Risk Assessment

RA002 – Open shoot (before and after shoot starts)

**Who is at risk?**

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| Classification | Description/examples | Risks |
| Club | Club members and guests | Slips, trips and falls, impact injuries (traffic), strains and sprains, lacerations, abrasions and bruising, bites, stings and allergic reactions |
| Participant | Competing archers (guests) | Slips, trips and falls, impact injuries (traffic), strains and sprains, lacerations, abrasions and bruising, bites, stings and allergic reactions |
| Public | Other persons who may enter area unauthorised | Slips, trips and falls, impact injuries (traffic), strains and sprains, lacerations, abrasions and bruising, bites, stings and allergic reactions |

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| 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 | Preparation for a shoot | Club  Public | 1 | 3 | 3 | Use and add to the Course Checklist to ensure a safe shoot. If using machinery ensure club members are trained to do so safely and, where required, seek advice from a contractor. | 1 | 3 | 3 |
| 2 | Access and egress to parking area | Club  Participant  Public | 2 | 3 | 6 | Visible signage directing traffic routes. Marshal to control entry to area (redirecting the public as necessary).  Marshal must wear high visibility clothing and have contact with other Marshals via radio or telephone. Marshals shall be fully aware of the parking area to avoid putting cars/pedestrians at risk. Severe potholes to be rectified or identified for avoidance. A suitable area should be made available for the disabled or less mobile participants. | 1 | 2 | 2 |
| 3 | Transit from car park to registration area | Club  Participant | 2 | 3 | 6 | Commence parking from closest area to registration first so that majority of moving traffic is behind those walking from their cars to sign in. Ensure route is pre-checked and trip/slip hazards are minimal. Make direction clear to avoid people walking into other areas. | 1 | 3 | 3 |
| 4 | Buildings and environment | Club  Participant  Public | 2 | 2 | 4 | The club shall ensure that access to and from club buildings/structures are clear and free from obstruction and trip hazards. Ensure buildings are maintained and temporary structures (gazebos etc) are secure for all weather conditions. Toilet areas shall be checked as operational to avoid ill health issues with sanitary items provided. Walkways through wooded areas should allow easy and unhindered passage. Club presence during shoot. Any members of the public shall be challenged and escorted out if not on designated public rights of way. | 1 | 2 | 2 |
| 5 | Practice butt area | Club  Participant  Public | 2 | 3 | 6 | Practice butts shall be placed to avoid overshot arrows coming into contact with other pre-shoot areas (registration, car park etc). Ideally, this should be a Marshal controlled area. Only NFAS members with ‘full’ membership shall shoot. All archery equipment used by archers shall be checked before use. No horseplay is allowed. NFAS guidance shall be used, and no archer shall cross the shooting line until all others have finished shooting and/or made theirs bows safe. | 1 | 3 | 3 |
| 6 | Walkout and start | Club  Participant | 2 | 2 | 4 | All Marshals must be fully briefed before the shoot. Prior to the walkout, the club officials shall carry out a safety brief of all archers. The club is responsible for ensuring all participants can hear the brief. A warning shall be given regarding any site-specific hazards (snakes, river etc). Predetermined routes will be followed to walk archers out to the pegs. The walk out guides shall wear high visibility clothing and shall ensure their group is contained. Once the guides have placed archers on the pegs, a method of contacting ‘control’ (radio etc) to state all archers ready shall be made. A predetermined and announced method of starting the competition can then take place. | 1 | 2 | 2 |
| 7 | Leaving shoot site to go home | Club  Participant | 2 | 3 | 6 | Consideration shall be made to item 2 above. A marshal should assist in the emptying of the car park to reduce risk of collisions and to ensure travel in the correct direction. Good signage should be supplied if required (i.e., one way only etc). A litter pick should be carried out to avoid environmental contamination. | 1 | 3 | 3 |
| 8 | General | Club | 1 | 3 | 3 | An emergency plan shall be in place with pre-determined actions in event of an incident. This should include at least: location details/who does what and when/1st aid/emergency ‘STOP’/evacuation/fire procedures/mobile phone signals/assisting those with mobility problems etc. This plan shall be understood by all marshals and officials and be available for all to see. Consider finding the ‘What Three Words’ designation for site or co-ordinates for the emergency services. | 1 | 2 | 2 |
| 9 | Adverse weather conditions | Archer  Participants  Public | 1 | 3 | 3 | During adverse weather conditions, e.g., high winds, heavy rain, lightning, snow, ice etc. archers should consider avoiding the woods, or sheltering in a club house if available, until the weather subsides. If the weather does not subside archers should not proceed.  If the weather subsides, checks of the woodland are undertaken to ensure the area is safe for use. | 1 | 2 | 2 |
| 10 | Violence and aggression | Archer  Others attending  Others | 1 | 2 | 2 | *Please see the Shooting Rules section of the Shooting Handbook for expected Conduct of Members.*  Consider issues arising from members of the public who take exception to field archery and may wish to damage targets or use threatening behaviour. | 1 | 2 | 2 |

