



# RISK ASSESSMENT

September 2024

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## SHOOTING - INDOOR AND OUTDOOR RANGES - RRUFC

Prepared by Andrew Taylor, Health & Safety Advisor, and approved by the RCA Committee.

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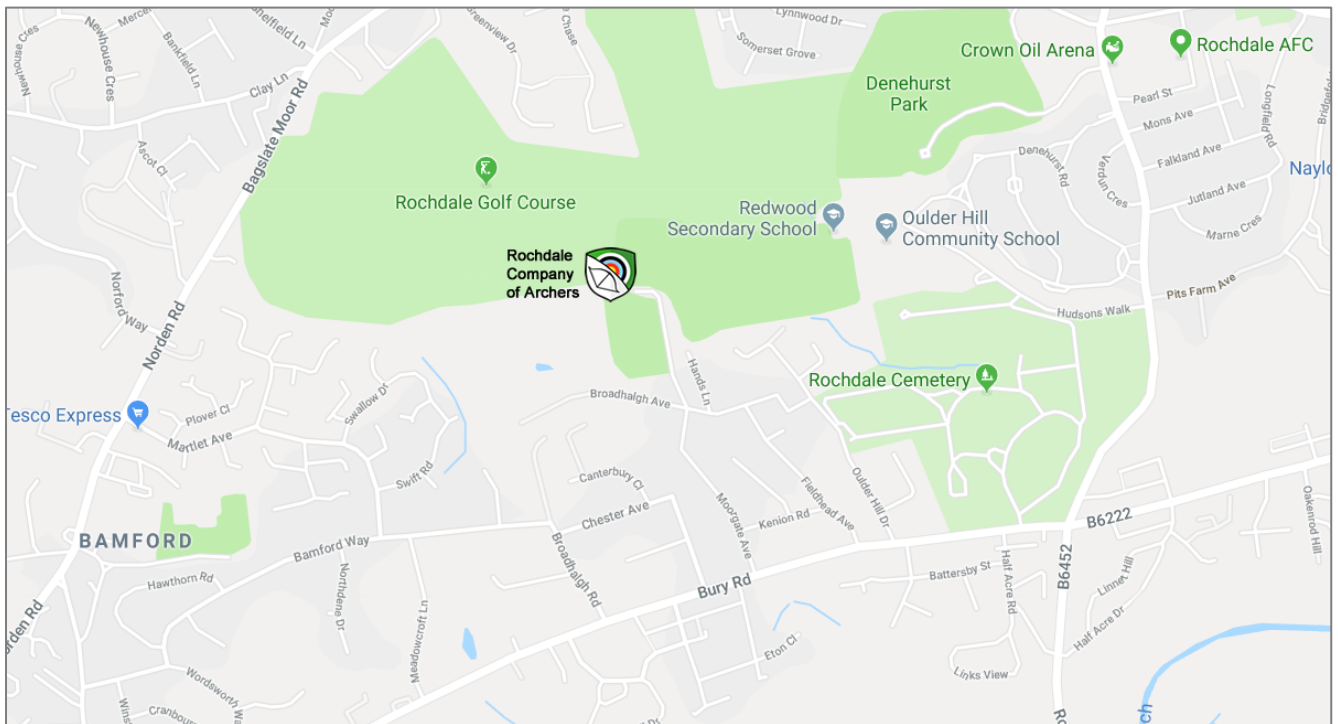


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## LOCATION



## LOCATION REFERENCE

Postcode	OL11 5LU
What3Words	<a href="https://www.what3words.com/impact.enjoyable.booth">impact.enjoyable.booth</a>
Google Earth & Sat Nav	N 53 37 01, W 002 11 38
OS Land Ranger	SD 87323 13384



