

Archers of Teme Generic Risk Assessment 2025

Extract from Archery GB “Archery Range Health and Safety Guidelines”:

Dynamic risk management must be carried out by all persons, using an archery range. The main responsibility lies with the appointed “Field Captain” who may be a qualified Judge, Club Field Captain, Deputy Field Captain or an individual archer, usually the most experienced archer present. They must identify the site specific hazards (e.g. requirement for safety barriers) and time specific (e.g. weather) hazards, assess the risks and then take suitable control measures to control the risk in order to use the range in a safe manner.

All persons using the range should monitor conditions and reassess the risk assessment to ensure that safety rules are in place and complied with.

If safe conditions cannot be maintained for both archers and the general public, shooting should not start or continue if already underway.

Risk Level Assessors

*A simple risk level assessor, which is based on the “BS 8800 Management of Health and Safety”, matrix, is detailed below. It can be used as a tool to assess the level of risk by a particular hazard. There are 3 levels of **harm** and three levels of **likelihood** of harm occurring. A combination of these gives the **level of risk** from a particular hazard and thus the type of **action (control measure)** necessary to reduce the risk to an acceptable level. No activity can be made completely free of risk, but the level of that risk can usually be controlled.*

A. Levels of Harm

i. Slightly Harmful

The injured party requires First Aid treatment, e.g. superficial injuries, minor cuts and bruises, ill health leading to temporary discomfort. Such injuries are unlikely to result in absence from work and could occur for example if an archer walks into an arrow protruding from the grass.

ii. Harmful

The injured party requires more than First Aid treatment e.g. a visit to a Hospital Accident and Emergency Department or General Practitioner. Injuries might include lacerations, burns, concussion, serious sprains, minor fractures. Such injuries are likely to result in absence from work and for example, could occur if a target blew over whilst scoring was under way.

iii. Extremely Harmful

Injuries include amputations, major fractures, poisoning, multiple and fatal injuries. Such injuries are likely to result in absence from work for extended periods. An arrow strike would almost certainly be in this category.

B. Likelihood of Harm Occurring.

i. Likely

Only one event i.e. one thing going wrong will result in harm or the potential for harm occurring. An example would be shooting whilst persons are at the target scoring. Harm under these conditions is “Likely”.

ii. Unlikely

More than one event must occur at the same time to cause harm or the potential for harm arising. For example (1) a trespasser runs in front of the targets, (2) the archers do not see him and continue shooting.

Under normal circumstances the archers would be aware of his presence and would stop shooting in time to avoid hitting the trespasser. So whilst harm is still possible it is “Unlikely” to occur unless both conditions (1) and (2) apply.

iii. Highly Unlikely

More than two events must occur at the same time to cause harm or the potential for harm arising. For example (1) a spectator walks along the end boundary of the over shoot area, (2) the overshoot is 15 yards shorter than it should be, (3) an archer shoots, misses and the arrow goes over the target and the boundary rope just as the spectator passes behind the target.

Note. *“Highly unlikely” events can and do occur. Just because it is assessed as “Highly Unlikely” does not mean it cannot or will not happen, it is merely a measure of likelihood.*

Risk Assessment Matrix

RISK ASSESSMENT MATRIX	Slightly Harmful	Harmful	Extremely harmful
Highly Unlikely	Trivial Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

<u>Risk Level</u>	<u>Action Required</u>
<i>Trivial Risk</i>	<i>No action required.</i>
<i>Tolerable Risk</i>	<i>No action required but monitor and review.</i>
<i>Moderate Risk</i>	<i>Efforts should be made to reduce the risk. When moderate risk is associated with “Extremely harmful” consequences, extra control measures must be put in place to reduce the risk.</i>
<i>Substantial Risk</i>	<i>Shooting must not commence until the risk has been reduced considerably.</i>
<i>Intolerable Risk</i>	<i>Shooting must not commence until the risk has been reduced considerably. If it is not possible to reduce the risk shooting may have to remain prohibited.</i>

