



Risk assessment for West Essex Bowmen



Gateway Academy – Practice & Competitions

West Essex Bowmen and West Essex Junior Bowmen are an established Archery club, with experienced coaches and members. Members enjoy unlimited access to a field reserved for archery and the exclusive use of West Essex Bowmen, West Essex Junior Bowmen and West Essex Para Bowmen. The dedicated field is located at Belhus Woods Country Park, Aveley, Essex.

This assessment relates to use of additional indoor facilities at Gateway Academy, where regular practice and coaching for members is to be undertaken in winter months, together with occasional competitions, open to other experienced Archers. All archers are members of GNAS and covered by individual insurance. The club maintains Public Liability and other insurance appropriate to the functions of the club.

The shooting will be within Gateway Academy sports hall, which is within the main school complex. Storage facilities for targets etc will be provided by steel container, located adjacent to the school car parking area.

Events
General Practice for club members. Junior and Senior Coaching Sessions – organized by qualified Coaches. Open Competitions – organized by Club Officials.
Hazards Identified
Hazards will be similar for all events, but further risks will be present for Open Competitions, where there may be some spectators and friends/family of competitors in attendance, in addition to the archers. The attached risk assessment sheets numbers 4 to 7 (Section 1) are the full extent of requirements for member only events. Additional measures are required for events where persons with no prior experience may attend as spectators. Section 1 is to therefore be utilized in conjunction with Addendum 1 for Open Competition events. Addendum 1 (pages 8 & 9) relates only to the extra measures required for Open Competitions
Measures taken to eliminate/reduce hazards
Prepare a Risk Assessment of the site and hazards likely to occur as a result of activity, prior to, during and following the events. Prepare a Health & Safety file. Co-operate with the School Authorities and users/clubs so that each of them can comply with their duties under the Regulations. Ensure access/activities avoid unnecessary risks to those participating, officials, volunteers, spectators and members of the general public on the site and any persons in close proximity i.e. provide suitable safety zones for shooting etc. Restrict access to the hall area for the set-up, duration of event and clear away.

<p>Consider implications of other legislation, including Means of Escape, provision of First-Aid facilities and Firefighting equipment, as appropriate. Consider all temporary conditions during event and employ safe procedures at all times.</p> <p>Consider access to the site for vehicles, personnel, equipment and other temporary facilities. Consider other events and normal use of facilities by other parties, in adjacent/shared access areas, with special regard to car parking etc. Consider restriction of access to the event and segregation of specific areas.</p> <p>Consider dismantling and clear up procedures for the event, materials used and disposal where appropriate.</p> <p>Consider all hazards with potential for harm, including assessing likelihood of harm, the potential for the severity of that harm and the amount of people that might be exposed.</p> <p>Provide adequate information and briefings to volunteers, stewards, instructors, coaches assisting with the set-up, running and clear away of the events.</p>
<p>Control measures taken to manage risks, during the planning stage. Particular controls required during set up, actual event and clear away at completion.</p>
<p>As actions stated on the attached risk assessment sheets.</p> <p>Provide information and briefings to volunteers, stewards, instructors, coaches assisting with the set-up, running and clear away of the events.</p>
<p>Information for Health & Safety Plan/Health & Safety File</p>
<p>Maintain records for Health & Safety Plan/File</p> <p>Review of risks and procedures throughout year and subsequent.</p>

Risk Assessment Forms

The purpose of the risk assessment forms is to provide identification of Health & Safety issues arising from the planning and implementation of Archery Events to be undertaken by and under the supervision of West Essex Bowmen & West Essex Junior Bowmen; the actions necessary to minimizing all risk and the provision of information to be included in the Health and Safety Plan & File.

The issues to be considered fall into three categories, as follows.

- i. Transfer of equipment from storage container to hall. Set up of hall and equipment
- ii. Progress of event/shooting practice
- iii. Clearance of equipment etc, and return of equipment to storage, following completion of event/practice.