## ACCESS TO RCA



Please use parking nearest to the Indoor Range





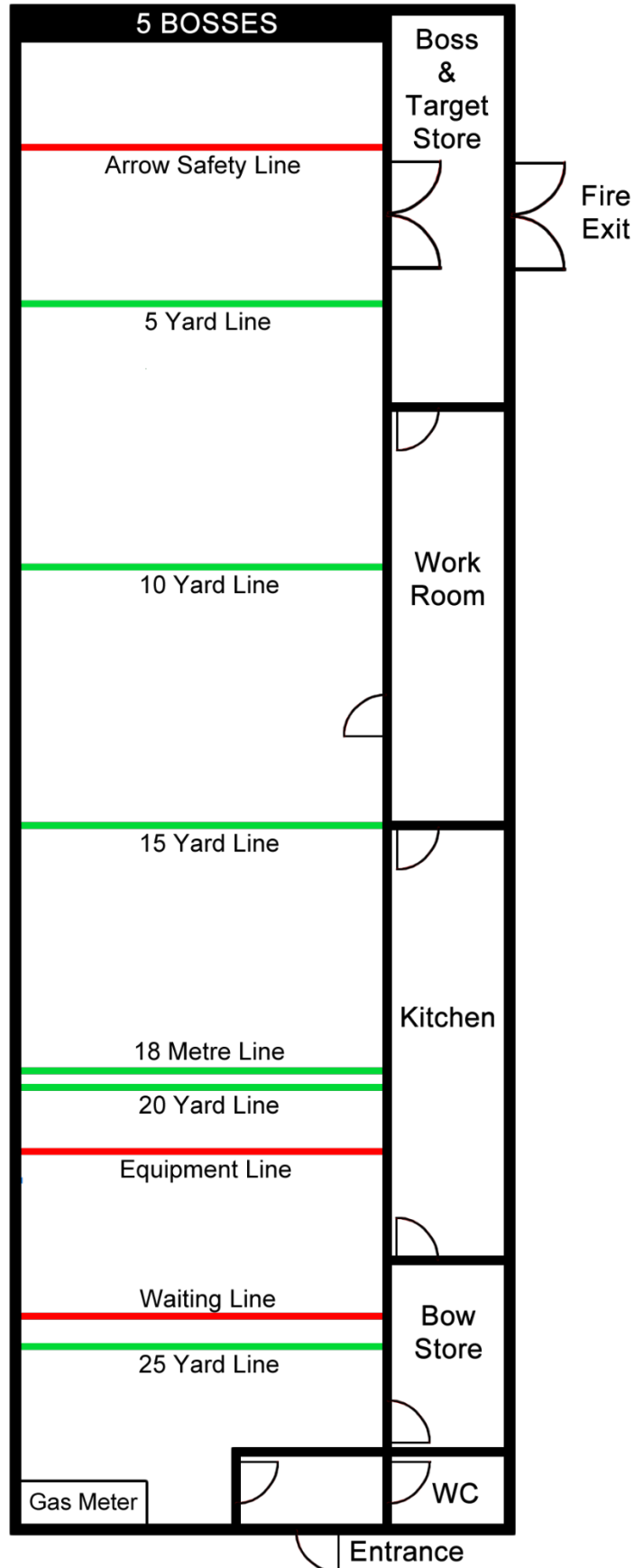


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## INDOOR RANGE - BUILDING PLAN



## OUTDOOR RANGE - VETERAN'S PITCH

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





## 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 [at the RRUCF ranges](#): 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




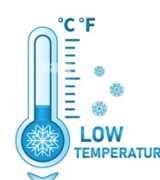

	LIKELIHOOD				
SEVERITY	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Certain
5 Catastrophic	5 Moderate	10 Moderate	15 High	20 Critical	25 Critical
4 Major	4 Low	8 Moderate	12 Moderate	16 High	20 Critical
3 Moderate	3 Low	6 Moderate	9 Moderate	12 Moderate	15 High
2 Minor	2 Very Low	4 Low	6 Moderate	8 Moderate	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
 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"> <li>RCA range must be locked any time senior members are not present</li> <li>Last person out must lock the front door using double lock (2 turns anticlockwise)</li> </ul>	1	5	5
 Fire	Death or Serious Injury	RCA RRUFC Public	5	5	25	<ul style="list-style-type: none"> <li>The Indoor Range has a fire detection and alarm system (regularly maintained by RRUFC)</li> <li>All fire doors must be kept clear of obstructions</li> <li>Kitchen has a Fire Blanket in easy reach of the hot surfaces</li> <li>Fire Extinguishers must be placed in prominent locations near fire exits (regularly maintained by RRUFC)</li> <li>Fire Extinguishers must be visually checked by RCA on the annual Indoor Range Safety Checks</li> </ul>	1	5	5
 Electrocution	Death or Serious Injury	RCA	5	5	25	<ul style="list-style-type: none"> <li>The Indoor Range fixed wiring is the responsibility of the Landlord (RRUFC) and will be periodically inspected by a competent person</li> <li>All fixed and portable appliances must be 'visual checked' by RCA annually to check they are fit for purpose</li> </ul>	1	5	5
 Lightning	Death or Serious Injury	RCA	5	5	25	<ul style="list-style-type: none"> <li>The Field Captain must monitor the weather forecast before and throughout the shoot</li> <li>When shooting outdoors, if the Field Captain believes there is a foreseeable risk of lightning the shoot must be postponed, and the archers must be asked to return to the indoor range</li> </ul>	1	5	5