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| 11 | Light | Archer  Others attending  Others | 1 | 3 | 3 | Ensure there is enough light to shoot and be seen by. Consider wearing high visibility clothing in poor light and ensure anyone attending a night shoot uses good portable light between targets. | 1 | 2 | 2 |
| 12 | Manual handling | Archer  Others attending | 2 | 3 | 6 | Club members should be aware of good manual handling techniques, example of which can be found on the Health and Safety Executive website:  <https://www.hse.gov.uk/msd/manual-handling/good-handling-technique.htm>  Depending on size and location of targets, care should be taken in asking visitors to bring in targets after the shoot and advised to only do so if they feel able to. Members should not attempt to carry targets after a shoot unless they are aware of manual handling techniques and are able to do so without discomfort. | 2 | 1 | 2 |
| 13 | Catering | Archer  Others attending  Others | 2 | 2 | 4 | Catering is an area that carries risk from scalds, burns, cuts and fires.  Anyone handling food should have a current food hygiene certificate.  A list of allergy information should be available for visitors. | 1 | 2 | 2 |
| 14 | Children younger than 2 years old | Children under 2 years old | 2 | 3 | 6 | Children younger than two years old are not allowed to be on a field archery course due to the risk of slips, trips and falls onto a child being carried, or if the child is unable to get out of the way because they are too young.  The fontanel is also not fully formed until around 18 months, which is an added risk.  Children younger than two will be allowed at admin areas unless the walk in/out is of the same terrain. | 1 | 1 | 1 |
| Additional notes   * At all times the NFAS rulebook takes precedence * All marshals must have read the ‘Roles and Function of a Marshal’ document available in the Club Pack in the Downloads section of the website * At all times have care for the environment * At all times follow the NFAS rules and etiquette * See other relevant risk assessments * All risk assessments must be reviewed regularly, particularly after any changes | | | | | | | | | |

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| Assessor signature: |  | Print name: |  | Date: |  |

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| Implemented by: |  | Print name: |  | Date: |  |
| Position: |  |

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| Implemented date: |  | Last reviewed date: |  |

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|  |  |  | SEVERITY | | |  | 1. The risk is assessed as high if the value is 7 to 9 (**Red**).   *It is unacceptable for this level of risk to remain, and additional measure shall be put into place.*   1. The risk is assessed as medium if the value is 4 to 6 (**Amber**).   This activity can only take place with committee authorisation and additional measure should be looked at.   1. The risk is assessed a slow if the value is 1 to 3 (**Green**).   The activity can take place and no additional measure are required. |
|  |  |  | Trivial injury | Minor injury | Major injury |  |
|  |  |  | LOW (1) | MEDIUM (2) | HIGH (3) |  |
| PROBABILITY AND LIKELYHOOD | Unlikely | 1 | 1 | 2 | 3 |  |
| Likely | 2 | 2 | 4 | 6 |  |
| Highly likely | 3 | 3 | 6 | 9 |  |

Trivial injury: Basic 1st aid or not requiring treatment at all

Minor injury: 1st aid and/or requiring professional medical attention or trip to hospital

Major injury: Disabling, life threatening or fatal

**Committee revision date due:** **31/12/2025**