



RISK ASSESSMENT

December 2022

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RISK ASSESSMENT

Prepared by [Steve Ball](#), Health & Safety Advisor, and Andrew Taylor, Chairman, and approved by the RCA Committee.

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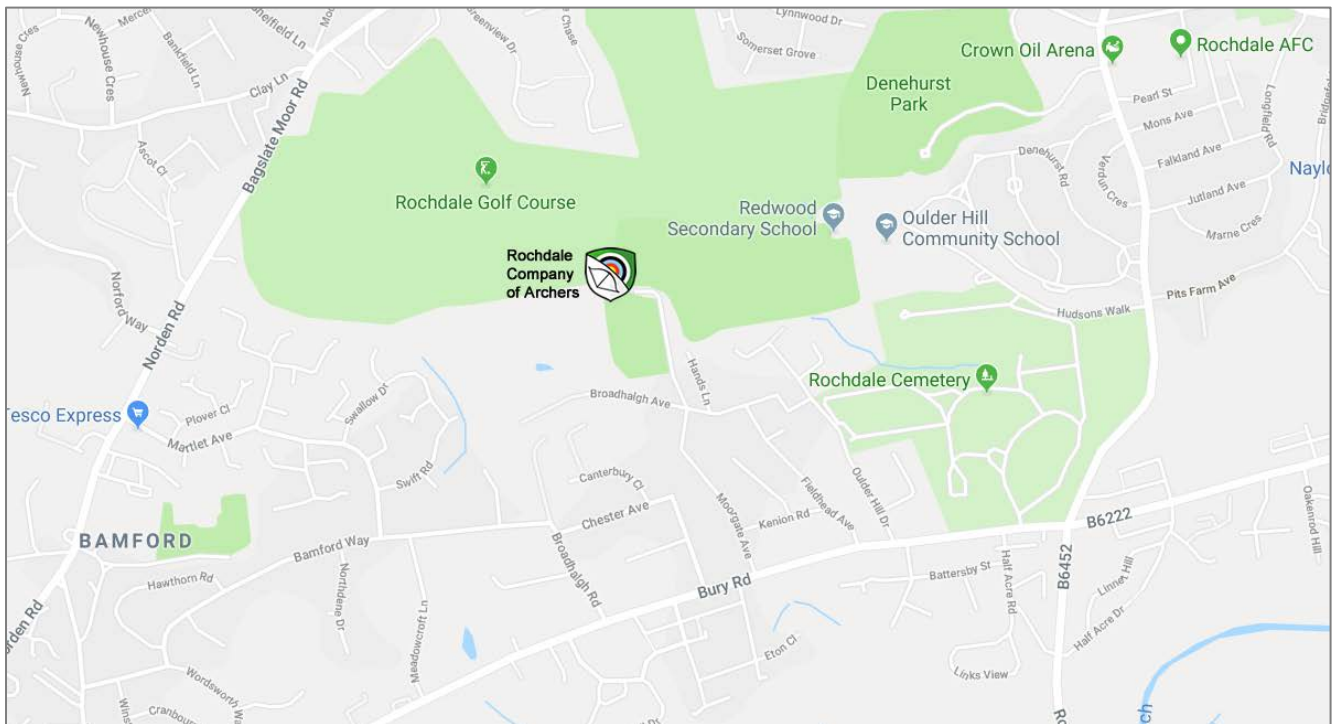


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LOCATION



LOCATION REFERENCE

Postcode	OL11 5LU
What3Words	librarian.nearly.chains
OS Land Ranger	SD 87323 13384
Google Earth & Sat Nav	N 53 37 01, W 002 11 38