<p>Gas Leak</p> 	<p>Death or Serious Injury</p>	<p>RCA RRUFC Public</p>	<p>5</p>	<p>5</p>	<p>25</p>	<ul style="list-style-type: none"> <li>• The Indoor Range gas supply pipes and isolation valve must be clearly labelled</li> <li>• Last person to leave Indoor Range must turn of warm air heater by switch at back of range</li> </ul>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Walking into flying arrows INDOORS</p> 	<p>Major Injury</p>	<p>RCA</p>	<p>5</p>	<p>5</p>	<p>25</p>	<ul style="list-style-type: none"> <li>• No indoors shooting will be permitted at same time as outdoor visitor shoots (e.g. Novice, Friendly, or County Competitions)</li> <li>• Internal doors to shooting area must be locked before shooting commences</li> <li>• If anyone enters shooting area from an internal door, then all participants have a duty to shout FAST, and all archers must cease their shot, come down and return their arrow to quiver</li> <li>• All indoor shoots must be supervised by a Field Captain</li> <li>• The Field Captain must ensure all indoor shoots run to whistles or voice commands</li> </ul>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Walking into flying arrows OUTDOORS</p> 	<p>Major Injury</p>	<p>RCA RRUFC Public</p>	<p>5</p>	<p>5</p>	<p>25</p>	<ul style="list-style-type: none"> <li>• All outdoor shoots must be supervised by a Field Captain</li> <li>• All access paths must be signed "Archery in Progress"</li> <li>• If anyone enters shooting area from adjacent paths, then everyone has a duty to shout FAST, and all archers must cease their shot, come down and return their arrow to quiver</li> <li>• The Field Captain must ensure all outdoor shoots run to whistles or voice commands</li> </ul>	<p>1</p>	<p>5</p>	<p>5</p>








<p>Arrows in the ground OUTDOORS</p> 	<p>Major Injury - by rugby players</p>	<p>RRUFC</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> <li>All participants must be instructed by the Field Captain to count all arrows on and off the field</li> <li>All lost arrows must be reported to RCA and RRUFC using the Lost Arrow form</li> <li>Metal detectors must be available at all outdoors shoots</li> <li></li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Aggravation of previous injury</p> 	<p>Serious or Minor Injury</p>	<p>RCA</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> <li>At the booking stage of Taster Sessions and Beginners Courses, all participants are required to declare ill health or previous injuries</li> <li>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</li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>
<p>High Temperature</p> 	<p>Serious Injury</p>	<p>RCA</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> <li>All participants must use high rating sun protection</li> <li>All participants must keep hydrated</li> <li>If a participant becomes ill due to high body temperature a <b>volunteer must assist the casualty</b> to indoors to cool down</li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Low Temperature</p> 	<p>Serious Injury</p>	<p>RCA</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> <li>All participants must wear suitable clothing to stay warm</li> <li>If a participant becomes ill due to low body temperature a <b>volunteer must assist the casualty</b> to indoors to warm up</li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Rain</p> 	<p>Serious Injury</p>	<p>RCA</p>	<p>5</p>	<p>4</p>	<p>20</p>	<ul style="list-style-type: none"> <li>All participants must wear suitable clothing to stay dry</li> <li>If a participant becomes ill due to low body temperature remove yourself and/or assist others to indoors to warm up</li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>

<p>Walking into arrows while collecting</p> 	<p>Serious or Minor Injury</p>	<p>RCA</p>	<p>4</p>	<p>4</p>	<p>16</p>	<ul style="list-style-type: none"> <li>• All participants must be coached on safe removal of arrows</li> <li>• All participants must be instructed to move at no more than walking pace</li> <li>• All participants must look for arrows on journey to target/boss</li> <li>• Pick up missed arrows on way to target</li> <li>• All participants must stand well back when arrows are pulled from target/boss</li> <li>• All arrows must be carried in quiver</li> <li>• Field Captain must monitor removal and carrying of arrows</li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Fall from height, ladder or steps</p> 	<p>Death or Serious Injury</p>	<p>RCA</p>	<p>3</p>	<p>5</p>	<p>15</p>	<ul style="list-style-type: none"> <li>• Assess task and never undertake task if you feel it is beyond your own abilities</li> <li>• Always use the club steps provided to ascend to storage/shelving; never climb on shelving</li> <li>• Steps must be inspected annually by the Equipment Officer and/or H&amp;S Advisor</li> <li>• Never ascend to a height beyond your personal comfort</li> <li>• Always maintain 3 points of contact with ladder/steps</li> <li>• Never undertake alone</li> </ul>	<p>1</p>	<p>5</p>	<p>5</p>
<p>Manual handling</p> 	<p>Muscular Skeletal Disorder</p>	<p>RCA</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• The trolley for transporting target bosses and stands must be push/pulled by two members</li> <li>• Outdoor target stands and bosses must be setup by senior members</li> <li>• Never undertake a task if you feel it is beyond your own abilities</li> <li>• Use trolley to move equipment</li> </ul>	<p>2</p>	<p>4</p>	<p>8</p>

