

Target Archery: Activity Risk Assessment

Function:	Target Archery	Club:	Kendal Bowmen
Location/site of activity:	Kendal Rugby Club	Date Assessment carried out:	19/07/2020
Groups at risk:	Club Members (Archers), Spectators	Version Number:	1
Persons carrying out assessment:	Name:	Positions:	
	Freya Wise	Chairman (acting) Health and Safety Officer	
Approved by:	Tony Tideswell	Treasurer	
	Susan Gill	Secretary	
Date of acceptance and publication:	20/07/2020	Planned review date:	10/08/2020

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Hazards	Consequences	Who is at risk	Severity	Like-likelihood	Risk	Control Measure	Risk with Control Measure
The normal hazards of Archery	Body injury	Archers and Spectators	3	1	4	The Normal Rules of Shooting will be applied.	1
Symptomatic The Archer has Symptoms of Covid-19 or other infectious disease	Risk of Infection to other people	All	3	3	6	Archers or Family members of the Archer MUST refrain from coming to the Archery Range. Government Guidance Must be Followed	1
I have had symptoms of Covid-19	Risk of Infection to other people	All	3	3	6	Archer MUST refrain from coming to the Archery Range and Facilities for at least 7 Days.	1
Someone in my family is symptomatic with Covid-19 but I am well.	Risk of Infection to other people	All	3	3	6	Archer MUST refrain from coming to the Archery Range and Facilities for at least 14 Days.	1
Cross Contamination between bosses	Risk of Infection to other people	All	3	3	6	Bosses are to be placed on 5 metre lines travelling up the Archery Range. These will be marked by flags. This provides a safe 3 metre space between Bosses and Archers when either solitary shooting or family units when using two adjacent bosses placed either side of the same tram line.	1

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Cross Contamination from Café, Club House and Toilet Facilities	Risk of Infection to other people	All	3	3	6	Club House, Café and Toilet Facilities are out of bounds. Toilet Facilities may be used in emergencies only. Archers using the toilet facilities Must follow all guidance from the Rugby club and wash their hands after use.	1
Cross contamination from Faces and Target Pins	All equipment required for shooting, must be brought to the Range by the Archer/s using them. Faces and target pins will only be used by one archer/household per evening.	All	3	1	4	Faces will be provided but will be only used by one archer/household per evening. Faces for first session will have been left from the previous session but as this was more than 72hrs ago they will not be a risk. Faces for the second session will be put in place by the field captain using gloves. Archers will have no reason to touch corners of faces or pins.	1

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Solitary Archer (or Family Unit at Same Distance) per Boss.	Some risk of infection from cross contamination, from Boss to Target Faces, Pins and then Person	All	2	2	4	Archers advised to wear gloves when pulling arrows and to brace the face with their elbow rather than their hand.	2
Target faces	Some risk of infection from cross contamination, from Boss to Target Faces, Pins and then Person	All	2	2	4	Faces will be provided but will be only used by one archer/household per evening. Faces for second session will be placed by the field captain using gloves. Archers will have no reason to touch corners of faces or pins.	2
Moving bosses to new distances	Body injury, muscle strain, splinters. Cross Contamination.	All	2	1	3	Working or Cloth gloves are to be utilised when moving bosses. Gloves help prevent splinter penetration and support reduction in cross contamination.	2
Equipment left behind by Archers who have left the Range	Cross contamination from Target Pins and Faces.	All	2	1	3	Equipment such as target faces will be left for a minimum of 72 hours before being used by other archers.	1
Becoming ill whilst on the Archery Range.	Infection may be passed to another Archer and their families etc	All	3	3	6	Should you become ill whilst you are at the Archery Range, you MUST inform someone that you do so and immediately leave the Range and go home. You must remove the target face and pins yourself if possible (otherwise the field captain should removing wearing clothes and face mask). Face and pins to be placed in a double bin bag, securely tied and then disposed of in a rubbish bin. Boss and stand must be removed from use for the rest of the evening. Please arrange urgent support should you find yourself seriously sick whilst you are at the range.	1

