

On Point Archery Limited Official Risk Assessment

Hazard	Who can be harmed?	Risk rating 1-10	Comments	Control Method	Who is Responsible?	New Risk Rating 1-10
Penetration by arrow	Our own staff, event staff, public and animals.	3	Low score due to the following. Area is monitored constantly. People entering the Archery range are paying customers and accompanying adults/families. The range itself is constantly monitored to assure nobody is shooting whilst anybody is within the parameters of the range marked out and by the fact statistics show Archery is one of the safest sports.	No animals to be allowed in area other than assistance dogs - and those only to be kept on leads. People believed to be under the influence of alcohol/drugs to be turned away at the instructors discretion if they feel that person is unfit to shoot. Participants to be given proper instruction. All participants to be supervised at all times. At least 1 member of staff to be on the shooting line watching the participants and observing the surrounding areas. Backstop netting to be used where necessary, and an overshoot area of 30 meter MINIMUM is needed when using a backstop net. Without a backstop net a minimum overshoot area of 120 meters is needed. If a solid foundation is used this overshoot area can be abolished at the instructor's discretion if they deem it safe to shoot. Barrier chain to mark out boundaries wherever deemed fit.	Our staff, participants and anybody entering the range.	1
Slips, Trips and falls	Our own staff, event staff and public.	5	Given the fact that with our equipment some of it can be a cause for concern	Limit area where walking. Staff to collect arrows at the outdoor have a go events. At indoor sessions, advise people to walk down the range and demonstrate how to collect the arrow safely. If using digital equipment on the range (projectors) advise people to walk down the side of the range where there are NO wires trailing. First aid kit to be kept close by or make yourself aware of the first aider on site. Keep the range neat and tidy with as little possible left on the floor.	Our staff, participants and anybody entering the range.	2

<p>Cross contamination (including flu, coronavirus and other contagious diseases)</p>	<p>Our own staff, event staff and public.</p>	<p>5</p>	<p>It is quite possible for people to pick up bacteria from touching a bow that somebody who may be contagious has touched.</p>	<p>Follow government guidelines and advice on any epidemic/pandemic situations. Hand sanitiser and antibac wipes to be available.</p>	<p>Our staff, participants and anybody entering the range.</p>	<p>1</p>
<p>Injuries from participation E.G – Pulled muscles, bow string injury (friction burn and sore fingers), penetration by arrow, pulled hair (by bow string).</p>	<p>Participants</p>	<p>6</p>	<p>The main areas that the bowstring can catch are the nose, the arm which holds the bow and the breast/nipple. Proper instruction helps to reduce this risk.</p>	<p>Participants to be supervised at all times. To be given proper instruction of how to hold the bow, how to shoot the arrows and where to shoot the arrows. Participants to be encouraged to tell us if they have any injuries prior to shooting and during the process. Finger tabs to be offered if necessary. Replace bowstrings annually. Long hair to be tied back or tucked into back of clothing if hair bobbles aren't available. Appropriate footwear to be advised. Instructors to be aware of where all of the equipment is at all times, and to keep an eye on the Archery range and surroundings to keep a dynamic risk assessment throughout the time shooting. Advise participants to wear safety goggles when firing a crossbow to avoid anything catching the eye in the event of a string snapping. Instructors to intervene and offer extra support at their discretion if necessary.</p>	<p>Our staff and participants</p>	<p>1</p>

Damage to property	Staff and participants	4	Low score as this doesn't happen in practice very often and is a rare occurrence.	Scarves not to be worn – loose clothing tucked in or taken off if necessary. Advised to take any coats off and to be weary of shirt buttons.	Our staff and participants	1
Piercing damage (potential to be ripped out by the bowstring)	Staff and participants	4	Low score as this doesn't happen in practice very often and is a rare occurrence.	Advise participants that all piercings from between their nose down to the waist to be removed prior to shooting - including any intimate piercings. If they wish to tape them up instead that is their choice at their own risk.	Our staff and participants	1
Drug/Alcohol abuse	Participants	6	Drug and alcohol abuse can heighten all of the other risk factors. We sometimes attend events where alcohol is consumed and we are to be aware of this.	People who appear to be unfit to participate due to suspected alcohol or drug is down to the instructor's discretion whether or not they deem them fit to join in. At events where alcohol is known to be consumed (such as festivals)the range is to open and close at reasonable times to lower the opportunity for somebody under the influence to attempt to have a go, and is at the instructor's discretion whether to close the range early/later.	Our staff and participants	1