<p>Treatment of all injuries</p> 	<p>Infection</p>	<p>RCA</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• First Aiders must be on site for all visiting archer shoots</li> <li>• A First Aid Kit suitably stocked with appropriate materials must be available</li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Traumatic removal of body piercing</p> 	<p>Serious or Minor Injury</p>	<p>RCA</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• All participants must be asked to privately declare to the coach any concealed piercings above belt line</li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Stab wound by arrows</p> 	<p>Serious or Minor Injury</p>	<p>RCA</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• All members must be given coaching on safe technique for pulling &amp; carrying arrows</li> <li>• When indoors, stand behind the Danger Line to give adequate clearance from pulled arrows</li> <li>• During junior sessions, there must always be a 1:10 adult: junior ratio</li> <li>• Broken arrows must not be put in the general waste bins, instead take them home and dispose of them safely</li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Faulty Equipment</p> 	<p>Minor Injury due to breakage when using club equipment</p>	<p>RCA</p>	<p>3</p>	<p>4</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• All RCA equipment must be monitored, repaired or scrapped by Equipment Officer</li> <li>• Faulty equipment must be quarantined from use</li> <li>• All members must report club equipment faults to Equipment Officer member ASAP</li> </ul>	<p>1</p>	<p>4</p>	<p>4</p>
<p>Hair or clothing catching on string</p>	<p>Minor Injury</p>	<p>RCA</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> <li>• Long hair must be tied up or tied back</li> <li>• Armguard must be worn to restrain sleeve and protect forearm</li> <li>•</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>



<p>Improper technique</p> 	<p>Minor Injury - sprains, strains or RSI</p>	<p>RCA</p>	<p>4</p>	<p>3</p>	<p>12</p>	<ul style="list-style-type: none"> <li>• All participants of Have-a-Go, Taster Sessions and Beginners Courses must be coached using Archery GB approved coaching</li> <li>• All coaching must be provided by RCA coaches or volunteers under the supervision of Level 1 or Level 2 coaches</li> <li>• Participants on Have-a-Go and Taster Sessions must 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</li> <li>• Participants on a Beginners Course must 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</li> <li>• All new participants must be coached on safe techniques for: <ul style="list-style-type: none"> <li>○ Stringing</li> <li>○ Drawing</li> <li>○ Shot execution</li> <li>○ Arrow pulling &amp; carrying</li> <li>○ De-stringing</li> </ul> </li> <li>• New joining members must be assessed by an RCA coach for ability to shoot safely before being accepted as a member of RCA</li> <li>• Archers must be monitored by the Field Captain</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>
<p>Slips, trips and falls</p> 	<p>Serious or Minor Injury</p>	<p>RCA</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> <li>• All participants must wear suitable footwear - no open toes</li> <li>• Areas must be maintained cleared of trip hazards at start of session</li> <li>• The Indoor Range carpet must be periodically checked and repaired to ensure it is securely fit</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>

<p>Falling objects</p> 	<p>Serious or Minor Injury</p>	<p>RCA</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> <li>• All senior archers must be briefed on safe setup of bosses on stands</li> <li>• Outdoor stands &amp; bosses must be pinned back to prevent overturning when removing arrows</li> <li>• 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</li> <li>• Never undertake alone</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>
<p>Vehicle congestion</p> 	<p>Serious Injury</p>	<p>RCA RRUFC Public</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Minimise number of vehicles</li> <li>• Vehicles must be parked with consideration for others</li> <li>• Comply with site specific speed and parking restrictions</li> <li>• Consideration must be given to access for emergency vehicles</li> <li>• Consideration <b>must</b> be given for Rugby Club users and local residents</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>
<p>Vehicle emissions</p> 	<p>Serious Injury</p>	<p>RCA RRUFC Public</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>• Minimise number of vehicles</li> <li>• Minimise vehicle idling</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>



## 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 [Team](#) will review and maintain training standards to ensure that an appropriate coach/participant ratio can be provided on the Have-a-Go, 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
- Introduce AGB County Coaches
- All Coaches to receive/maintain Emergency First Aid training



# RISK ASSESSMENT

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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. Report any shortages to the Health & Safety Advisor - [hands@rochdalearchers.com](mailto: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.