



Risk Assessment Form

An injury to persons on site for event – before and after archery event has taken place.

No	Hazard Description	Who is at risk?	Hazard Likelihood	Possible Severity	Pre – Control Risk Rating	Control	Hazard Likelihood	Possible Severity	Post – Control Risk Rating
1	Persons injured in car park due to traffic movements	Club Participants Public	2	3	6	Car Park Marshal put in place to control traffic inside the site both before and after event. Any members of the public are challenged as to reason for entry and Club Sec / Nominated person notified. High-viz jacket and radio issued and used. Emergency plan.	1	3	3
2	Persons injured whilst walking to / from registration	Club Participants	2	2	4	Marshal directs people to registration along pre-determined and inspected route. Emergency plan.	1	3	3
3	Persons injured by club buildings and structures. e.g. Booking in shed, toilet	Club Participants	2	2	4	Facilities checked in run up to shoot and Club Members in area at all times during event. Emergency plan.	1	2	2

Injuries to persons on site for event – Post registration, pre-shoot and post shoot.



National Field Archery Society

Appendix RA001E

No	Hazard Description	Who is at risk?	Hazard Likelihood	Possible Severity	Pre – Control Risk Rating	Control	Hazard Likelihood	Possible Severity	Post – Control Risk Rating
1	Practice butts. Persons injured due to arrows.	Club Participants Public	2	3	6	<p>Butts positioned a way that use will not result in arrows foreseeable going in the direction of:</p> <ul style="list-style-type: none"> • Incoming flow of participants • Facilities. Tea tent, toilet, camping field etc. • Any right of way. • Site boundaries. • Any area of “dead” ground. <p>Periodic checks of the practice butts. Area in use by “<i>experienced archers</i>” or “<i>archers under supervision</i>”. Emergency plan. Practice butts removed once event under way and not replaced.</p>	1	3	3
2	Persons injured by club buildings and structures. e.g. Booking in shed, toilet	Club Participants	2	2	4	<p>Facilities checked in run up to shoot and Club Members in area at all times during event. Emergency plan.</p>	1	2	2



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Appendix RA001E

Injuries to persons on site for event – During shoot.

No.	Hazard Description	Who is at risk?	Hazard Likelihood	Possible Severity	Pre – Control Risk Rating	Control	Hazard Likelihood	Possible Severity	Post – Control Risk Rating
1	Persons injured by environmental factors.	Club Participants	3	3	9	Routes designed to avoid areas where unreasonable hazards exist. Course checked during design and construction for potential problems. Unsafe trees, falls, trip hazards, unstable ground, wasps nests etc. Pre-shoot address Emergency Plan	1	3	3
2	Persons injured due to arrows.	Club Participants Public	3	3	9	NFAS Rules of shooting. Positioning of shots to avoid: <ul style="list-style-type: none"> • Facilities. Tea tent, toilet, camping field etc. • Any other target, route between targets, waiting areas and facilities. • Any right of way. • Site boundaries. Club members walking course will be accompanied by someone else who has knowledge of the course. Course stuck to at all times. Pre-shoot address – Stick to the course Marshalls Clearly marked course – with extra signage if required Emergency Plan	1	3	3
3	Persons injured by club buildings and structures. e.g. Booking in shed, toilet	Club Participants	2	5	10	Facilities checked in run up to shoot and Club Members in area at all times during event. Emergency plan.	1	5	10



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Appendix RA001E

4	Persons ill due to catering	Club Participants	3	2	6	All fresh food is brought to the site on the day of the shoot. Any fresh food remaining at the end of each day is disposed of. Washing facilities provided and used by all persons manning tea tent. Emergency Plan	1	2	2
5	Persons injured due to catering equipment	Club Participants	2	2	4	All equipment inspected before use. Gas lines checked for leaks and tables etc. checked for placement and integrity. All hot equipment is situated well back from where customers order/collect. Emergency Plan	1	2	2

Additional Notes

Completed By _____ Date _____

Position _____ NFAS Number _____



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Appendix RA001E

Definitions

“archers under supervision” – archers such as Juniors and new archers who may not be aware of all the etiquette or hazards.

“dead ground” – areas that can not be seen from the shooting peg due to undulating ground or other obstacles.

“experienced archers” – archers with experience of field shoots and the environment.

Who is at risk?

Classification	Description / Examples
Club	Members of the Club or their guests
Participants	Archers taking part in the event
Public	Other persons who may be in the area

Likelihood

Severity

Classification	Description / Examples	Classification	Description / Examples
1	Unlikely that this will happen	1	No injury to persons. Possible damage to property
2	Remote chance of this happening	2	Minor injury – treated with first aid or not requiring treatment at all
3	Possible that this will happen	3	Minor injury – requiring hospitalisation or need to seek medical assistance
4	Probable that this will happen	4	Major injury – an injury that is possibly life threatening
5	Likely to happen	5	Fatality