Damage/Injury caused by Showmanship	Our staff, participants, general public and other workers.	3	Showmanship is mainly used to gain interest in the sport from the public to encourage people to participate. This may include shooting longer distances, using different techniques of shooting, using different styles of bows/arrows and doing shows. I have marked this as low as the instructors are qualified and competent shooters.	Make sure that all safety rules are observed of keeping a safe range. Any showmanship type style of shooting may only be carried out whilst no other members of public are within the shooting range. Showmanship is only to be carried out by a trained instructor who feels competent with this style of shooting.	Our staff	1
Damages to furnishings	Items surrounding the area	4	I have marked this as low as we use a backstop net with our range and also couple this with proper instruction to improve people's aim, skill and technique.	Make sure to use the backstop net, and that it's secured properly and checked before and after each use. If using a large, solid foundation as an overshoot area then assure that you're not shooting towards windows/doors wherever possible. Maintain supervision of all participants and offer them instructions and advice to help them improve their aim and technique. Make sure to avoid areas where furnishings can get damaged.	Our staff	1
Fire damage (including burns and smoke inhalation)	Our staff, participants, general public and other workers.	4	Being an events company, its rare that we are around anywhere that is likely to set fire by mistake.	We do both indoor and outdoor shoots. At indoor venues, make yourself aware of the venue's fire safety procedures, know where the fire doors are, the fire extinguishers and know where the assembly point is. For outdoor venues a lot of the time there may not be a fire assembly point. Close the archery range to any possible participants and be prepared to abandon the archery range. In the event of an evacuation, take the arrows with you if you can. This is to avoid anybody entering the range and potentially putting themselves or others at risk. However, do NOT put yourself at risk if you do not feel comfortable with doing do. Plan out an escape route when you get to the venue – or follow the venue's guidance on fire safety.	Our staff, participants, general public and other workers.	1

Falling objects causing injury	Venue staff and our staff	3	<p>Scores a medium level due to the fact this could happen anywhere at any time - however with us often setting up outdoors in fields its very rare that we have anything above us to cause damage. We'd be more likely to come across this issue at an indoor venue - which the venue are fully liable for.</p> <p>The poles holding the net may fall whilst you are erecting them or in high winds on hard surfaces.</p>	<p>Set up the range in places that it is unlikely that objects would fall from above when outdoors. Avoid setting up the range in woodland areas if possible. On days where the wind causes excessive concern, the range MUST NOT be set up in woodland areas, and request that you have an open area or an indoor area to set the range up. Always refer to the venue's risk assessment for falling objects, including for indoor and outdoor venues. Be wary to have a second person holding onto the pole whilst you're anchoring down the net. Also be wary of wind blowing the net over on outdoor hard surfaces, and stop the archery from continuing until the wind drops.</p>	Our staff, participants, venue staff.	1
Injuries related to Manual Handling	Our staff, participants	6	We do have some heavy equipment which, if handled incorrectly, could cause injury to staff or participants.	<p>PARTICIPANTS MUST NOT GET INVOLVED WITH MOVING AND HANDLING. THIS IS AN INSTRUCTOR ONLY TASK. Instructors to only carry what they feel comfortable with. If they do not feel confident with lifting an item they are not to carry it. Open communication is key to supporting each other with these difficult tasks.</p>	Our staff	2
Adverse weather conditions which could cause a number of concerns including injury to instructors, participants, public, and cause damage to equipment.	Our staff, participants, general public and other workers.	4	Scores a low score as its rare that we work in such conditions.	<p>Be wary that weather can change at ANY time. Keep an eye on the weather forecast prior to the event. If weather is too adverse – it is to be up to the instructor's discretion as to whether to carry on the activity.</p>	Our staff	1

Stress	Our staff	5	Sometimes when you get a lot of participants waiting to have a go it can feel overcrowded and it can make you feel like you have to rush your instructors. This is scored as medium - there will always be somebody in a senior role on hand to support and remind our staff that we do not need to rush.	Stress levels can be raised when the range becomes busy and you have a queue of customers. This can also be raised for many other reasons. The range is to be ran at a pace the instructors feel comfortable with at all times. Each time our instructors start to feel overwhelmed they are to slow the pace down and regain control. Take frequent breaks in order to regroup and re-focus. Run the range at a pace you're comfortable with.	Our staff	1
Accidents related to Lone working	Our staff, participants, general public and other workers.	4	Lone working does not happen very often, however can happen sometimes. This only happens when staff are comfortable with working alone and are confident in their abilities, as well as being qualified by Archery GB.	Lone working can often apply extra pressure to staff working alone. Not only can it make it more stressful for them, it can change how alert a member of staff is if they do not feel confident with delivering the session alone. No member of staff is to be left alone for more than 15 minutes IF they are not confident in their abilities to deliver the session alone. Refer to Archery GB guidelines on ratios – 1 instructor to 12 shooters at a time. During a have a go event we can sometimes be very busy with people coming and going. Instructors to have a minimum of a 10 minute break every 2 hours, and a minimum of 30 minute break at meal times.	Our staff	1
Violence and aggression	Our staff, participants, general public and other workers.	3	This scores low as it is a rare occurrence at events and we attend more daytime events rather than evening/nighttime events and rarely have to turn people away - however may occur when we decide that people aren't fit to have a go at Archery due to people being intoxicated.	This may happen if an instructor deems somebody unfit to shoot – including if they're under the influence of alcohol or drugs. As much space as possible to be maintained between yourself and the aggressor. All complaints to be handled with as much empathy as possible, and the contact details for the company director to be handed over on every occasion that a customer is not happy. All attempts must be made to de-escalate. Speak to security if available on site. IMPORTANT – DIAL 999 IF YOU FEEL THAT YOUR SAFETY IS AT RISK.	Our staff, participants, general public and other workers.	1