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The risk of this Range is assessed as - Low			Average Risk Level				
Risk Calculation Matrix							
Severity	Description	Likelihood	Description				
1	Slightly Harmful	1	Highly Unlikely				
2	Harmful	2	Unlikely				
3	Extremely Harmful	3	Likely				
Risk Classification							
Note: Risk = Likelihood + Severity				Severity			
				1	2	3	
Likelihood				3	4	5	6
				2	3	4	5
				1	2	3	4
Risk Classification and Action							
Designation	Classification	Action					
5 to 6	Unacceptable	This situation is not tolerable. Shooting shall not start or be continued until the risk has been reduced.					
4	Tolerable	Shooting can continue as long as all control measures are in place and observed					
2 to 3	Low	Little or no risk					

Name	Role	Signature	Date
Freya Wise	Chairman		20/07/2020

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Kendal Bowmen specific procedures

General Points

This may all sound rather officious and I'm sorry if that's the case, but these are rules we all have to follow to make this work. We have tried to set it out as clearly and simply as possible and make it as easy as it can be to enjoy the sport that we all love in the strange circumstances in which we find ourselves.

- The pre-booking system must be used, if an archer turns up without booking, they will not be able to shoot and will be asked to leave.
- If the field captain considers anyone to be acting in a dangerous manner or not adhering to this policy, they will be asked to leave the session. If they persist after a warning they may have to be barred from the club by the committee, either for a certain length or time or permanently depending on the severity of the incidence.
- If an archer develops Covid-19 symptoms either at the range or up to 7 days after participating in a session they must inform the club chairman. This is to ensure that a record of attendance is kept, to facilitate contact tracing if required. Government guidelines around self-isolation/testing should then be followed by archer with symptoms.
- The situation we are in is altering all the time and procedures will be reviewed regularly and in line with Archery GB guidance.

Everyone must bring:

- Cloth or work gloves to be worn when moving bosses
- A face mask in case needed when pulling arrows (see scenario 2 below).
- Own archery equipment for shooting.

In addition, the field captain must bring:

- A whistle
- An arrow puller

How the session will be run

Setting up the field

- The field captain (wearing gloves) will uncover the bosses and place flags to mark the tramlines going up the field. They will also lay out the lane numbers.
- The field captain will mark out the distance that have been booked in each lane.

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- The field captain will tick archers off against the list of those who have pre-booked.
- Each archer (wearing gloves) will move their numbered boss to their required distance in their lane. (If they cannot move their own boss they can ask the field captain or another archer to move it for them as long as only one person touches it).
- Target faces will already be on the bosses ready to shoot (they won't have been touched for 72hr so won't present a contamination risk).
- 2m meter social distancing must be maintained at all times between archers from different households.

Shooting

- Shooting will proceed as normal to whistles.
- Archers will remain in their lanes at all times.
- Archers must not stay and spectate after their session is finished or arrive early to chat.

Scenario 1: If an archer needs help getting an arrow (i.e. too high in the boss): The archer moves away, the field captain pulls the arrow using an arrow puller to avoid a risk of cross contamination, they place the arrow on the ground and move away, allowing the archer to pick it up.

Scenario 2: If two people are required to pull an arrow and social distancing cannot be maintained: If possible two archer from the same household will pull the arrow using gloves (if it is not their arrow it should be disinfected afterwards). If this is not possible both members will wear face masks, keep their faces turned away from each other and pull the arrow as rapidly as possible.

Preparing for the second session.

- Before the first set of archers leave, they will move the bosses to the distances requested for the second session while wearing gloves.
- Once they have finished shooting archers will pack away their equipment and leave directly (not stay to chat!)
- The field captain for the second session (who may or may not be the same as for the first session) will spray the target legs with disinfectant before the second set of archers arrive.
- The field captain will swap the faces for the second set, placing the first set of faces in a bag to be left with the targets.
- The field captain will tick off archers against those than have booked.
- Archers in the second session will shoot as above.

Taking down the field.

- At the end of the session the archers will move the boss they were shooting at back to the wall (using gloves)
- Using gloves field captain will collect the flags and cover the bosses back over. Faces will be left on for next evening.
- They will then leave.

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Please see figure below for range set up:

