

Risk Classification

Wirral Archers- General Shooting
Outdoors: Poulton Hall, Poulton Rd, Bebington, CH63 9LN
Indoors: Bebington Unit, Price Street Business Park

Note: Risk = Likelihood x Severity		Severity				The risk of this Range is assessed as...
		1	2	3	4	
Likelihood	4	4	8	12	16	2.07
	3	3	6	9	12	
	2	2	4	6	8	
	1	1	2	3	4	

OUTDOOR

Range	Hazards	Consequences	Who is at risk	Severity	Likelihood	Risk	Control Measure	Risk with Control Measure
OUTDOOR & INDOOR	Lack of or poor warm-up before shooting	MSD/muscle strain	Archer	1	3	3	All archers are advised to warm up before shooting. Coaches lead novice/beginners/have a go attendee through a warmup routine.	1
OUTDOOR & INDOOR	Failure to follow range captain commands, walking onto range before it is safe	Body injury/death	All	4	2	8	<p>Archers Must book all sessions via the Shlott Booking System including Club Nights. All archers are instructed during training to remain behind the line until the field captain directs them to collect their arrows and not to step over the shooting line for any purpose unless the cry of "fast" is given. Entry points to the field will be signed with appropriate hazard warning signage.</p> <p>For Outdoors, our shooting dates and times have been shared with the landowner.</p> <p>For Indoors, our shooting dates and times have been agreed with the Bebington, as the lease holders of the unit.</p> <p>Practice & Training sessions need to be booked via Shlott through one of the slots available through the booking system as long as there is an adult or other senior archer in attendance. Shooting shall be controlled by a whistle in line with current Archery GB guidelines and by a designated field captain, this can be decided from amongst those</p>	4

							<p>present at the start of shooting. The field captain shall be responsible for range safety during the shooting session.</p> <p>For Indoors the range captain is to be appointed by the Senior Archers in attendance during each session.</p> <p>Coaches need to register their attendance using an archer's booking to record their attendance at either the Outdoor or Indoor Range.</p>	
OUTDOOR & INDOOR	Arrows falsely released due to human error or mechanical failure	Body injury/death	All	4	2	8	<p>All archers have completed training or are shooting under the supervision of a coach. The field/range captain oversees the range activity at all times and will be mindful of the risks/hazards observable to them, calling a halt to shooting if they believe there to be an unmanaged risk or hazard. Archers are not to nock an arrow and draw the bow until on the shooting line with arrows pointed downrange before release. Archers will assemble and check their equipment. Archers will not knowingly shoot with damaged, defective, or misassembled equipment. Defective equipment will be removed from use immediately and that archer will withdraw from the shooting line. Archers will halt shooting if they feel fatigued or if directed to do so by the field/range captain.</p>	4
OUTDOOR & INDOOR	Running towards targets/walking into arrows protruding from the ground	Body injury due to slips trips falls or collision	All	3	1	3	<p>Both the Indoor Range & Outdoor ground by nature of its construction may have uneven patches, divots, or natural tripping hazards.</p> <p>No Archer or Spectator shall be running on the range during any shooting event or when there is or may be arrows or equipment uncollected on the range which could pose a risk of harm. Arrows will be held safely in a quiver carried by the archer or ground quiver when not being used on the range.</p>	1
OUTDOOR & INDOOR	Non-participant strays onto range during shooting	Body injury/death	Non-participant	4	2	8	<p>Archers Must book all sessions via the Shlott Booking System including Club Nights. All archers are aware of the risks to others encroaching on the range and any club member must cry "fast" if they see or suspect that a person, animal or vehicle is entering down the range of the shooting line. Entry points to the range will be signed or marked with appropriate hazard warning signage.</p> <p>Practice & Training sessions need to be booked via Shlott through one of the slots available through the booking system as long as there is an adult or other senior archer in attendance. Shooting shall be controlled</p>	4