ACCESS TO RCA



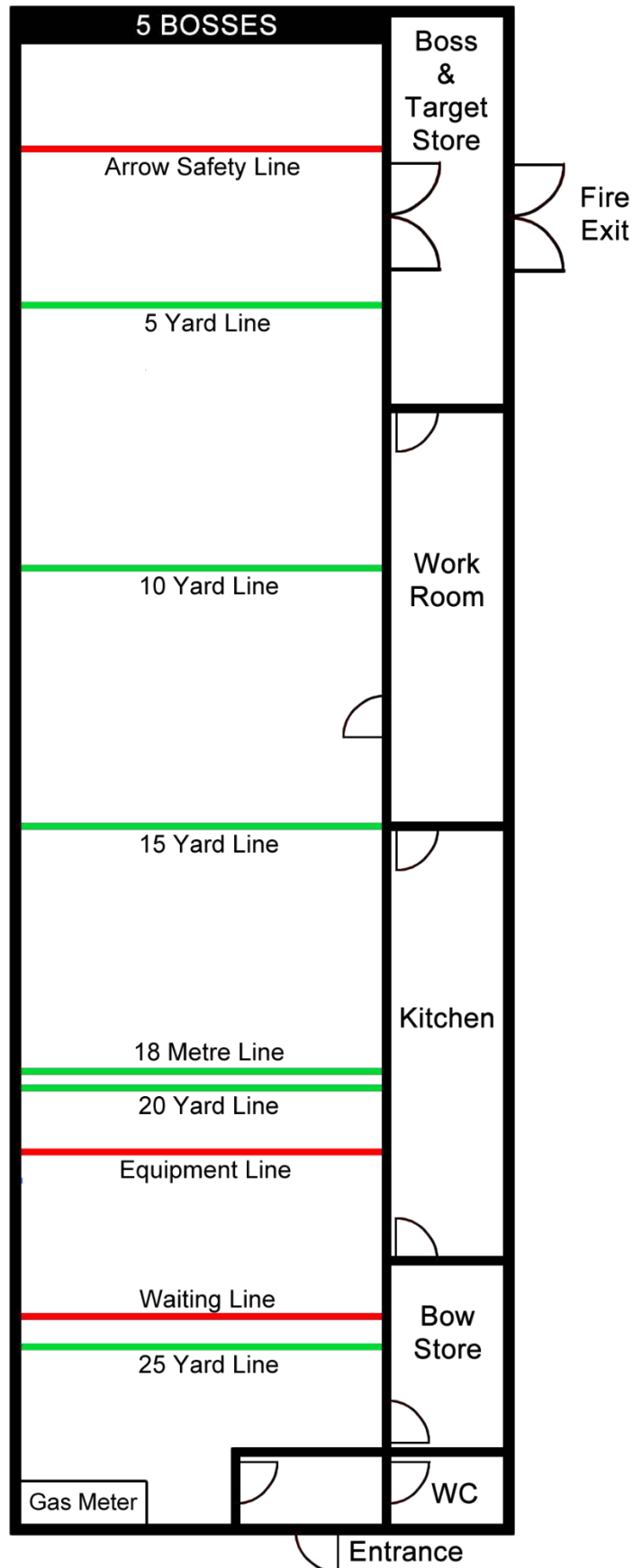
Please use parking nearest to the Indoor Range





RISK ASSESSMENT

INDOOR RANGE - BUILDING PLAN



OUTDOOR RANGE - VETERAN'S PITCH

Shooting on the Veteran's Pitch must be towards the west, away from the range.





DOES THE HEALTH AND SAFETY AT WORK ACT APPLY TO RCA?

Under criminal law, the *Health and Safety at Work Act* only applies to employers, employees and the self-employed. Rochdale Company of Archers Limited (RCA) is a Community Amateur Sports Club (CASC) and the club is run entirely by volunteers, therefore the *HSAW Act* does not apply.

Under civil law the act also imposes a duty of care towards the **public** and **volunteers** therefore all members of RCA have a **duty of care** to anyone affected by their actions or inactions.

SCOPE

Club practice sessions run throughout the indoor and outdoor seasons with all senior members having 24-7 access to indoor and outdoor facilities.

RCA run the following activities: Have-a-Go Sessions, Taster Sessions, Beginners' Courses, Development Coaching Sessions, and dedicated junior coaching sessions.