These categories are identified on the sheets using the abbreviations shown below and are ticked accordingly to indicate how they have been considered.

The carry forward column is intended to show what is required to be done; with the actions identified from risk assessments and the following abbreviations have been used.

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|----|---|--|
| C | = | Seek confirmation that action will now be the responsibility of others |
| PQ | = | Issue to be raised as part of Event pre-qualification |
| RI | = | Risk insignificant – No further consideration necessary |
| RS | = | Risk significant – Control Methods required |

The “at risk” column indicates the parties at risk.
Club Members = CM

Organizers/Coaches/Instructors/Stewards = O
Participants = P
Spectator/General Public/ visitors to the site etc. = S

Risk Assessment Ratings

Risk assessments have been carried out for the hazards identified. The system shown below is how each hazard has been assessed for each event.

Each risk assessment is carried out by identifying the severity of outcome of a hazard and the likelihood of occurrence, as below.

Severity Defined as	Rating	
Multiple fatalities	5	
Single fatality	4	
Major injury/permanent disability	3	
Minor injury	2	
No injury	1	

Likelihood	Rating	
Likely/frequent	5	Occurs repeatedly/to be expected
Probable	4	Will occur several times
Possible	3	Could occur sometimes
Remote	2	Unlikely, though conceivable
Improbably	1	So unlikely that probability is close to zero

Overall risk is Severity x Likelihood. Actions required will depend upon the overall risk rating, as follows.

20 – 25	Avoid
12 – 16	Avoid where possible
8 – 10	Control or minimize
1 – 6	Insignificant

Additional Notes/Information

First aid facilities are available at the Gateway Academy. A first aid kit is maintained by the club and brought to each event.

An on-site First Aider is appointed for Special Event days (Open Competitions).

The risk assessment will be reviewed, prior to and following Special Event days.

An accident/incident book will be kept for all events and general practice. Any accident/incident will be assessed for possible update of risk assessments/procedure review.

Contact details for report of incident are displayed at Open Competitions and know by all members supervising in normal practice/coaching.

The club has Child Protection Officers with suitable qualification for dealing with any matters that could arise. In the absence of CPO matters would be referred to Senior Committee members.

Prepared by	PRB	Reviewed by	S Davidson
Date	November 2013	Date	21/03/18



Section 1 - Risks Assessment – West Essex Bowmen West Essex Junior Bowmen

Event	General Practice – Members Only Junior and Senior Coaching – Members Only	Date	21/03/18	Assessed by	S Davidson
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Item No.	Hazards	At Risk	Risk Rating			Occurrence			Actions	Carry Forward
			S	L	S x L	Setup	Event	Clear		
1	Access to site/hall – mixed vehicular and pedestrian	CM O P S	5	2	10	✓	✓	✓	Access to Gateway Academy is mixed vehicular and pedestrian. Speed limits are applied with suitable signage. Access to the hall is from dedicated school car parking facilities and pedestrian pathways, through several possible entrances and corridors within the building complex. Vehicles are required to drive slowly, with speed limit restrictions and suitable signage. Pedestrians are provided with dedicated paths, but some walking will inevitably take place in area accessed by vehicles. Individual duty of care for persons accessing public areas is expected, but extra vigilance will be required by club members transferring equipment to and from storage facilities. Special signage will be provided for Open Events, directing participants to specific and safe areas.	RI
2	Unauthorized Access	CM O P S	5	2	10	✓	✓	✓	Access to the hall where shooting is to take place is to be restricted by limit of door availability and direction of door operation. Safe egress from the hall, from all available doors, in the event of emergency will be maintained by direction of door operation. Vigilance of Club members/participants is required and understood as part of archer training, together with establishment of safety zones.	RI
3	Means of escape	CM O P S	5	3	15	✓	✓	✓	Check all means of escape are available and unrestricted.	RS