							<p>by a whistle in line with current Archery GB guidelines and by a designated field/range captain, this can be decided from amongst those present at the start of shooting. The field captain shall be responsible for range safety during the shooting session.</p> <p>Nonparticipants attending the range at the invitation of members will be given clear instruction on range safety by the field captain or senior archer and will stay behind the waiting line. Children will not be left unattended, and pets/animals will be kept under strict control.</p> <p>Coaches need to register their attendance using an archer's booking to record their attendance at either the Outdoor or Indoor Range.</p>	
OUTDOOR & INDOOR	Bowstring striking inside arm	Soft tissue injury/ severe contusion bleeding	Archer	2	2	4	All archers have undergone training or are shooting under the supervision of a coach. Beginners or have a go archery participants will be issued and fitted with appropriate arm guards and given clear instruction about the risks. These armguards will be stored safely and securely and will be checked before use- defective or damaged armguards will be removed from use and replaced. Archers who choose to shoot without protection are aware of the risks.	2
OUTDOOR & INDOOR	Walking into/strikingnock end of arrows on approach to the arrow	Body/facial/ eye injury	All	2	2	4	All archers are aware of the risk through personal training and know to approach targets or embedded arrows from the side. Other persons will not be allowed onto the range without receiving safety instruction from the field captain or senior archer. Archers will wear appropriate enclosed footwear when shooting and during any line outs for lost arrow searches. Archers will alert the field captain or senior archer should an arrow become lost.	2
OUTDOOR & INDOOR	Standing behind an archer whilst arrows being pulled	Body/facial/ eye injury	All	2	2	4	All archers are aware of the risk through personal training and know to check behind and around them before pulling arrows. All archers know not to stand behind a fellow archer during this process and to wait at a safe distance. Other persons will not be allowed onto the range without receiving safety instruction from the field captain or senior archer.	2
OUTDOOR & INDOOR	Removal of arrows with bare hands	Body injury	Archer	1	2	2	Archers may use arrow pullers to reduce the risk of an injury from wood or carbon splinters, trainees or other participants will be supervised and shoot with aluminium arrows. Assistance in pulling arrows will be given to those persons who may require it.	1

OUTDOOR & INDOOR	Manual handling of bosses, stands and trolley	MSD/muscle strain or body injury	Archers	2	2	4	<p>OUTDOOR: Those setting and taking down the field and will do so only after safe instruction on the handling and setting of these items. Archers will be mindful of their own safe capacity to move and handle at the time and will not perform handling which they know or believe to be either unsafe or outside of their safe capacity due to strength or pre-existing Musculoskeletal issues. Archers will visually inspect any items before handling them to exclude damage or loads which may be intrinsically harmful such as splintered wood etc. All loads will be held securely with a good grip, locating the weight of the load as close to the archer's centre of gravity as possible. Archers will not bend, reach, stretch or twist beyond their own safe limits and will attempt to always maintain an upright posture when lifting heavy items. Round straw or Square Foam bosses will be lifted onto and off the stands by two persons, they may be rolled along intact dry ground where there is no risk of harm. Where items may be rough or risk injury through skin contact such as straw or foam bosses etc then archers will use suitable gloves. If an archer believes a load to be outside of their safe capacity, they must either pass the task to other persons who are safe to perform it or seek additional handling support. Archers must not feel under pressure to handle loads they perceive to be unsafe.</p> <p>INDOOR: The Indoor Range will remain set up and shall not be altered or broken down by an Archer without the supervision of a committee member.</p>	2
OUTDOOR & INDOOR	Unsecured target boss/stand falling over	Body injury	All	2	1	2	<p>Outdoor bosses will be pegged to the grass using guy ropes affixed securely and long ground spike anchoring them. Bosses, stands and any associated equipment will be visually inspected before use by the archer setting the stand. All equipment will be subject to inspection and repair/replacement as identified during use. Archery will only be undertaken when wind speed is judged to be safe to shoot by the field captain or senior archer</p> <p>Indoor Targets should be checked for stability before commencing shooting and throughout the shoot to ensure the safety of the Archer. All equipment will be subject to inspection and repair/replacement as identified during use.</p>	2