Bow styles permitted at RCA include Recurve (barebow and freestyle), Compound (both limited and unlimited), Longbow and Flatbow variations. Crossbows are not permitted.

This risk assessment and associated control measures are restricted to archery activities at RCA at the Moorgate Avenue range only. Any variation from the above scope will require a separate risk assessment.

RISK LEVEL ASSESSORS





The following risk level matrix may be used to quantify the level of risk by a specific hazard.






Foreseeable risks must be rated by their likelihood of occurrence and their potential to cause harm, and both are rated 1-5. The product of these two values gives the level of risk.





It is understood and accepted that no activity can be completely free of risk.


RISK RATING MATRIX



	LIKELIHOOD				
SEVERITY	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Certain
5 Catastrophic	5 Moderate	10 Moderate	15 High	20 Critical	25 Critical
4 Major	4 Low	8 Moderate	12 Moderate	16 High	20 Critical
3 Moderate	3 Low	6 Moderate	9 Moderate	12 Moderate	15 High
2 Minor	2 Very Low	4 Low	6 Moderate	8 Moderate	10 Moderate
1 Insignificant	1 Very Low	2 Very Low	3 Low	4 Low	5 Moderate




RISK ASSESSMENT									
Hazard	Potential Risk	Who Affected	Risk Rating			Protection & Control Measures	Residual Risk Rating		
			L	S	R		L	S	R
Vehicle congestion 	Serious Injury	RCA RRUFC Public	2	3	6	<ul style="list-style-type: none"> Minimise number of vehicles Vehicles will be parked with consideration for others Comply with site specific speed, traffic flow and parking restrictions Consideration will be given to access for emergency vehicles Consideration will be given for Rugby Club users and local residents 	1	3	3
Vehicle emissions 	Serious Injury	RCA RRUFC Public	2	3	6	<ul style="list-style-type: none"> Minimise number of vehicles Minimise vehicle idling 	1	3	3
Access to archery equipment by non-members 	Serious Injury due to improper use of archery equipment	RRUFC Public	5	5	25	<ul style="list-style-type: none"> RCA range will be locked any time senior members are not present Last person out will lock the front door using double lock (2 turns anticlockwise) 	1	5	5
Fire 	Death or Serious Injury	RCA RRUFC Public	5	5	25	<ul style="list-style-type: none"> The Indoor Range will have a smoke/fire detection and alarm system and will be regularly maintained (arranged by RRUFC) All fire doors will be kept clear of obstructions Kitchen will have a Fire Blanket in easy reach of the hot surfaces Fire Extinguishers will be placed in prominent locations near fire exits and will be serviced regularly (arranged by RRUFC) Fire Extinguishers will be visually checked by RCA on the annual Indoor Range Safety Checks 	1	5	5
Electrocution	Death or Serious Injury	RCA	5	5	25	<ul style="list-style-type: none"> The Indoor Range fixed wiring is the responsibility of the Landlord 	1	5	5

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Hazard	Potential Risk	Who Affected	Risk Rating			Protection & Control Measures	Residual Risk Rating		
			L	S	R		L	S	R
						(RRUFC) and will be periodically inspected by a competent person <ul style="list-style-type: none"> All fixed and portable appliances will be 'visual check' annually to check they are fit for purpose 			
Gas Leak 	Death or Serious Injury	RCA RRUFC Public	3	5	25	<ul style="list-style-type: none"> The Indoor Range gas supply pipes and isolation valve will be clearly labelled Last person to leave Indoor Range will turn of warm air heater by switch at back of range 	1	5	5
Treatment of all injuries 	All Injuries	RCA	3	4	12	<ul style="list-style-type: none"> First Aiders will be on site for all visiting archer shoots A First Aid Kit suitably stocked with appropriate materials will be available Future Development - RCA will encourage all coaches to complete the Emergency First Aid course 	1	4	4
Fall from height, ladder or steps 	Death or Serious Injury	RCA	3	5	15	<ul style="list-style-type: none"> Assess task and never undertake task if you feel it is beyond your own abilities Always use the club steps provided to ascend to storage/shelving; never climb on shelving Steps will be inspected annually by the Equipment Officer and/or H&S Advisor Never ascend to a height beyond your personal comfort Always maintain 3 points of contact with ladder/steps Never undertake alone 	1	5	5
Slips, trips and falls 	Serious or Minor Injury	RCA	3	3	9	<ul style="list-style-type: none"> All participants will wear suitable footwear - no open toes Areas will be maintained cleared of trip hazards at start of session The Indoor Range carpet will be periodically checked and repaired to ensure it is securely fit 	1	3	3

