

Thanet Archery Club Risk assessments

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1 Introduction

This risk assessment has been produced to identify hazards and means of reducing the risk of injury and/or loss to the Committee and members of the Thanet Archery Club.

The Committee of Thanet Archery Club is to ensure that the actions to reduce risk specified in this assessment are taken and where necessary rules and procedures of the Club are to be amended.

This risk assessment must be made available to Club members and others who have use the facilities of the Club to ensure they understand the risks involved with the sport of archery and use of the Club facilities generally. If necessary, a copy of this document can be produced and supplied on request through the Club secretary.

Existing controls that apply to all risks detailed below:

- All archers and visitors to know club safety rules and be made aware of the risk assessments before use of the ranges, and committee members to remind all club members of specific rules after any incident.
- All new members to be provided with safety rules on beginner's course, or individual assessment.
- Safety rules and this risk assessment to be available in the hut, and on the club website.

Hazards

- 2 Hit by shot arrow when shooting outdoors or indoors. / Shooting line safety across 3 ranges
- 3 Struck by an arrow that has missed the target. / Struck by a lost arrow outdoors / Lost arrow recovered from field
- 4 Struck by an arrow being drawn from a target – injury whilst pulling arrows / Slips, trips and falls in the hut , on paths or on the range's / Manual handling of target stands and bosses.
- 5 Hit by a target boss falling from a stand. / Injuries from hand tools during a working party / Injuries from Power tools during a working party / Fall from height
- 6 Hazardous materials (e.g. glues, paint, varnish and various cleaning substances). / Fire
- 7 Fire / Gas Safety / Electrical Safety / Protection of children and vulnerable adults
- 8 Security – trespass and damage to club property
- 9 Declaration

Hazard	Who might be harmed	Existing Controls	Standard to be reached	Future Actions
Hit by shot arrow when shooting outdoors and indoors	Club members Other archers using the Club facilities Visitors Trespassers	Safety rules make it clear no shooting is to take place unless the range is clear of people. Arrows are only to be knocked on the shooting line. Loaded bows must never be pointed at anyone. Each archer must check their equipment before shooting to ensure there is no damage etc to the equipment. When 5 or more people are shooting on one range a person will be nominated as field captain. If during shooting anyone wanders to the side of the range, or behind the range FAST must be called, and then archer(s) to explain the appropriate pathways to be used. If the people are not club members or visitors, then they should be advised it is not a public area, and that they should leave. Shooting can only carry on once the people are a safe distance from the affected range or have left the site.	All archers to enforce safety rules.	
Shooting line safety across 3 ranges	Club members Other archers using the Club facilities Visitors Trespassers	When 5 or more people are shooting on a range a field captain must be nominated, the field captain should be aware of other ranges in use and make sure a different whistle tone is used to give shooting line commands. The practise/ frostbite field should be filled up from the tree line (target 1). On this range FAST should be called if targets 8+ are being used and vehicle uses the road pass the range.		

Hazard	Who might be harmed	Existing Controls	Standard to be reached	Future Actions
Struck by an arrow that has missed the target.	Club members Other archers using the Club facilities Visitors	Archers to observe the flight of their arrows/listen for a hit while shooting and announce any miss to others before approaching the target to recover arrows. People to remain vigilant for arrows that may have missed the target on their approach to the target. Closed shoes/trainers to be worn when shooting.		
Struck by a lost arrow outdoors	Club members Other archers using the Club facilities Visitors Trespassers	Archers to report any lost arrows on the signing in app and complete an incident entry.		
Lost arrow recovered from field	Club members Other archers using the Club facilities Visitors Trespassers	Archers to report any lost arrows and record details in the lost arrow section of the TAC booking app. Any arrow found is to be taken inside the hut and the arrow is to be checked off against those reported lost in the lost arrow book.		

Hazard	Who might be harmed	Existing Controls	Standard to be reached	Future Actions
Struck by an arrow being drawn from a target – injury whilst pulling arrows	Club members Other archers using the Club facilities Visitors	Archers not to approach a target head on, a maximum of two archers working on opposite sides to draw arrows from each target. All other persons to be 2 metres back from the target or stood to the side of the target while arrows are being drawn. If an arrow is particularly difficult to remove it is to be left until all other arrows have been removed. Then a second archer can assist in drawing it, and the use of the arrow jack may be needed. Arrow pullers must be used to pull ACC and carbon arrows.		
Slips, trips and falls in the hut , on paths or on the range's	Club members Other archers using the Club facilities Visitors	People attending the hut for the first time to have the uneven floor pointed out to them. No running allowed in the hut. No running allowed whilst carrying archery equipment. When shooting outside all people involved must be aware that the field is not level. People are not to run between the shooting line and the target.	The range and walkways to remain unobstructed by other items.	
Manual handling of target stands and bosses.	Club members Other archers using the Club facilities Visitors	No archer is to set up target stands or bosses on their own. Team lifting is to be used when setting target bosses on to stands.	Co-ordination of setting up target stands and bosses rests with the field captain for the shoot.	