ARCHERS OF TEME

GENERIC RISK ASSESSMENT

Applicability	Hazard	Nature of Hazard	Person/s at risk	Level of Harm	Likelihood of harm	Risk Level	Control Measures	Final Risk Level
General	Equipment failure	Bowstring may snap, limbs or riser may fail while shooting, arrows may break on release etc.	Archers and those in the immediate vicinity	Harmful	Likely	Substantial	Individual archers to conduct regular checks on their bows, strings and arrows – included in beginners training programme. Equipment officer to regularly check club equipment. Any equipment deemed unsafe is to be taken out of service and repaired or disposed of.	Tolerable
General	Scrap equipment	Bows and arrows that have been discarded by the club could fall into the wrong hands.	General public	Extremely harmful	Unlikely	Moderate	Any bows, risers, limbs or arrows deemed unfit for use and beyond repair must be completely decommissioned, e.g. by cutting in half before being disposed of. Equipment officer to ensure club equipment decommissioned correctly. Bows, risers, limbs and arrows shall not be disposed of in bins at any shooting venues.	Moderate
General	Bowstrings and cables	Bowstrings and cables may become caught on loose clothing, hair and/or jewellery. Bowstring may strike inner forearm on release.	Archer	Slightly harmful	Likely	Moderate	Archers to tie back long hair, remove jewellery deemed to be at risk and remove or secure loose garments which could become caught. Archers to insure that arm guards are worn. Beginners to be given suitable advice on the above during induction training, and be shown proper release techniques.	Tolerable
General	Bow assembly and	If bow is assembled or disassembled incorrectly, it may come apart while being	Archer and those in	Harmful	Likely	Substantial	Beginners instructed in correct assembly and disassembly techniques.	Tolerable

	disassembly	assembled or disassembled or in use.	immediate vicinity.				Individual archers to inspect their bows regularly for signs of excess wear. Trainers to check novice archers' equipment prior to shooting.	
General	Heavy bows	Use of inappropriately heavy draw weight bows may result in muscular strain or lack of bow control.	Archer	Harmful	Unlikely	Moderate	Beginners to be trained using lightweight club bows. Trainers to ensure beginners employ correct draw technique before graduating to heavier bows. Trainers to provide appropriate advice to novice archers who they know are considering purchasing their own equipment. Trainers to advise archers who are clearly "over bowed" to get a lighter poundage bow.	Tolerable
General	Arrow retrieval	Arrows in the target present hazards when approaching the target or being removed from the target. Arrows which may have landed in the ground may cause injury if walked into or tripped over.	Anybody in the immediate vicinity	Harmful	Likely	Substantial	Beginners to be instructed during training to use the approved method of removing arrows from a target and of the importance of standing clear when arrows are being removed. Beginners to be instructed on how to hold arrows correctly when walking with arrows in the hand if they do not have a quiver. Beginners to be instructed that caution is necessary when approaching a target. No open toed footwear allowed on the range. No running allowed on the range.	Tolerable
General	Shooting controls	Inadequate control of shooting may result in injury to participants, spectators and/or passers-by.	All in vicinity	Extremely harmful	Unlikely	Substantial	Shooting must always be conducted under the supervision of an experienced archer or club official who will act as Field Captain. All archers must obey all instructions given by the Field Captain. New archers to be given full instruction as to the role of the Field Captain and the rules of shooting.	Moderate
General	Arrows	Risk of drawing arrow off the rest if arrows are too short, which if released could result in uncontrolled trajectory or	Archer and those in the immediate vicinity	Extremely harmful	Unlikely	Substantial	Ensure sufficient arrow length for all new archers (at least 1.5 - 2" longer than distance from chin to fist outstretched to the side). Instruct beginners not to over draw and pull	Moderate

		arrow shot into archer's hand. Arrows may be insufficiently spined for the poundage of the bow and could break on release.					the arrow off the rest. Ensure that arrows are not excessively under spined for the bow.	
Outdoors at B&LH club	Compound bow shooting outdoors	Bows with mechanical aids are usually capable of shooting arrows further distances than bows without. Special consideration should be given to the position of the overshoot line when compound bows are in use outdoors	Anybody in the vicinity of the outdoor range overshoot line	Extremely harmful	Unlikely	Substantial	Maximum target distance for bows with mechanical aids to be 50 yards. This should ensure that any arrows shot from compound bows that overshoot the target drop to the ground before reaching the end of the field. All existing compound bow users to be informed as well as any current AoT archer intending to change to compound bow shooting. New archers to be informed during training. Field captains to ensure this rule is strictly complied with.	Moderate
Outdoors at B&LH club	Setting out and packing away the outdoor range	Target boss and/or stand may be mishandled and/or incorrectly secured. Trolleys could be used improperly. Injury could be sustained in / around storage shed.	Those handling the equipment and/or those in the immediate vicinity	Harmful	Unlikely	Moderate	All beginners must be shown the correct manual handling techniques in relation to movement and carriage of bosses and stands. It is recommended that two persons acting together lift bosses on and off stands and trolleys. Use of gloves are recommended to prevent splinters. All beginners must be shown the correct method of securing bosses and stands to prevent them falling or blowing over. No standing or riding on trolleys at any time. All equipment to be packed away in a tidy and organised manor. Minimum two persons to move heavily loaded trolleys on/off the field, with 1 person at the back to monitor load	Tolerable
Outdoors at B&LH club	Moving the foam targets with integral wooden stand	These combined foam targets with fitted stands are heavy and inherently unstable when "closed" (i.e. when the front legs and the rear legs are not at their maximum separation) due to	Those handling the equipment and/or those in the	Harmful	Likely	Moderate	Great care must be exercised when moving these target/stand combinations. The specially designed and custom built wheeled pick-up trolley with handles must be used for their transportation whenever they are moved on to or off the shooting range. It is recommended that 2 persons should work	Tolerable