RISK ASSESSMENT									
Hazard	Potential Risk	Who Affected	Risk Rating			Protection & Control Measures	Residual Risk Rating		
			L	S	R		L	S	R
Manual handling 	Muscular Skeletal Disorder	RCA	3	4	12	<ul style="list-style-type: none"> The trolley for transporting target bosses and stands will be push/pulled by two members Outdoor target stands and bosses will be setup by senior members Never undertake a task if you feel it is beyond your own abilities Use trolley to move equipment 	2	4	8
Falling objects 	Serious or Minor Injury	RCA	3	3	9	<ul style="list-style-type: none"> All senior archers will be briefed on safe setup of bosses on stands Outdoor stands & bosses will be pinned back to prevent overturning when removing arrows Never attempt to access equipment stored on high shelving if you do not feel comfortable or capable of safely getting it; always ask others for help Never undertake alone 	1	3	3
Aggravation of previous injury 	Serious or Minor Injury	RCA	5	4	20	<ul style="list-style-type: none"> At the booking stage of Taster Sessions and Beginners Courses, all participants are required to declare ill health or previous injuries At the start of Taster Sessions and Beginners Courses, all participants are again asked to declare (privately if preferred) ill health or injuries so that the coaches can adjust session accordingly 	2	4	8
Improper technique 	Minor Injury - sprains, strains or RSI	RCA	4	3	12	<ul style="list-style-type: none"> All participants of Have-a-Go, Taster Sessions and Beginners Courses will be coached using Archery GB approved coaching All coaching will be provided by RCA coaches or volunteers under the supervision of Level 1 or Level 2 coaches 	1	3	3


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Hazard	Potential Risk	Who Affected	Risk Rating			Protection & Control Measures	Residual Risk Rating		
			L	S	R		L	S	R
						<ul style="list-style-type: none"> Participants on Have-a-Go and Taster Sessions will be coached using RCA low poundage Cyclops bows and discouraged from advancing to higher draw poundage until they have been assessed and deemed competent by an RCA coach Participants on a Beginners Course will be coached using RCA low poundage recurve bows and discouraged from advancing to higher draw poundage until they have been assessed and deemed competent by an RCA coach All new participants will be coached on safe techniques for: <ul style="list-style-type: none"> Stringing Drawing Shot execution Arrow pulling & carrying De-stringing New joining members will be assessed by an RCA coach for ability to shoot safely before being accepted as a member of RCA Archers will be monitored by the Field Captain 			
Traumatic removal of body piercing 	Serious or Minor Injury	RCA	3	4	12	<ul style="list-style-type: none"> All participants will be asked to privately declare to the coach any concealed piercings above belt line 	1	4	4
Hair or clothing catching on string	Minor Injury	RCA	3	3	9	<ul style="list-style-type: none"> Long hair will be tied up/back Armguard will be worn to restrain sleeve and protect forearm 	1	3	3

