



**Please DO NOT park on Ashworth Road. The 1<sup>st</sup> gate MUST always be closed.**

**What3Words**      [///laser.bride.magic](https://www.what3words.com/#!/laser.bride.magic)

Prepared by Andrew Taylor, Health & Safety Advisor.

**FACILITIES**

The new land has no facilities. There is no indoor clubhouse, water supply or electricity supply, therefore there are no toilets, kitchen, rest room or storage.

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**LOCATION**



**LOCATION REFERENCES**

Reference	Gate on Ashworth Road
Postcode	OL11 5UP
What3Words	<b>///laser.bride.magic</b>
OS Land Ranger	SD 84889 13157
Lat, Long	53.61474, -2.22989



**ACCESS TO NEW LAND**



Please DO NOT park on Ashworth Road.



The first gate **MUST** be always closed. Second gate may be left open whilst we are on the land.



The last person to leave must **CLOSE** both gates and **LOCK** the first gate with the chain and padlock.



**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 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**

All club senior shooting members have 24-7 access to the new outdoor range. Junior shooting members must be accompanied by a senior shooting member.

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 Ashworth outdoor 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
	Death or Serious Injury	RCA	5	5	25	<ul style="list-style-type: none"> <li>For all outdoor shoots a Field Captain must be agreed</li> <li>The Field Captain must monitor the weather forecast before and throughout the shoot</li> <li>If the Field Captain believes there is a foreseeable risk of lightning the shoot must be postponed, and the archers must be asked to pack up and go home</li> </ul>	1	5	5
	Major Injury	RCA Public	5	5	25	<ul style="list-style-type: none"> <li>The Field Captain must ensure all outdoor shoots run to whistles or voice commands</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> </ul>	1	5	5
	Aggravation of previous injury	RCA	5	4	20	<ul style="list-style-type: none"> <li>All participants must take care not to aggravate previous injuries</li> </ul>	1	4	4
	High Temperature	RCA	5	4	20	<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 volunteer must assist the casualty to indoors to cool down</li> </ul>	1	4	4

<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 volunteer must assist the casualty 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 look for arrows on journey to target boss</li> <li>Pick up missed arrows on way to target boss</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> </ul>	<p>1</p>	<p>4</p>	<p>4</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 wheeled bogies supporting target bosses must be push/pulled by two members</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>For all visiting archer shoots at least 1 First Aider must be on site</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>Ensure brakes are locked on the wheeled bosses to stop them moving when arrows are being pulled</li> <li>During junior sessions, there must always be a 1:10 adult: junior ratio</li> <li>If arrow is stuck in timber frame of wheeled boss, remove using the AroJac</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>Solo shooting</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>Solo shooting is permitted for senior archers</li> <li>Solo shooting is not permitted for junior archers</li> <li>In case you become poorly, it is strongly advised that you let someone - family or friend - know that you will be shooting at the Ashworth Range</li> </ul>	<p>1</p>	<p>3</p>	<p>3</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> </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>Look out for and avoid manholes on outdoor range</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>
<p>Dogs</p>	<p>Serious Injury</p>	<p>RCA</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>Lookout for stray dogs entering the shooting field from the public footpath</li> <li>Never approach a stray dog</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>
<p>Vehicle congestion</p>	<p>Serious Injury</p>	<p>RCA</p>	<p>2</p>	<p>3</p>	<p>6</p>	<ul style="list-style-type: none"> <li>Minimise number of vehicles</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>



						<ul style="list-style-type: none"> <li>• Vehicles must be parked with consideration for others</li> <li>• Consideration must be given to access for emergency vehicles</li> <li>• Consideration must be given for public access</li> </ul>			
<p>Vehicle emissions</p> 	<p>Serious Injury</p>	<p>RCA</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>
<p>Insect Stings or Bites</p> 	<p>Minor Injury</p>	<p>RCA</p>	<p>2</p>	<p>2</p>	<p>4</p>	<ul style="list-style-type: none"> <li>• Move to a safe area to avoid more bites or stings</li> <li>• Remove any stingers</li> <li>• Gently wash the area with soap and water</li> <li>• If the injury is on an arm or leg, raise it.</li> <li>• Take an anti-itch medicine by mouth to reduce itching</li> <li>• Take a nonprescription pain reliever as needed</li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>
<p>High winds</p> 	<p>Minor Injury</p>	<p>RCA</p>	<p>1</p>	<p>2</p>	<p>2</p>	<ul style="list-style-type: none"> <li>• Ensure brakes are locked on wheeled bosses</li> <li>• If having trouble shooting in high winds, stop</li> </ul>	<p>1</p>	<p>2</p>	<p>2</p>



## SHOOTING AT ASHWORTH

The site at Ashworth is currently “Work in Progress”. There are some minimum requirements we ask all members to follow when shooting on the new field.

### GATES



First Access Gate



Second Gate on Track

There are usually two closed gates where our track leaves Ashworth Road. The first gate is the primary gate, which **MUST BE CLOSED AT ALL TIMES**. The gate has a chain with two padlocks, one for the farmer, and one for RCA.