OUTDOOR & INDOOR	Removal of arrows stuck elsewhere than the boss (woodwork/ trees etc)	Body injury/property damage	All	2	1	2	Archers may use arrow puller grips to assist in removing arrows. If manual force is not sufficient the club owns a mechanical arrow puller, club members accept that this device may cause damage to the arrow. Should an arrow be so embedded it cannot be removed intact Archers will accept that in some situations damage to the arrow may be necessary to remove it to prevent harm to others or further damage to the club or other people's property. Arrows that cannot be immediately removed may need to be left in position to allow archery to continue if safe to do so.	2
OUTDOOR & INDOOR	Falling while carrying arrows	Body injury	Archer	2	2	4	Archers are aware that shooting at either the Outdoor or Indoor range may have minor defects or tripping hazards. Archers are taught to carry arrows in their quiver or if handling them whilst walking they carry the point down with the shaft tucked under their arm. Archers are aware not to run as per this risk assessment.	2
OUTDOOR & INDOOR	Arrows lost /unaccounted for	Body harm/property damage	All / property	2	2	4	Archers will inform the field/range captain of any arrows which may be lost. Archers will report the type shaft design, nock, and vane colours. Field captain or senior archer will initiate a search, all archers able to assist will do so being mindful of the risk from striking or standing on hidden arrows. The club will utilise metal detectors to locate metal shafts, metal taped arrows, metal points. The use of arrows with no metallic component is discouraged due to the risk of loss, injury to others, damage to grounds keeping equipment or harm to the club reputation. Outdoors, where metal detectors cannot find the arrow, the club will use a search "line out" of club members who will be instructed and led by the field captain in a manner determined to increase the likelihood of locating the arrow(s). It may be necessary to use lawn rakes or field knives to cut through the sod to locate the arrow. Archers are aware that arrows may become damaged when lost or in the process of locating them. Either Indoors or Outdoors, should the field/range captain determine that the search for the arrow must be halted at that time a record of the approximate location and circumstances of the loss will be communicated to the club through the secretary who will inform all members through Facebook/email/text or phone call to enable the search to resume at the next safest time. If arrows cannot be located this must be communicated to the landowner so groundskeepers or others can be informed of the risk.	1

OUTDOOR & INDOOR	Arrows overshooting the designated target line	Body harm/property damage	All/property	4	2	8	<p>The outdoor range is laid out as detailed in appendix A in line with Archery GB instruction. The maximum target line is 70m. The range has an overshoot of 150m from the shooting line and additional distance beyond. The area is private property and only lawfully accessed by the landowner and tenants including the Wirral Archers. Safety signage will be set out at all access points to the range. Archers will inform the field captain of any lost arrows which may have left the boundaries of the range. These arrows will be managed as lost arrows under the risk assessment. Archers will draw and fire on the line only and per Archery GB rules.</p> <p>The Indoor Range is a secure and private premise with restricted access. Behind each pre-set target is a backstop netting before a solid concrete wall to limit the overshoot travel of any arrow. Access to the range is controlled via a single door whilst access to the indoor unit is controlled via Shlott and a single key door. In the event an arrow can't be found, these arrows will be managed as lost arrows under the risk assessment. Archers will draw and fire on the line only and per Archery GB rules.</p>	4
OUTDOOR	Arrows deviating outside of immediate target range boundary	Body harm/property damage	All/property	4	2	8	<p>The outdoor range is laid out as detailed in appendix A in line with Archery GB instruction. The maximum target line is 70m. The range has a 30m shooting line with an immediate 10-yard exclusion area at the shooting line extending outwards to a 20-yard exclusion distance from the side of the range at 100m. It has an overshoot of 150m from the shooting line and an additional distance beyond. Archers will draw and fire on the line only and per Archery GB rules. The area is private property and only lawfully accessed by the landowner and tenants including the Wirral Archers. Safety signage will be set out at all access points to the range. Archers will inform the field captain of any lost arrows which may have left the boundaries of the range. These arrows will be managed as lost arrows per the risk assessment</p>	4
OUTDOOR & INDOOR	Bow poundage/resistance too high for archer/participant	Muscular harm	Archer	2	1	2	<p>All archers are given appropriate instruction and coaching during club training sessions. Archers will shoot within their own limitations. Club coach(es) are available to advise and support archers with equipment choices/limb strength issues/physical training and advisable draw weights.</p>	2