		the centre of gravity being about a metre above ground, but supported only on narrow legs. Injury may occur if one of these foam targets with integral stands were to fall over.	immediate vicinity				together whenever these targets are moved, but when someone feels fully comfortable moving them on their own, and is confident that they can do so safely without risk of an accident they may do so. When using the wheeled trolley with handles for transportation, the person in control of the holding trolley shall hold both handles and walk facing forwards with the target/stand behind them, leaning slightly against their back. When reaching destination and releasing a target from the trolley the front and rear legs need to be placed at maximum separation from each other in order to take the full weight of the target safely once the trolley is removed and the target upright. When placing these targets, as well as the back rope being secured into the ground with tent pegs, the front legs must also both be secured using tent pegs.	
Outdoors at B&LH club	Outdoor range layout	Incorrect range layout may result in injury to participants, spectators and/or passers-by.	All in vicinity	Extremely harmful	Unlikely	Substantial	The range must be secured and laid out in accordance with Archery GB guidelines. Shooting must not commence until the Field Captain is satisfied that this is the case. All archers must retreat behind the waiting line unless shooting. If the shooting line is marked using rope (i.e. when there is no white line markings), the rope should be securely attached to the ground at each end and staples should be fully inserted no more than 5yds apart in order to reduce the risk of anyone tripping on the rope. Spectators must not enter the area between the shooting line and waiting line.	Moderate
Outdoors at	Arrows which are shot	Arrows which are shot outside the Safety Area may	All in vicinity	Extremely harmful	Unlikely	Substantial	All beginners must have their attention drawn to the Archery GB rules of shooting and Archers of Teme club rules.	Moderate

B&LH club	outside the Safety Area	result in injury to persons and/or property.					<p>All shooting archers must be members of Archery GB.</p> <p>Any new inexperienced members must complete a beginner's course, and deemed competent before being eligible to join the club.</p> <p>Any visiting archer GB members must be assessed for competence by a coach before being eligible to shoot or join the club.</p> <p>Any archer failing to comply with the rules will be ordered off the range by the Field Captain.</p> <p>Any archer 'High Drawing' must be reminded of the danger. Persistent high drawing will result in dismissal from the range, and may result in dismissal from the club.</p>	
Outdoors all venues	Encroachment into Safety Area Outdoors	A person or animal straying into the Safety Area may receive injury from an arrow in flight.	Anybody within the confines of the shooting field and surrounding Safety Exclusion Zone.	Extremely harmful	Unlikely	Substantial	<p>Ensure that the range is laid out as per Archery GB guidelines and that the safety area is observable at all times. The Field Captain and all participants must remain vigilant and suspend shooting immediately should the Safety Zone be violated. People shall not be able to enter the range without crossing over a physical barrier. Archery Range Warning signs shall be displayed.</p>	Moderate
Outdoors Moor Park Field Competitions	Outdoor Range Layout	Incorrect range layout may result in injury to participants, spectators and/or passers by.	All in vicinity	Extremely harmful	Unlikely	Substantial	<p>The range must be secured and laid out in accordance with Archery GB guidelines, Shooting must not commence until the Field Captain / judge is satisfied that this is the case.</p> <p>Any ropes used to create temporary ground lines must be securely pegged down so as not to pose a trip hazard. Target positions and shooting line pegs to be identified with clearly visible temporary ground markings</p>	Moderate
Outdoors Moor	Arrows shot	Arrows which are shot outside the Safety Area may	All in vicinity.	Extremely harmful	Unlikely	Substantial	<p>All shooting archers must be members of Archery GB.</p>	Moderate