The combination padlock is the RCA lock. The combination number will be shared with members on the RCA Friendly Archers WhatsApp group.

When the number has been selected, the black button on the base of the padlock needs to be pushed to disengage the lock.

When opening the main gate, you will find an aluminium “hook” on a cable **fixed into** the banking when the gate is fully open to help keep the gate open whilst you drive through.

The primary purpose for this gate is to prevent livestock, which may get onto the access track, from straying onto Ashworth Road. It is essential that this gate is always closed after passing through.

You may find that the second gate on the Track is also closed. This gate belongs to the farmer and is in very poor condition. We have plans to replace this.

It is usually chained shut but not locked. The chain is pinned to the gatepost. The gate may be opened but needs lifting to swing across the track.

Once opened, this gate does not need to be closed whilst you are on site but does need closing when you leave.

Finally, after travelling along the track, you may find yet another gate closed. This is again in poor order and is heavy and usually secured with a piece of string. Open this gate and leave it open. There is no need to close this when leaving.

## PARKING

The car parking area is at the top end of the 'Compound' adjacent to the line of large conifers. Please be aware that our access track is also a Public Footpath, so it is recommended that cars are locked whilst archers are shooting.



Car Park Area



Shooting Field

## FACILITIES

The site does not currently have any mains water or electrical supply. There are no toilets on-site.

We are permitted by the Scout Campsite to use their toilets if needed. They are accessed by passing through the metal pedestrian gate in the tree line behind the shooting line and walking downhill along the track towards the buildings complex at the bottom of the slope. The toilets are within the cluster of buildings, facing onto the main Scout camping field.

If you take cans of drink or wrapped food, please take the empties home with you.

## SHOOTING

The shooting line runs North to South, approximately in line with the line of large conifers. The temporary shooting line may be marked by a length of blue rope or by a 100m tape.

There is usually a 100m RCA tape measure on the ground, which can be used to define distances.

Six Damage target bosses are permanently mounted to wheeled bogies.

The bosses are lined up along the boundary between the Shooting Field and the Compound. They can easily be re-positioned to any shooting distance on the field.

Each wheel of the target stand has a brake mechanism which engages by pressing down upon the lever on each wheel. Please ensure the brakes are disengaged before moving them and then re-engage them when the stand is in the desired position.

The bosses are covered with a tarpaulin secured by elastic straps. Unclip the elastic straps, roll the tarpaulin back behind the boss, and secure **it with** the elastic straps.

**The bosses have JVD weatherproof 80cm target faces. If you require anything different then** it is recommended that you take a target face and target pins with you.



Solo shooting is permitted for senior archers, but we strongly recommend that you inform family or a friend that you intend to shoot at Ashworth alone.

Solo shooting for junior archers is not permitted, they must be accompanied by a senior archer.

Full Carbon arrows are allowed at Ashworth, but please make every effort to locate lost arrows.

### **AFTER SHOOTING**

Once you have finished shooting, please refit the tarpaulin over the boss face, and return the target stand to the side of the field.

When leaving please take any litter or cans home with you.

As you depart, remember to lock the final gate fully, with the chain and the RCA combination lock.

If you are the last person to leave, please also close the second gate and put the chain in place.

The site at Ashworth is very much still in development. These guidance notes will change frequently as facilities are developed and supplied, and we are still looking to improve the access and gating, to provide toilets and facilities to make hot drinks and to place permanent markers on the shooting field.



## **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.
- Manage shoot stoppage for equipment failure. The Field Captain can decide to pause the shoot temporarily or 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.
8. 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.
9. 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.
10. 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.





## TOILETS

There are no toilet facilities at the Ashworth outdoor range. The nearest toilets are at:

- Ashworth Valley Scout Campsite, or
- Rochdale CoA, the indoor range at RRUFC.

## FIRST AID

There is a First Aid kit in the container on the field.

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](mailto:hands@rochdalearchers.com).

## EMERGENCY SERVICES

If you call an Ambulance to the Ashworth Shooting Range, please provide What3Words which accurately locates the gate.

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Meet the Ambulance at the gate to open the gate for them and give directions to the Compound.

## NEAREST A&E

**Fairfield General Hospital** - 2.4 miles - 7 minutes by car - Open 24 hours

Rochdale Old Road, Bury, Lancashire, BL9 7TD.

T: 0161 624 0420

## DIRECTIONS TO A&E

Head south-west on Ashworth Road

0.9 mi Sharp right onto Bury and Rochdale Old Road (B6222)

1.4 mi Turn left onto Rough Hill Lane

80 yds At the roundabout, take 2nd exit onto Jericho Road

70 yds Turn left

A&E will be on the left.

## ACCIDENT/INCIDENT REPORTING

All accidents must be reported on the RCA Accident Report form. Forms are available in the range and on the RCA website.

Get the completed forms to the Safeguarding Officer or H&S Advisor.

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.**