OUTDOOR & INDOOR	Distraction during shooting (noise or sudden movement)	Mis-shooting / distraction leading to other hazards	All	2	1	2	Archers will cease shooting if they believe they are distracted by anything during the shoot. Should the distraction persist, the archer will raise concerns with the field captain who will adjudge whether archery needs to be stopped until the distraction has been managed. Archers and spectators will be mindful of their own noise and movement and keep voices to a minimum whilst others are shooting. Archers should be mindful that others on the line may wish to shoot in silence and shall be considerate of others' shooting practices. Archers will remain on the shooting line when an adjacent archer is at full draw and/or may be distracted by the movement.	2
OUTDOOR & INDOOR	Damaged, defective or faulty arrows/equipment	Body injury or mis shooting	All	2	2	4	All archers will have undergone suitable training to register with AGB and will be aware of the risk relating to damaged arrows or equipment. All archers are responsible for keeping their equipment in good order, storing it safely and managing the upkeep to a safe standard. Wirral Archers will maintain, store, and safely manage club equipment. Club storage is secure, and equipment is stored safely to prevent damage to club-owned equipment (bows, arrows, stands etc)	2
OUTDOOR	Inadequate clearance around the range due to encroaching equipment/livestock/trees	Interruption to shooting/reduction in range safety	All	2	1	2	Wirral Archers will maintain a good relationship with the landowner and support groundworks and grounds keeping as far as is practicable. Wirral Archers will maintain a tidy range and clear down after shooting, escalate any concerns to the club committee and will pause/suspend shooting when any encroachment is visible until the field captain and/or the committee state it is safe to continue.	2

OUTDOOR & INDOOR	Struck by, crushed or trapped by the Archery Stores container doors and equipment within	Body injury, damage to club or personal equipment	All	2	2	4	The outdoor container and indoor unit are for the safe storage and securing of club equipment only. Any equipment kept within that is owned by an individual is kept there at their own risk unless expressly agreed by the committee. Archers and club members only will be allowed in the container. Junior archers and those persons who may have a limitation that puts them more at risk from injuries occurring must refrain from handling heavy club equipment as per this risk assessment. Members will ensure that the container/unit door is always secured either fully open or fully closed. When there are high winds the doors and/or equipment may be more likely affected, and members must use additional caution. Should the weather increase the risk to a level the Field Captain feels is unsafe then the Field Captain can bar entry to the container. Members are aware that the container is lit by natural light and minimal internal lighting. Members must not leave equipment or debris/rubbish lying around in the container. All storage must be used safely and in line with the storage, layout description provided within the container. Accessing higher shelves has increased risk and heavy items must not be stored on this level. Members will always exercise due care and attention.	2
OUTDOOR	Vehicles and pedestrians entering/exiting site	Vehicle damage/ persons being struck	All	4	1	4	The landowner has created gravelled standing for parking. Those driving onto the field will enter safely at a controlled and slow speed. Vehicles will park in such a manner so as not to impede pedestrian access, safe movement around the site, access to storage or the shooting arrangements. Deterioration in access conditions or parking arrangements will be escalated to the committee and where required, to the landowner. Archers will be mindful of road conditions outside of the grounds and exercise caution when entering or exiting the site.	4

