



## Health and Safety Policy

1 July 2008

This Health and Safety Policy shall be adhered to by all members of Kendal Bowmen and all archers shooting as guests of Kendal Bowmen.

The Club has the facility for both indoor and outdoor shooting. This Health & Safety Policy will be applied at all locations where the club shoots.

This Policy should be read in conjunction with all current Risk Assessments, which themselves should be reviewed annually by at least three members of the club committee.

For the purpose of this document Kendal Bowmen Archery Club shall be referred to as “the club”

### **Equipment**

1. The clubs Equipment Officer is responsible for ensuring that all club owned equipment is fit for purpose and free from defects. Defects found with club equipment must be reported to the Equipment Officer and that equipment taken out of service, labelled as defective and not used until repairs or replacement is complete.
2. It is the responsibility of each club member to ensure that their personally owned archery equipment is also fit for purpose, and free of any defects to the best of their knowledge and belief.

3. Archery equipment on the waiting area must be positioned such that tripping hazards are minimized as far as possible.

### **Set up of the Shooting Range**

4. An individual must not attempt to set up or dismantle the shooting range on their own. There must be at least two people available before the range is set up/dismantled.
5. The safety netting must be positioned, where appropriate, behind the bosses on all occasions when shooting indoors.
6. Notices warning of the archery activity must be positioned at all points of access to the shooting range.
7. The outdoors shooting range will be set out according to GNAS recommendations.
8. Bosses are to be lifted onto and from the boss stand by two people. This rule must be strictly obeyed.

### **Shooting**

9. All people shooting unsupervised by club coaches, will have undergone a beginner's course and/or be in possession of a current GNAS or FNAS membership
10. Shooting will not take place unless there are at least 2 Adults present, only one of which needs to be an Archer
11. Beginners and juniors will only shoot when supervised by at least two adults, one of whom must be an archer that has completed a beginners course.

12. Shooting will be controlled by the GNAS whistle system or verbal commands.
13. Before shooting commences a Field Captain will be nominated. The Field Captain will be responsible for the management of range safety.
14. The Field Captain will indicate the start and finish of each shooting end by the use of a whistle or verbal commands.
15. Anybody seeing a dangerous or potentially dangerous situation on or near the shooting range will shout "FAST" or "STOP". On hearing this command archers will stand down. If at full draw the archer will not shoot the arrow but relax the bow, make it safe by removing the arrow, and stand down.
16. Having received a "FAST" or "STOP" command the situation will be investigated and resolved by the Field Captain. The Field Captain will give the command to continue shooting when it is safe to do so.
17. The shooting line will only be crossed by archers when the Field Captain gives the appropriate whistle signal or verbal command. Under no circumstances will anybody cross the shooting line unless told to do so, with the exception of coaches whilst actually engaged in coaching
18. Approach the shooting line with care and consideration avoiding contact with adjacent archers.
19. Never shoot an arrow vertically into the air
20. Do not approach the boss directly, always approach from the side of the boss when retrieving arrows.
21. To remove arrows from the boss check that no one is standing behind the arrow. Place one hand on the boss for support and pull the arrow out in a straight line to prevent damage to the arrow.

## **General**

22. Members of the public who wish to watch an archer shoot must first obtain permission from the Field Captain who will advise where best to stand/sit.
23. Health and Safety is the responsibility of all members, not just individuals or groups. And as such each member is responsible for the safety of others as well as him/herself.
24. All accidents or incidents that cause injury, or damage to equipment, or might have done, so should be reported to any committee member so that they can be recorded in the Incident Book and steps taken to help prevent repetition.