Park Field Competitions	outside Safety Area	result in injury to persons and/or property.					Any archer failing to comply with the rules will be ordered off the range by the Field Captain or judge. Any archer 'High Drawing' must be reminded of the danger. Persistent high drawing will result in dismissal from the range, and may result in dismissal from the club.	
Outdoors (All venues)	Lost Arrows	Arrows left on the field could cause injury or fall into the wrong hands	Persons using the field after archery session	Harmful	Unlikely	Moderate	Archers should know how many arrows are in their quiver, and how many they have shot. Metal detectors and rakes are provided to find buried arrows. No arrows to be left on the field. Where an arrow proves difficult to find, all archers present must persist in the search until it is found.	Tolerable
Outdoors (All venues)	Weather and Light	Fog, heavy rain and low light will reduce the visibility on the range and therefore increase the danger to anyone who may encroach onto it. High wind may produce unacceptable levels of arrow drift or archer instability. Electrical storms may produce lightning strikes to archers equipment.	All persons in the vicinity.	Extremely harmful	Unlikely	Substantial	The Field Captain shall make a final and binding decision regarding the safety of shooting in adverse weather conditions or low light. Shooting shall be suspended immediately in the event of an electrical storm.	Moderate
Indoors Moor Park sports Hall and Tenbury High School	Setting out and packing away the indoor range	Target boss / stand / safety net may be mishandled and/or incorrectly secured.	Those handling the equipment and/or those in the immediate vicinity	Harmful	Unlikely	Moderate	Two persons to lift bosses on and off stands. Use of gloves recommended to prevent splinters. All equipment to be packed away in a tidy and organised manor. All safety nets, ropes, mountings and fittings should be visibly inspected each time they are used.	Tolerable
Indoors Moor Park	Encroachment into safety area	A person who enters the range safety area may	Persons entering the sports hall	Extremely harmful	Unlikely	Substantial	Moor Park: General entry / exit route limited to the door behind the waiting line.	Moderate

sports Hall and Tenbury High School		receive injury from an arrow in flight.	while shooting is in progress				Other 2 doors leading into sports hall locked from inside while shooting in progress. Both locked doors should be checked by Field Captain to ensure they are secure before any shooting commences. Tenbury High School: Outside door is automatically kept closed in order to prevent unauthorised access. When shooting is underway, doors into the sports hall are closed. Should any archer wish to leave the hall, this must only be done when there is a break in the shooting. Should an archer wish to leave the hall then return (e.g. to visit the lavatory) both leaving and returning must only be done when there is a break in shooting.	
Indoors Moor Park sports Hall and Tenbury High School	Ricocheting arrows	Any arrows shot in the hall that miss the target could bounce back off the wall and hit somebody	All persons in the vicinity	Extremely harmful	Unlikely	Substantial	Properly erected safety net must always be used. Bosses must only be positioned in front of the net.	
Indoors Moor Park sports Hall and Tenbury High School	Retrieving arrows from behind safety net	Shooting could commence while a person is behind the safety net.	Archer behind safety net	Extremely harmful	Unlikely	Substantial	Any person going behind the net should first notify another person to act as a spotter. Any person aware of another person behind the net should remain in a visible position in the target area in order prevent shooting recommencing. Nobody should go behind the net for any longer than necessary.	Moderate
"Have a go" sessions. All venues	Novices 'having a go' should be assumed to have no range	With a larger volume of novices 'having a go' at archery, an incident could arise from a novice archer making a mistake through ignorance.	All persons in the vicinity	Extremely harmful	Unlikely	Substantial	Archery GB 'code of practice for have a go events' to be adhered to at all times. All novices to be supervised on a 1:1 basis at all times while shooting. Correct draw technique and anchor point shall be demonstrated to all novices.	Moderate

	safety knowledge or shooting experience						<p>Novices should not be allowed to remove arrows from a target or to approach the target for any other reason.</p> <p>Novices should not be allowed to assemble / disassemble bows.</p> <p>Novices should be told to only point loaded bow at the target.</p> <p>Bow sights shall not be used.</p>	
"Have a go" sessions. All venues	High volume of general public present at public events	While running have a go sessions at outdoor venues a stray arrow could hit a member of the public	All persons in the vicinity	Extremely harmful	Unlikely	Substantial	<p>Archery GB 'code of practice for have a go events' to be adhered to at all times.</p> <p>The range safety area shall be roped off in accordance with Archery GB rules, with warning signs displayed around the safety barrier.</p> <p>Any seating or recreational facilities within the cordoned off area shall be additionally identified as temporarily unavailable.</p> <p>Access to the range shall be controlled via a single entry / exit point of single pedestrian gate width.</p>	Moderate
"Have a go" sessions. All venues	Putting up the stands which have been specially modified for use at "Have a Go" sessions	These short stands are ideal for keeping targets (which need to be placed at ground level due to Archery GB "Have a Go" guidance) upright but when putting targets on them they may tip over resulting in the collapse of both stand and target	Anyone setting up or taking down targets	Harmful	Likely	Substantial	<p>A peg needs to be put in the rear leg in order to secure the stand before the targets are put on them. When taking targets down a check should be made that all of this peg is still securely in the ground before the target securing rope is removed and before taking targets off stands.</p> <p>Field captain at the "Have a Go" to instruct any novices erecting stands of correct procedures.</p> <p>Field captain to periodically check stands for stability.</p>	Moderate

Signed by AGM chair: M S North

Dated: 11 November 2025