RISK ASSESSMENT									
Hazard	Potential Risk	Who Affected	Risk Rating			Protection & Control Measures	Residual Risk Rating		
			L	S	R		L	S	R
Walking into flying arrows INDOORS 	Major Injury	RCA	5	5	25	<ul style="list-style-type: none"> No indoors shooting will be permitted at same time as outdoor visitor shoots (e.g. Novice, Friendly & County Competitions) Internal doors to shooting area will be locked before shooting commences If anyone enters shooting area from an internal door, then all participants have a duty to shout FAST, and all archers will cease their shot, come down and return their arrow to quiver All indoor shoots will be supervised by a Field Captain The Field Captain will ensure all indoor shoots run to whistles or voice commands The Field Captain will ensure all indoor shoots run to timings, of a maximum of 4 minutes to shoot 6 arrows, or 2 minutes for 3 arrows 	1	5	5
Walking into flying arrows OUTDOORS 	Major Injury	RCA RRUFC Public	5	5	25	<ul style="list-style-type: none"> All access paths will be signed "Archery in Progress" If anyone enters shooting area from adjacent paths/fields, then everyone has a duty to shout FAST, and all archers will cease their shot, come down and return their arrow to quiver All outdoor shoots will be supervised by a Field Captain The Field Captain will ensure all outdoor shoots run to whistles or voice commands The Field Captain will ensure all outdoor shoots run to timings, of a maximum of 4 minutes to shoot 6 arrows, or 2 minutes for 3 arrows 	1	5	5

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			L	S	R		L	S	R
Arrows in the ground OUTDOORS 	Major Injury - by rugby players	RRUFC	5	4	15	<ul style="list-style-type: none"> All participants will be instructed by the Field Captain to count all arrows on and off the field All lost arrows will be reported to RCA and RRUFC using the Lost Arrow form Metal detectors will be available at all outdoors shoots 	1	4	5
Walking into arrows while collecting 	Serious or Minor Injury	RCA	4	4	15	<ul style="list-style-type: none"> All participants will be coached on safe removal of arrows All participants will be instructed to move at no more than walking pace All participants will look for arrows on journey to target/boss Pick up missed arrows on way to target All participants will stand well back when arrows are pulled from target/boss All arrows will be carried in quiver Field Captain will monitor removal and carrying of arrows 	1	4	4
Stab wound by arrows 	Serious or Minor Injury	RCA	3	4	12	<ul style="list-style-type: none"> All members will be given coaching on safe technique for pulling & carrying arrows When indoors, stand behind the Danger Line to give adequate clearance from pulled arrows During junior sessions, there will always be a 1:10 adult: junior ratio Broken arrows must not be put in the general waste bins, instead take them home and dispose of them safely 	1	4	4
Faulty Equipment	Minor Injury due to breakage when using	RCA	3	4	12	<ul style="list-style-type: none"> All RCA equipment will be monitored, repaired or scrapped by Equipment Officer 	1	4	4



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			L	S	R		L	S	R
	club equipment					<ul style="list-style-type: none"> All members will report club equipment faults to Equipment Officer member ASAP Faulty equipment will be quarantined from use 			



RESPONSIBILITIES OF THE FIELD CAPTAIN

All indoor and outdoor shoots will be supervised by a Field Captain. The Field Captain is responsible for the safe running of the shoot and will ensure that they are familiar with, and that the shoot complies in all respects with, the current RCA Risk Assessment.

A Field Captain is akin to a judge at an away competition, or a referee in football, and on the day has ultimate decision making capability.

It is the Field Captain's responsibility to:

