



Please DO NOT park on Ashworth Road. The 1st gate MUST always be closed.

What3Words ///laser.bride.magic

Prepared by Andrew Taylor, Health & Safety Advisor.

FACILITIES

We have developed Portakabins as our temporary indoor range, Portaloo toilets, and shipping containers for storage. There is no water or electricity supply yet, therefore there is no kitchen.

CONTENTS

- Facilities..... 1
- Location..... 2
- Location References..... 2
- Access..... 2
- Does the Health and Safety at Work Act Apply to RCA? 3
- Scope..... 3
- Risk Level Assessors 3
- Risk Rating Matrix 3
- RISK ASSESSMENT 4
- Gates 9
- Compound..... 10
- Parking **Error! Bookmark not defined.**
- Facilities..... 10
- Shooting - INDOORS 11
- Shooting - OUTDOORS 12
- Lost Arrows 12
- After Shooting 13
- Responsibilities of the Field Captain 14
- First Aid 15
- Emergency Services..... 15
- Nearest A&E 15
- Directions to A&E 15
- Accident/Incident Reporting 15



LOCATION



LOCATION REFERENCES

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

ACCESS



Please do not park on Ashworth Road.



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
 <p>Lightning</p>	Death or Serious Injury	RCA	5	5	25	<ul style="list-style-type: none"> For all outdoor shoots a Field Captain must be agreed The Field Captain must monitor the weather forecast before and throughout the shoot 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 	1	5	5
 <p>Walking into flying arrows</p>	Major Injury	RCA Public	5	5	25	<ul style="list-style-type: none"> The Field Captain must ensure all outdoor shoots run to whistles or voice commands 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 	1	5	5
 <p>Aggravation of previous injury</p>	Serious or Minor Injury	RCA	5	4	20	<ul style="list-style-type: none"> All participants must take care not to aggravate previous injuries 	1	4	4

<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"> • All participants must use high rating sun protection • All participants must keep hydrated • Symptoms of heat exhaustion: feeling very hot and unwell, headache, dizziness, confusion, loss of appetite, feeling sick, cramps in the arms, legs and stomach, fast breathing or pulse, being very thirsty • If a participant becomes ill due to high body temperature a volunteer must assist the casualty to a cool shaded area to cool down 	<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"> • All participants must wear suitable clothing to stay warm • If a participant becomes ill due to low body temperature a volunteer must assist the casualty to indoors to warm up 	<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"> • All participants must wear suitable clothing to stay dry • If a participant becomes ill due to low body temperature remove yourself and/or assist others to indoors to warm up 	<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"> • All participants must look for arrows on journey to target boss • Pick up missed arrows on way to target boss • All participants must stand well back when arrows are pulled from target boss • All arrows must be carried in quiver 	<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"> The wheeled bogies supporting target bosses may be push/pulled by one member The H-frame target stands and straw bosses stored in the field containers must be transported using the blue trolley and erected by two members 	<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"> For all visiting archer shoots at least 1 First Aider must be on site A First Aid Kit suitably stocked with appropriate materials must be available 	<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"> All participants must be asked to privately declare to the coach any concealed piercings above belt line 	<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"> All members must be given coaching on safe technique for pulling & carrying arrows Ensure brakes are locked on the wheeled bosses to stop them moving when arrows are being pulled During junior sessions, there must always be a 1:10 adult: junior ratio If arrow is stuck in timber frame of wheeled boss, remove using the AroJac Broken arrows must not be put in the general waste bins, instead take them home and dispose of them safely 	<p>1</p>	<p>4</p>	<p>4</p>

	<p>Solo shooting Serious or Minor Injury</p>	<p>RCA</p>	<p>3</p>	<p>3</p>	<p>9</p>	<ul style="list-style-type: none"> • Solo shooting is permitted for senior archers • Solo shooting is not permitted for junior archers • 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 	<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"> • Long hair must be tied up or tied back • Armguard must be worn to restrain sleeve and protect forearm 	<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"> • All participants must wear suitable footwear - no open toes • Areas must be maintained cleared of trip hazards at start of session • Look out for and avoid manholes on outdoor range 	<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"> • Lookout for stray dogs entering the shooting field from the public footpath • Never approach a stray dog 	<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"> • Minimise number of vehicles • Vehicles must be parked with consideration for others • Consideration must be given to access for emergency vehicles • Consideration must be given for public access 	<p>1</p>	<p>3</p>	<p>3</p>
<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"> • Minimise number of vehicles • Minimise vehicle idling 	<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"> • Move to a safe area to avoid more bites or stings • Remove any stingers • Gently wash the area with soap and water 	<p>1</p>	<p>2</p>	<p>2</p>





