting line to be observed. * Arrows to be carried in quivers or in an approved manner (held downward). * 'No Running' on the archery range to be enforced.	Review the area for unnecessary trip hazards	✓

Organisation: Such & Such Archery Club

Assessment made by: Joe Such & Such (Hon Secretary)

Date: 10th December 2006

Latest Review Date: 10th December 2007

RISK ASSESSMENT - Record

Activity:

HAZARD	WHO IS AT RISK?	CONTROL MEASURES	WHAT FURTHER ACTION IS NEEDED?	TICK IF ALL IN PLACE

Organisation:

Assessment made by:

Date:

Latest Review Date: