

UNIVERSITY of OXFORD SPORTS DEPARTMENT

OXFORD UNIVERSITY COMPANY OF ARCHERS RISK ASSESSMENT DATE: - May 2018

Who might be harmed	HAZARD	Risk	Control Measure in place	Further Risk reduction required Y / N
Participants Public	Bow string breaks while archer at full draw	Minor / Major injury	Regularly (before assembly) inspect strings for wear. Check for worn or broken end servings and broken strands. Discard strings with broken strands and repair strings with worn servings.	N
Participants Public	Bow limb or riser fails while archer at full draw	Minor / Major injury	Regularly (before assembly) inspect limbs for signs of cracks or splits. Warn new archers against "dry loosing" bows as this may promote early failure. Discard and replace limbs thought to be damaged or unsafe on inspection. Do NOT fit Fast flight or similar string to wooden bows. Do NOT shoot lightweight carbon arrows from wooden bows.	N
Participants Public	Worn or damaged arrow or part thereof fails during shot. Damaged nocks may result in arrow leaving bow unpredictably or result in a dry loose.	Minor / Major injury	Regularly (before shooting) inspect arrows for loose or damaged nocks. Check for loose piles. Replace any loose or damaged nocks or piles. Examine carbon and fiberglass arrows for cracks or signs of delamination. Discard any showing signs of damage - do NOT attempt to repair.	N

Participants Public	Release aid rope or other mechanical release failure.	Minor / Major injury	Regularly (before shooting) inspect release aid ropes for wear. Replace any showing significant wear. Instruct archers in the proper use of release aids and how to avoid triggering during the draw.	N
Participants Public	Archers hair, clothing, jewellery, body piercings		Ensure archers tie back long hair and remove loose/dangling jewellery which might entangle with bow string. Instruct new archers in appropriate clothing for the sport.	N
Participants Public	Limb bolts work loose resulting in bow coming apart in use	Minor / Major injury	Instruct archers in correct assembly of equipment including limb assembly and stringing / de-stringing. Regularly (annually) inspect limb bolts and nuts for signs of excess wear. Check novices' bow setup before shooting.	N
Participants Public	Target boss/stand mishandled Target boss/stand not secured	Minor / Major injury	Instruct archers in the handling of bosses / stands. A boss weighs more than twice the permitted HSE "per person load". Instruct archers not to lift bosses alone and in correct technique for mounting boss on stand. Always have 2 people moving bosses to and from stands. Instruct archers in method for securing bosses to stand / ground. Do not allow shooting to commence until all targets appropriately secured.	N
Participants Public	If arrows are too short, may be drawn off the arrow rest and loosed into the bow hand.	Minor / Major injury	Check arrow length for all new archers using the prescribed technique. Issue only arrows of required minimum length. Beginners will be closely supervised. Do NOT allow archers to shoot if arrows of the required length are unavailable.	N
Participants Public	Use of inappropriate draw weight bow	Minor / Major injury	Instruct beginners with light weight bows (18 - 20 lb @28"). Ensure archers purchasing own equipment receive appropriate advice.	N

Participants Public	New archers may mis-loose the bow	Minor / Major injury	Ensure all archers use appropriate arm protection and beginners are closely supervised. Ensure archers are instructed as to correct technique for positioning bow arm. Use lightweight bows at first to minimize possible injury severity.	N
Participants Public	Winch or wire on backdrop netting failing during putting up or putting down of the net	Minor / Major injury	Inspection of the cable before it is put up. Ensuring the loops at either end are clipped properly into the wall and the winch hook. Net only to be put up or taken down by experienced archers	N
Participants Public	Risk from arrows in ground/target. Arrows which have fallen short of or behind the target	Minor / Major injury	Instruct archers in these hazards and of the importance of approaching the target with caution. Instruct new archers in the correct technique for drawing arrows from the boss. Do NOT allow anyone to run on the range or to wear open toed shoes. Ensure lost arrows are reported and every effort is made to locate them. More true outdoors where arrows can bury themselves in the ground. Ensure archers count arrows in and out and if they miss to note in which direction they fell.	N
Participants Public	Inadequate control of shooting	Minor / Major injury	Shooting MUST always be under the control of an experienced Archer acting as The Field Captain or a qualified Judge. All Archers must understand that this person is in charge of the shoot and must obey his/her commands. All new archers to be briefed in proper range safety BEFORE being allowed to shoot.	N