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Item No.	Hazards	At Risk	At risk rating			Occurrence			Actions	Carry Forward
			S	L	S x L	Setup	Event	Clear		
4	Exceeding Capacity of Hall	CM O P S	5	2	10		✓		The hall is very large and unlikely to become dangerously crowded at any time. Potential problems would be easily identified and action can be taken to reduce risk. There are extremely large areas for crowds to disperse into the main car parking areas and escape routes are signed/maintained by the school. Capacity of the shooting area is controlled by the number/spacing of targets set up and limiting allocation of archers. Maximum numbers are set for competitions, with hall capacity/safety in mind.	RI
5	Shooting Zone	CM O P S	4	3	12	✓	✓	✓	Establish side and overshoot safety zones. Mark out spectator, waiting, shooting & 3 metre lines, as required/recommended by Archery GB etc. Mark target/shooting positions and distances.	RS
6	Trips and falls	CM O P S	3	3	9	✓	✓	✓	Ensure floor is even and clear of equipment, bags etc. Establish clear pathways for events where numbers of participants/general public may be significant.	RS
7	Burns & fire. At some events hot beverages may be supplied by the club. In order to prepare hot beverages, gas canister, or electrical urns will be used.	CM O P S	3	3	9	✓	✓	✓	Segregated areas are to be established, with suitable barriers for restricted access to danger areas. Suitably experienced club members will be tasked with the duty of care for heating & serving. All cooking/heating equipment, utensils etc are to be checked before the event. Suitable receptacles will be provided with any hot beverages etc.	RS



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Item No.	Hazard	At Risk	At Risk rating			Occurrence			Action	Brought Forward
			S	L	S x L	Set up	Event	Clear		
8	Lifting of heavy objects during set up and clear away of targets etc.	CM O P	3	2	6	✓		✓	The club store a number of target bosses in a steel container, located adjacent to the car park area. Removal of bosses from the container onto trollies, is facilitated using a suitable steel ramp, also stored in the container. Use of this ramp is confined to members who have been sufficiently trained to avoid a manual handling injury. Suitable trollies will be used for transfer across vehicular access/parking areas, into the building. Suitable vigilance will be undertaken by all club members moving equipment, in pedestrian and vehicular zones. All target bosses are relatively heavy and bulky. However, club members are required to undertake suitable instruction/training before being allowed to move and set up targets/field etc, Transfer and set up of targets etc will be restricted to those with suitable training and awareness of risk.	RS
9	Shooting, Scoring and recovery of arrows	CM O P	4	2	8		✓		Members of all clubs are required to undertake a beginner’s course, when suitable training is given on all aspects of shooting, extraction of arrows from targets and searching for lost arrows is thoroughly covered. Access to the shooting area will be restricted to persons with suitable training/experience and full understanding of the risks. Junior members are allowed to only shoot under the supervision of a suitably experienced adult. Field (Hall) and target captains will be appointed according to the numbers present. Shooting will be controlled under the direction of the Field (Hall) Captain/Competition Organizer, by use of whistle and good/safe practice, as recommended by Archery GB etc.	RS



Section 1 - Risks Assessment – West Essex Bowmen West Essex Junior Bowmen

Event	General Practice – Members Only Junior and Senior Coaching – Members Only	Date	21/03/18	Assessed by	S Davidson
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Item No.	Hazards	At Risk	At Risk Rating			Set up	Event	Clear	Actions	Brought Forward
			S	L	S x L					
10	Damage to hall floor/walls/ceiling		1	1	2		✓		Suitable netting will be erected behind targets for stopping of any misdirected arrows shot. Archers are instructed and trained to ensure that arrows are not shot at any direction/elevation other than when aimed at the designated and assigned target.	RI
11	Damage to hall floor/walls/doors		2	2	4	✓		✓	Transfer of targets from storage to the shooting line will be done with suitable trollies for the longer part of the distance to the hall and then carried carefully into position. Club members are instructed and trained in the lifting and set up of targets etc. Extra care will be given to passage through door openings and set up/take down of targets on laminate/timber flooring in the hall.	RI

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