RISK ASSESSMENT

ASHWORTH - SHOOTING INDOORS & OUTDOORS

March 2026 v02

Page 8 of 15

						<ul style="list-style-type: none"> • If the injury is on an arm or leg, raise it. • Take an anti-itch medicine by mouth to reduce itching • Take a nonprescription pain reliever as needed 			
<p>High winds</p> 	Minor Injury	RCA	1	2	2	<ul style="list-style-type: none"> • Ensure brakes are locked on wheeled bosses • If having trouble shooting in high winds, stop 	1	2	2

GATES

The first gate is a LIVESTOCK gate and must always be closed. The second gate may be left open whilst we are on [our](#) land.



The first gate has a chain with two padlocks - the [keyed padlock belongs](#) to the farmer, and the combination padlock to RCA.

The combination number will be shared only with members, please ask on the RCA Friendly Archers WhatsApp group.

The numbers must align exactly and then the black button on the base of the lock needs to be pushed in to disengage the lock.



When the first gate is fully open you will find a hook on a cable fixed into the banking to hold it open whilst you drive through.

The primary purpose for the first gate is to prevent livestock from straying onto Ashworth Road. **It is essential that this gate is always closed after passing through.**



ACCESS TRACK

You must not block the access track which is a Public Footpath.

COMPOUND

The compound has two double galvanized steel gates. You may leave these gates open whilst you are shooting or close them for increase security.



You may park in any part of our Compound. We recommend that cars are locked.

FACILITIES

The site does not have electric supply or mains water.

There are two Portaloo toilets on-site. The code for the toilets [will be shared on the RCA Friendly Archers WhatsApp group](#).

[Please take all your rubbish \(cans, food wrappings, etc.\) home with you for disposal.](#)



SHOOTING - INDOORS

THIS SECTION WILL BE DEVELOPED ONCE THE PORTAKABINS ARE FULLY OPERATIONAL.

Watch this space.



SHOOTING - OUTDOORS

The shooting line runs roughly North-South in line with the large conifers. The temporary shooting line is marked by a blue rope.

Two 100m tape measures are pegged to the shooting line to measure distances.

Six Damage target bosses are permanently mounted to wheeled bogies.



The bosses are stored along the boundary on the left-hand side. They can easily be re-positioned to any shooting distance on the field.

Each wheel of the bogies has a brake mechanism which engages by pressing down a lever. Please ensure the brakes are disengaged before moving them.

The bosses are covered with a tarpaulin. Unclip the elastic straps, roll the tarpaulin behind the boss, and fold the tarpaulin onto the three timbers to prevent it being hit by wayward arrows.

Line up the bosses and re-engage the brakes when the stand is in the desired position.

Each boss has a 122cm weatherproof face pinned to the Damage boss, and some have an 80cm weatherproof target face pinned to the back.

Target faces are stored in the Shooting Line container.

Please leave the Damage Boss target pins in the bosses. Please do not remove [these special](#) target pins.

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

Solo shooting for junior archers is not permitted; they must be accompanied by a senior archer and by a responsible adult (parent or guardian). They can be the same.

Full Carbon arrows are allowed at Ashworth.

LOST ARROWS

Please make every effort to find lost arrows.

There is no need to make a Lost Arrow report.



AFTER SHOOTING

Once you have finished shooting, please refit the tarpaulin cover over the boss, refit the elastic cord, and return the wheeled bogie to the side of the field.

When leaving please take any shot paper target faces, litter or cans home with you.

If you are the last person to leave, please close the second gate, and then before you depart, please lock the first gate with the green sign, with the chain and the combination lock.

The site at Ashworth is still in development. This guidance will change as facilities are developed.



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 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.



FIRST AID

There is a First Aid kit in the shooting line container.

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.

EMERGENCY SERVICES

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

///laser.bride.magic

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 on the RCA website. You will not be able to fill in all the form, please provide all the information you can.

Send the completed forms to the Safeguarding Officer - safeguarding@rochdalearchers.com or the H&S Advisor - hands@rochdalearchers.com.

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

Minor accidents will be reviewed by the H&S Advisor and filed.

Significant incidents/accidents will be reported to the Committee, reviewed and recorded in the Meeting Minutes.

END.