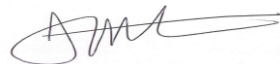
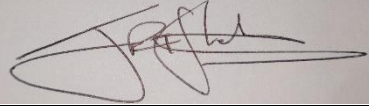
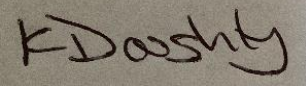
OUTDOOR	Weather	Exposure to physical harm/ unsafe shooting conditions	All	2	1	2	Archers will dress according to the uniform code for the club but be mindful of the weather conditions and wear appropriate coverings. Archers are responsible for ensuring suitable sunscreen is used and that they maintain their own hydration. The field captain will adjudge at the time of shooting whether the conditions are safe to continue shooting being mindful of wind speed/rain/sun/ice/snow/light levels etc. No archer shall in any way try to influence or place the field captain under duress to continue shooting if the decision is made to suspend or cancel the shooting session. Where possible weather forecasts will inform decisions on the shooting arrangements before archers attending and clear communication will warn of suspension of shooting or concerns. The ground is level with good drainage into installed ground drainage and adjacent surface ditches. Parking and the shooting line are on a gravelled section less prone to deterioration due to weather. Archers will wear suitable footwear for the conditions- good grip and an enclosed toe and foot is the minimum standard required with archers responsible for ensuring footwear is suitable should the weather or ground conditions necessitate additional grip/warmth/protection from the elements. Gravel parking and grass field do not require gritting. Archers will be mindful of road conditions outside of the grounds and exercise caution when entering or exiting the site.	1
OUTDOOR	Environment (trees, groundworks, structures, litter)	Exposure to physical harm/ unsafe shooting conditions	All/prop erty	2	2	4	The field captain will judge if there are any new environmental issues affecting safety such as fallen branches adjacent to the range/change in ground conditions/evidence of recent grounds work ongoing which may have affected safety/potential for the field being entered by persons or animals outside of the range. Wirral Archers will be courteous in the management of their own litter and remove it from the site. Damaged equipment may be stored in the container if it is to be repaired or of continued use but when no longer required it will be disposed of safely in line with local waste management arrangements. Animals/pets are brought to the range by permission only and the owner/handler will be responsible for damage or waste resulting.	1
OUTDOOR & INDOOR	Site and activities may pose an increased risk to those with	Physical harm, exclusion of differently-abled persons	All	2	2	4	Wirral Archers operate under an Equality Policy Statement and are committed to maintaining equality for all archers or those persons who visit the site.	1

	differing abilities							
OUTDOOR & INDOOR	No record of those persons attending	No evidence of persons exposed to risk and to whom the club may owe a duty of care	All	1	2	2	All Archers attending either the Outdoor Field or Indoor Unit need to record their attendance via Shlott, irrespective of whether they intend to shoot. Shlott will provide a register of those shooting and any visitors. Records will be kept in line with the General Data Protection Regulation requirements and principles.	1
OUTDOOR	Junior archers/ vulnerable archers shooting without appropriate supervision	Safeguarding concerns/ harm to others	Juniors/ all	2	1	1	A register of those shooting and any visitors shall be kept in a form agreed by the committee and shall be kept by the Secretary. Archery GB rules of shooting state that when junior archers (i.e. archers under 18) are shooting individually or in groups they must be supervised by an adult member (excluding honorary members) of Archery GB and a second adult must be present. The club rule is that a parent, guardian or responsible adult approved by the parent or guardian always accompanies a junior. This means that juniors may only shoot with a parent, guardian, responsible adult & a senior member of Wirral Archers present. If the parent or guardian is also a shooting member, a second adult must be present who is conversant with the club and Archery GB safety rules. If both adults are shooting, they must not shoot on the same detail. One adult must always keep a watch for safety. The club has an appointed and suitably qualified Safeguarding officer who will monitor rules, adherence and address concerns or queries whilst acting where required as an advocate for the Junior Archer/vulnerable person. These rules of shooting will be applied as necessary to those persons identified as being vulnerable and requiring oversight and safeguarding due to capacity issues. Where an existing health condition may place the archer or person on the field at higher risk of harm then it is their responsibility to raise this with the field captain or a nominated person who will be able to pass this information on to emergency services should it be required.	1

