



Policy

Warlingham Archery Club (the Club) is committed to ensuring all archers; visitors and members of the public are kept safe whilst the Club at any of its registered venues/ranges undertakes archery.

Health and safety management

In order to provide an acceptable level of safety for archers and the public on all ranges, health and safety management must operate successfully at three levels - Strategic, Systematic and Dynamic.

Strategic

The Club's Management Committee carries this out. They demonstrate their commitment to safety by setting the Club's Health and Safety policy, practices and procedures, deciding priorities, providing the necessary resources for the training of the Club's coaches and archers, and promoting a positive health and safety culture.

Systematic

Systematic health and safety management is carried out as appropriate by:

1. The committee members, assisted by the Club's coaches, identify the generic hazards likely to be encountered on the various types of range and assess the level of risk presented by these hazards.
2. The results of the risk assessments are acted upon and the development and implementation of suitable generic control measures are put in place. These are informed by Archery GB's "Rules of Shooting" which includes the generic control measures necessary to operate a standard range in safety.¹
3. The development of any control measures / local rules which are site or time specific to each individual club range.
4. Training of Coaches and Field Captains in safety rules, etc.
5. The instruction, training and safety supervision of new members through provision of "Beginners Courses"

Dynamic

All persons, using an archery range, must carry out dynamic risk management. The main responsibility lies with the appointed "Field Captain" (Club member or visitor) or an individual archer, usually the most experienced archer present. They must identify the site-specific hazards (e.g. requirement for safety barriers) and time specific hazards (e.g. weather), assess the risks and then take suitable control measures to control the risk in order to use the range in a safe manner.

All persons using the range should monitor conditions and reassess the risk assessment to ensure that safety rules are in place and complied with. If safe conditions cannot be maintained for both archers and the general public then shooting should not start, or continue if already underway.

Risk assessment

Risk assessments will be carried out for all activities associated with the provision of archery. These will produce both generic and range specific assessments. Reference will be made to H&S guidance from Archery GB including the current Rules of Shooting.² Risk assessments will be recorded and control measures implemented.

Assessment process

A simple risk level assessor, which is based on the “BS 8800 Management of Health and Safety” matrix, is detailed below. It can be used as a tool to assess the level of risk by a particular hazard. There are 3 levels of harm and 3 levels of likelihood of harm occurring. A combination of these gives the level of risk from a particular hazard and thus the type of action (control measure) necessary to reduce the risk to an acceptable level. No activity can be made completely free of risk, but the level of that risk can usually be controlled.

Levels of Harm

1. **Slightly Harmful.** The injured party requires First Aid treatment, e.g. superficial injuries, minor cuts and bruises, ill health leading to temporary discomfort. Such injuries are unlikely to result in absence from work and could occur for example if an archer walks into an arrow protruding from the grass.
2. **Harmful.** The injured party requires more than First Aid treatment e.g. a visit to a Hospital Accident and Emergency Department or General Practitioner. Injuries might include lacerations, burns, concussion, serious sprains, minor fractures. Such injuries are likely to result in absence from work and for example, could occur if a target blew over whilst scoring was under way.
3. **Extremely Harmful.** Injuries include amputations, major fractures, poisoning, multiple and fatal injuries. Such injuries are likely to result in absence from work for extended periods. An arrow strike would almost certainly be in this category.

Likelihood of Harm Occurring.

1. **Unlikely.** More than one event must occur at the same time to cause harm or the potential for harm arising. For example (1) a trespasser runs in front of the targets, (2) the archers do not see him and continue shooting. Under normal circumstances the archers would be aware of his presence and would stop shooting in time to avoid hitting the trespasser. So whilst harm is still possible it is “Unlikely” to occur unless both conditions (1) and (2) apply.
2. **Likely.** Only one event i.e. one thing going wrong will result in harm or the potential for harm occurring. An example would be shooting whilst persons are at the target scoring. Harm under these conditions is “Likely”.
3. **Highly Unlikely.** More than two events must occur at the same time to cause harm or the potential for harm arising. For example (1) a spectator walks along the end boundary of the over shoot area, (2) the overshoot is 15 yards shorter than it should be, (3) an archer shoots, misses and the arrow goes over the target and the boundary rope just as the spectator passes behind the target.

Note. “Highly unlikely” events can and do occur. Just because it is assessed as “Highly Unlikely” does not mean it cannot or will not happen, it is merely a measure of likelihood.

A risk matrix is listed on the next page identifying the levels of risk and the control actions required.

Risk assessment matrices

		SEVERITY		
		1: Slight harm	2: Harmful	3: Extremely harmful
L I K E L Y H O O D	1 Highly Unlikely	1 Trivial risk	2 Tolerable risk	3 Moderate risk
	2 Likely	2 Tolerable risk	4 Moderate risk	6 Substantial risk
	3 Highly Likely	3 Moderate risk	6 Substantial risk	9 Intolerable risk

LEVEL OF RISK	ACTIONS REQUIRED
1 Trivial risk	No action required
2 Tolerable risk	No action required. Monitor and review
3/4 Moderate risk	Every effort made to reduce the risk by adhering to identified control actions. When Moderate Risk is associated with Extremely Harmful severity (S=3), extra control measures shall be implemented.
6 Substantial risk	Shooting must not commence until the level of risk has been reduced
9 Intolerable risk	Shooting shall not start or shall be suspended immediately

Risk assessment records

Records shall be kept of the following assessments:

1. General risk assessments common to the practice of archery at the Club
2. Range specific assessments, based on Archery GB's Rules of Shooting. The Club is required to register all of its ranges with Archery GB. The Club must also identify to Archery GB whether the Club's ranges comply with the H&S requirements (as assessed by the Club) identified in the Rules of Shooting. An assessor appointed by Archery GB may inspect the Club's ranges at any time.
3. Emergency Action Plans: these will be range specific and provide information on what to do and who to inform should an incident occur.
4. Any other assessment deemed appropriate by Archery GB, the Club or legislation.

Communication of assessments

General and specific risk assessments are available on the Club's website

The Club's assessments and the range certificates, issued by Archery GB, will be published on the Club's website.

Emergency Action Plans will be placed in a prominent position at each range (field: inside shed door; Kenley: in filing cabinet). All archers will be informed of their whereabouts.

Incident reporting

All incidents will be recorded on the Club's Incident report (available on the website). These must be completed, ideally within 24 hours, and submitted to the Club Secretary as soon as possible.

Review

This document and related assessments shall have planned reviews after 1 year from initial publication then triennially. Review may also be triggered by changes in requirements by local incident review, Archery GB, or legislation.

¹ AGB Rules of Shooting, as amended.

² Archery range Health and Safety Guidelines, January 2016.
<https://www.archerygb.org/clubs-facilities-development/facilities/facility-guidance/>