Participants Public	Incorrect range layout results in personal injury to spectators or archers.	Minor / Major injury	The range MUST be secure and laid out in accordance with the archeryGB Rules of Shooting. Boundary tape laid out to ensure safety area is clearly visible. Shooting must not begin if this is not the case. Spectators and participants must be advised where they may and may not stand while shooting is in progress. Especially true when shooting at Varsity where spectators are likely to congregate. Indoors ensure back slide doors are shut and that the storage cupboard is clear.	N
Participants Public	Arrows inadvertently shot outside of safety area	Minor / Major injury	Archers must be made familiar with and adhere to archeryGB Rules of Shooting. Any archer deemed by the Field Captain or Judge not to be doing so should be asked to leave the field. In particular archers must not be allowed to use any form of "high draw" and should be asked to ensure that the point of the arrow is not raised significantly above the nock.	N

Participants Public	A person or animal straying into the safety area	Minor / Major injury	Ensure that the range is laid out according to the archeryGB Rules of Shooting and that the safety area is observable at all times. In particular ensure that access past the shooting line to indoor ranges is secured before shooting commences. The Field Captain AND Archers must remain vigilant and suspend shooting if the safety area is violated. People shall not be able to enter the shooting area without passing a suitable barrier warning that beyond which a danger exists. ALL grounds are deemed to be accessible to the Public even if this involves trespass. Ensure that spectators and those waiting to shoot remain behind the waiting line. Ensure all participants are familiar with commands to start and stop shooting. Do not allow anyone to cross the shoot line except when instructed to do so by the Field Captain.	N
Participants	Weather	Minor / Major injury	Shooting should be suspended at the first sign of thunderstorms in the immediate vicinity and not resumed until it has passed. If sunny, archers should take plenty of water and wear sunscreen.	N
Participants	Assembly of bows	Minor / Major injury	Novice archers will watch a demonstration of how to correctly assemble a bow and informed of the standard types of attachments they are likely to encounter with club kit. They will be supervised when assembling the bow and for the first time the bow will be strung by a senior archer.	N
Participants	Collecting arrows	Minor / Major injury	Archers will be demonstrated correct technique for pulling arrows by a senior and then observed and supervised until the archer is satisfied they are competent. The technique is also described (with photos) on the clubs safety handout.	N

Participants	Handling bosses and putting up targets	Minor / Major injury	Bosses should always be put up in pairs, one of whom must be a senior archer. Novices will be instructed in correct technique to roll bosses and to take down bosses. Emphasis on TWO people to put one up.	N
Participants	Novice archers have erratic draw lengths; could pull arrows off the bow.	Minor / Major injury	Ensure novices have arrows well in excess of their expected draw length. Supervise beginners closely. Instruct novice in 'coming down' from the shot and informing the coach of their arrow problem. Replace with longer arrows.	N
Participants	Drugs and Alcohol	Minor / Major injury	The Consumption of alcohol and non prescribed drugs is prohibited. Anyone suspected of being under the influence of such substances will not be permitted to participate, and will be removed from the range.	N
Participants	None qualified / insured instructors / coaches	Unsafe practice	Club Committee to ensure that the coach / instructor is qualified and insured and where applicable a CRB is completed	N
Participants	Equipment failure	Minor / major injuries	Club Committee to ensure necessary equipment checks and servicing has been completed and documented	N
Participants	Slips, trips , falls	Minor injury	Club Committee to ensure that the facility and is clean and fit for purpose	N
Participants	Fire	Burns / fatality	Club Committee to ensure a safety brief at the beginning of sessions includes what to do in the event of a fire, location of nearest exits, fire assembly points.	N

<p>Participants Public</p>	<p>Travel</p>	<p>Major incident / accident , Fatality</p>	<p>Club Committee to check the insurance of car drivers. Drivers to comply with current Road Safety laws and have a full driving licence.</p> <p>Hire vehicles drivers MUST have passed the University accredited driving course. Drivers must be 21 or over.</p> <p>Trip resignation forms to be sent to the Sport Federation no later than 5pm on the Thursday before the fixture. Sports fed will forward the form to security services.</p> <p>The registration form for trips aboard MUST be sent a minimum of 1 month prior to the trip departing. Club Committee to supply Safety officer with travel insurance details and trip Risk Assessment.</p> <p>In the event of a major accident security services must be contacted 01865 289999</p>	<p>N</p>
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RECOMMENDATIONS FOR RISK REDUCTION

Action	By When	By Whom	Completed

Club President Date

Club Secretary Date

Health and Safety Officer Date

RISK ASSESSMENT REVIEW

Date	Comments	Actions	Completed

Club President Date

Club Secretary Date

Health and Safety Officer

Date