1. Make sure the field party set up the field in accordance with AGB guidelines.
2. Make any decision on safety due to high wind or inclement weather.
3. Make sure the shooting is safe.
4. Ensure the field runs to whistles or voice commands.
5. Ensure the shoot runs to the timings of a maximum of 4 minutes for one archer to shoot 6 arrows, or 2 minutes for 3 arrows.
6. Answer any questions regarding shooting on the day.
7. Make decisions on target allocations and round to be shot.
8. Manage shoot stoppage for equipment failure. The Field Captain can decide to pause the shoot temporarily or, more likely, let the person catch up the missing arrows either all at once or in parts. For avoidance of doubt, equipment failure does not include the re-gluing of fletchings or nocks - an archer should always have spare arrows. If you do not have enough, you cannot make the shots up later, they are lost shots.
9. Manage bouncers. If there is a bouncer, then:
 - Imperial round - announce to the Field Captain after you have shot the remainder of your arrows, and then let them know the number of the extra arrow you are shooting, and the Field Captain will approach the boss with you after everyone has shot, to check it was a bouncer or pass through.
 - Metric round - with marking of targets, stop shooting straight away, as with everyone else on your boss, and attract the Field Captain. After the remainder of the field has shot, you will approach the target with the Field Captain and try to find the unmarked hole. If no unmarked hole found, an extra arrow may be shot at discretion of Field Captain.
10. Manage hangers. If an arrow does not penetrate into the boss and instead hangs from the target face, then the archer must call a "hanger" and the Field Captain must stop the shoot and the arrow will be treated as a bouncer, see above.
11. Judge scoring disputes or errors.

The Field Captain's decision on the day is final.

Any dispute with the Field Captain should not be taken up with the Field Captain, their decision is final. Your concerns should be addressed to the Chairman and will be considered by the Committee.



PERSONAL PROTECTIVE EQUIPMENT

From the Archery GB, Rules of Shooting, Proc-01-13, section 307, Dress Regulations, the following dress codes apply:

- (b) Footwear that fully encloses the toes and front of the foot must be worn at all times when shooting.**
- (c) (i) Tops or shirts must cover the front and back of the body (including the midriff when at full draw), they must not be strapless and, for gentlemen, must include sleeves.**

The following PPE is provided by RCA to all participants on the Have-a-Go Session, Taster Session or Beginners' Courses:

- Chest Guard
- Armguard (Bracer)
- Finger Tab

RCA coaches and volunteers are responsible for distributing the above PPE to all beginners and demonstrating their use.

All new archers are encouraged to purchase the PPE listed above.

COACHING AT RCA

All coaching at RCA will be coordinated by the Coaching Coordinator and will be provided by volunteer coaches and senior archers. Junior archers may assist at Beginners Courses provided they are under the supervision of a senior archer/coach. Junior archers may not lead a coaching session.

TRAINING & QUALIFICATIONS

RCA Coaching Group will review and maintain training standards to ensure that an appropriate coach/participant ratio can be provided on the Have-a-Go Session, Taster Session or Beginners Courses.

RCA Committee and Coaches recognise the following training/qualifications held by the coaches:

- AGB Session (Level 1) Coaching
- AGB Development (Level 2) Coaching
- WA Level 2 Coaching
- Emergency First Aid
- First Aid at Work
- Automated External Defibrillator (AED)

Future training/qualification goals include:

- Increase number of AGB Session Coaches
- Increase number of AGB Development Coaches
- All Session & Development Coaches to receive Emergency First Aid training
- Introduce AGB County Coaches



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NEAREST A&E

Fairfield General Hospital - 2.8 miles - Open 24 hours

Rochdale Old Road, Bury, Lancashire, BL9 7TD

T: 0161 624 0420

DIRECTIONS TO NEAREST A&E

Leave RCA - straight on onto Moorgate Avenue

0.2 Miles - Turn right onto Bury Road B6222

2.9 Miles - Turn left onto Rough Hill Lane

80 Yards - At the roundabout, take 2nd exit signed for A&E

70 Yards - A&E will be ahead

EMERGENCY ARRANGEMENTS

Provide First Aid where appropriate using the First Aid materials from the First Aid Box. Report any shortages to the Health & Safety Advisor - hands@rochdalearchers.com.

All accidents must be reported on the [RCA Accident Report form](#). Forms are available in the range and on the [RCA website](#).

Pass completed forms to the Safeguarding Officer or Secretary.

The Safeguarding Officer will assess whether the accident should be reported to Archery GB.

All [incidents](#)/accidents will be investigated by the Committee and recorded in the [Meeting Minutes](#).

END.