OUTDOOR	Senior archers shooting without supervision, ill health, collapse, lone person safety	There is a risk of harm occurring because of lone persons attending the range to shoot or work without a supportive system of safety or adequate monitoring and when outside of "club shooting"	All	2	1	2	<p>A register of those shooting and any visitors shall be kept in a form agreed by the committee and shall be kept by the Secretary. Shooting outside of club nights or scheduled sessions can only be by a senior archer with their booking registered via Shlott. When shooting outside of club nights or scheduled sessions there must be a minimum of two people present each being a minimum of 18 years of age, one of whom may be a non-archer to act as a lookout and to respond to any health issue. A mobile phone is required for those persons acting in this role. The archer must make the lookout aware of any health concerns they may be subject to for their own safety, should they withhold this information the archer will be aware that urgent care may not be provided in a suitable or timely manner should it be required. Archers who feel unwell before attending are advised to refrain from archery until they feel well. If the archer decides to carry on and shoot when unwell they are responsible for informing the Field Captain or an adult at the range. Adults who act as a nominated person in this manner or as a lookout for others are not responsible for the archer's health and safety except in so far as the common law duty of care extends to all persons. Adults who act as a lookout or safety person on the range must be aware of all club rules and the rules of shooting as laid out by AGB. In the event of an incident or accident requiring emergency services (999) occurring then the address on this document can be provided to the emergency call handler. Persons attending the field must not padlock themselves into the field.</p>	1
OUTDOOR & INDOOR	Junior archers/ vulnerable archers shooting without parent or guardian.	Safeguarding concerns/ harm to others associated with transportation to and from archery	Juniors/ all	2	1	2	<p>In line with Archery GB Safeguarding Children and Young People's Policy, if a club member transports a junior to the field/range there should be two adults present, with the junior sitting in the back seat. Written consent should be obtained from the parent and we do provide a pro forma for this.</p> <p>If the responsible adults are shooting, they must shoot separately and always supervise the junior or vulnerable adult.</p> <p>The club does not accept responsibility for the credibility of the vehicle or driver transporting a junior, the responsibility is with the parent/guardian for ensuring their child's safety.</p>	

INDOOR	Solo Shooting	There is a risk of harm occurring because of lone persons attending the range to shoot or work without a supportive system of safety or adequate monitoring and when outside of "club shooting"	All	2	1	2	<p>For Indoors Only, a Senior Archer with more than 12 months active shooting experience and over the age of 18, can attend the unit to shoot solo as long as their attendance is registered via Shlott, and the archer has made arrangements with a nominated responsible adult to monitor their return home from the range.</p> <p>The attending archer shall ensure their attendance is registered via Shlott. Shooting outside of club nights or scheduled sessions can only be by a senior archer with their booking registered via Shlott.</p> <p>The club accepts no liability to the archer or their property. By shooting solo the archer acknowledges they have read Archery GB Rules of Shooting with specific acknowledgement of Rule 103c(i) as outlined below. The archer accepts full responsibility for evaluating the range for safe shooting and for ensuring their own safety whilst within the range.</p> <p>103c(i): Solo shooting by senior archers (i.e. archers 18 and over) is permitted. Any member shooting on their own is doing so at their own risk in respect of personal injuries.</p> <p>Please note a Junior Archer or Archer with less than 12 months of active archery experience requires a Senior Archer to be present before shooting can commence.</p>	1
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Risk Classification and Action		
Designation	Classification	Action
5 to 16	Unacceptable	This situation is not tolerable. Shooting shall not start or be continued until the risk has been reduced.
3 to 4	Tolerable	Shooting can continue as long as all control measures are in place and observed - Measures will need to be Monitored, Managed and Controlled.
1 to 2	Low	Little or no risk - Measures will need to be Monitored and Controlled.

Name	Role	Signature	Date
D Hatch, Grad IOSH/Dip NEBOSH	Wirral Archers Vice-Chair- Risk Assessor		02.06.2021
K Doughty	Wirral Archers – Safeguarding Officer		03.10.2021
J Sherlock	Wirral Archers - Club Secretary		03.10.2021

This risk assessment is to be read and followed in conjunction with the AGB rules of shooting and Wirral Archers Club Constitution, Rules, Etiquette and Equality Statement. This risk assessment will be ratified and supported by the Club Committee. This risk assessment will be reviewed on an annual basis, following any incident accident or a request from an external body such as AGB or the HSE. If reviews result in changes, then older versions will be archived, and the newer version made available. All Wirral Archers will be required to read and adhere to the assessment. Issues or queries arising out of the assessment or risk reduction measures will be escalated to the WA Committee.