Hazzard	Who might be harmed	Existing Controls	Standard to be reached	Future Actions
Hit by a target boss falling from a stand.	Club members Other archers using the Club facilities Visitors	Before using a boss on a stand, the stand is to be secured by a line fixed to the stand and pegged to the ground. The safety pin must be engaged on the back of the stand frame. The boss must be secured to the stand using the 2 pins provided. Any damage or missing pins must be reported to the equipment officer, and the stand not used for shooting until it is made safe		
Injuries from hand tools during a working party	Club members Visitors	Only maintenance approved by the committee is allowed. Only persons deemed competent and experienced enough to carry out a task safely are allowed to do any work.	Safe working practices No injuries	
Injuries from Power tools during a working party	Club members Visitors	Only maintenance approved by the committee is allowed. Only persons deemed competent and experienced enough to carry out a task safely are allowed to do any work.	Safe working practices No injuries	
Fall from height		The step ladder is to be inspected before and after use to ensure it is not defective. Only Club members who feel competent to use the step ladder are to use it. A second person must be present when a ladder is used.	Safe working practices No injuries	

Hazard	Who might be harmed	Existing Controls	Standard to be reached	Future Actions
Hazardous materials (e.g. glues, paint, varnish and various cleaning substances).	Club members Visitors	<p>The Club will supply glue, paint, varnish and various cleaning substances for use by Club members in connection with the activities of the Club.</p> <p>In all circumstances the lowest hazard substance will be provided (e.g., water-based paint instead of a solvent based one) based on the judgement of the person making the purchase</p> <p>When making purchases of hazardous materials any necessary protective equipment is to be bought at the same time and stored with the substance so it is available for use with it.</p>	<p>Hazardous substances are to be kept secured.</p> <p>Any product safety data sheets must be kept in a folder clearly marked safety data sheets and stored with the appropriate products.</p> <p>Appropriate PPE must be used with any hazardous products.</p> <p>Junior members are not to use hazardous substances unless supervised by a senior Club member.</p>	<p>Any new product provided to club members containing chemical must be identified to the Club Captain to assess any available safety data sheet.</p>
Fire	Club members Other archers using the Club facilities Visitors	<p>No smoking rule on the club grounds (car park, ranges, walkways, and club hut)</p> <p>No-one to undertake lone "hot work" on archery equipment within the hut.</p> <p>Any organised instructional session on equipment maintenance to be approved by the committee in advance ensuring the instructor has the required skills and is aware of the fire safety emergency measures.</p> <p>Last person to leave the hut is responsible for checking all appliances, electrical items, heaters, and lights are turned off.</p> <p>Any rubbish is removed from the club at the end of the day.</p> <p>Any fuel for the lawn mower must be kept outside of the club hut and stored in approved fuel containers that are clearly marked.</p> <p>A tested fire extinguisher appropriate for a (continue on next page)</p>		<p>Produce a map of hazardous substances for emergency services if requested.</p> <p>Provide written instructions on the action to be taken in the case of fire, to be placed in appropriate areas.</p> <p>Ensure maintenance officer and grounds officer are aware of fire safety precautions and how to use the fire safety equipment.</p>

Hazzard	Who might be harmed	Existing Controls	Standard to be reached	Future Actions
		<p>machinery / fuel fire should be kept with the lawn mower / fuel.</p> <p>The lawn mower should only be fuelled in the open and be allowed to cool before refuelling.</p> <p>Gas canisters must be stored in the cage provided.</p> <p>A map of the site should detail the areas for gas and fuel storage and be available to emergency services if required.</p>		
Gas safety		Have we got any gas?		
Electrical safety	<p>Club members</p> <p>Other archers using the Club facilities</p> <p>Visitors</p>	<p>Only electrical items supplied by the Club to be used on the premises (except power tools supplied by an individual for use on a working party).</p> <p>Any item suspected of being faulty must be withdrawn and reported to the maintenance officer.</p>	All electrical items to comply with current UK safety regulations and fitted with approved UK plug to BS1363	Consider a list of electrical equipment supplied by the club and an annual inspection.
Protection of children and vulnerable adults	<p>Club members</p> <p>Other archers using the Club facilities</p> <p>Visitors</p>	<p>Safeguarding officer to ensure they receive any relevant training and/or information on this matter from Archery UK or other sources.</p> <p>The Club will maintain an aliquant number of members who are enhanced DBS checked.</p> <p>Any incidents must be reported to the Safeguarding officer.</p>	All club members to be aware of how to report any concerns.	

Hazard	Who might be harmed	Existing Controls	Standard to be reached	Future Actions
Security – trespass and damage to club property	Club members Other archers using the Club facilities Visitors	<p>Monday to Friday security is on site and the gate to the airport should be left open.</p> <p>At the weekends the gate must be closed, the club has agreed a process between 09.15 and 09.45 on a Saturday that a member stays at the gate until the next member arrives, if no one else arrives you stay until 09.45 then close the gate. Padlock codes must be scrambled when not open.</p> <p>Doors to the club hut must be closed / locked when the hut is empty.</p> <p>If non club members (trespassers) are seen close to a range, FAST must be called. If a field captain is present they should advise the members of the public that this is not a public area and ask them to leave.</p> <p>If club members are threatened or intimidated, archers and equipment should leave the field and retire to the club hut, and if required phone for police / security assistance.</p> <p>Any incident must be recorded in the TAC booking APP incident section.</p>	Any incident should be reported to a committee member if present, and or emailed to the Club Chairman to advise of the situation.	

Declaration

This risk assessment was completed and reviewed by members of the Committee of Thanet Archery Club and accepted as being suitable and sufficient for the Club's needs at that time.

The risk assessment will be reviewed by the Committee annually or at such time as information comes to light suggesting that any part of it may be invalid.

Signed _____ Chairman Mike Davis

Dated _____

Version 1.0