Accidents caused by barriers to communication	Our staff, participants, general public and other workers.	5	This scores medium as it is very rare with the quality of communication given and the clear demonstration for those that struggle with communication.	<p>Barriers to communication include: Noise levels, hearing difficulties/deafness, vision impairment, learning difficulties and language barriers (including foreign nationals and people with unfamiliar accents).</p> <p>Make clear visual and audial communication throughout, providing demonstrations as and when needed. Go at a pace your learners are comfortable with and slow down if need be. Use your voice – if you need to shout over loud music then a loud haler or something similar may be used if available. Assess the learner’s needs on a 1 by 1 basis.</p>	Our staff, participants	1
Accidents associated with people with disabilities	Our staff, participants, general public and other workers.	4	People with disabilities pose a heightened risk, and a dynamic risk assessment needs to be made on the spot by a competent instructor.	<p>People with disabilities are to be prioritised as most at risk when entering an Archery range. Therefore we are to make a dynamic risk assessment at the time of instruction based on the learner’s needs, to try and accommodate them and to help them to carry out the sport safely. This is down to the discretion of an instructor. If the instructor does not feel confident in teaching somebody with these needs then they must deem this person unfit and contact a senior for further advice/support.</p>	Our staff	1
Weather related symptoms such as Sun stroke, sun burn, hypothermia etc	Our staff, participants, general public and other workers.	5	Medium score level due to events not typically having much shelter from the weather.	<p>This can happen when shooting in adverse conditions. Assure that you always wear appropriate clothing to the conditions. Always carry plenty of water and in sunny conditions check out areas for shade, making sure that you remember to take a break, drink some water and get some shade when you need to. Frequent breaks if and when necessary. Sensible use of sun creams advised.</p>	Our staff, general public and events staff.	1

Incidents occurred by risk assessments not being followed	Our staff, participants, general public and other workers.	3	Our staff are kept up to date with risk assessments and notified of changes to it. Our risk assessment is always available on an online link and therefore easily accessible for staff to download and have a look at anywhere at their pleasure.	Staff to be aware of risk assessment and where to find it. Online link to be made available so that staff can access the information from anywhere on any device. Reminders to staff of where to find the risk assessments and update them on any changes.	Our staff	1
Incidents caused by incompetency	Our staff, participants, general public and other workers.	4	Our staff may sometimes learn on the job, and new staff are monitored closely until competent.	Instructors to be deemed competent OR to be qualified by Archery GB for recurve archery OR the NSRA for crossbows. Staff knowledge to be checked and refreshed on a regular basis. Staff to be reminded about the importance of communicating with each other.	Our staff	1
Minor crushing injuries (caused by using mallet with ground pegs and ground stakes)	Our staff	5	Our staff may sometimes hit their fingers, hands or wrists whilst hammering tent pegs and ground stakes into the ground.	Be advised to keep hands as far away as possible from the object you're hitting. Safety boots are advised (such as steel toe cap boots) when erecting and dismantling the range. Concentrate on the safety aspect of what you're doing at all times and be aware of any new/additional risk factors that may occur during the activity.	Our staff	2
Lost Arrows - potential to cause injury	Our staff, public, animals and other workers	4	Despite having a backstop net, this may sometimes happen due to incompetent shooting from beginners.	To avoid this, couple correct instruction with guidance. Use of backstop net and assuring that the area where you're shooting, if grass, is kept neatly trimmed. Assure that you're not shooting where the grass is too long as its easier to lose arrows in longer grass. At the end of the session count up the arrows and scout the area. Where arrows have been lost and you cannot retrieve them inform the land owner/event organiser who than then search the area if needs be.	Our staff, participants and land owners/event organisers.	1

Setting up backstop net (heavy lifting, use of mallet potentially crushing injuries to thumb and cuts caused by sharp edges)	Our staff	5	This is a tricky thing to do if it's not done correctly - hence the heightened risk for this particular task which can cause problems related around moving and handling as well as cuts and injuries caused related to use of a lump hammer.	To avoid injury, use 2 members of staff wherever possible. Gloves to be worn whilst carrying out this task to avoid cuts from sharp edges. Keep fingers and thumbs as far as possible away from lump hammer when knocking in the pegs and assure that you're confident to take the weight with anything being carried - or use the correct lifting aid to support you.	Our staff	1
Supervising adults (including teachers, parents and carers) and spectators.	Our staff, public, animals and other workers	6	Supervising adults sometimes feel the need to take it upon themselves to try and take over the instructors with giving instructions. They are used to taking responsibility, and therefore act on their initiative which actually can cause more risks within itself, as the instructors may be the other end of the range collecting arrows and cannot see what is going on.	Adopt a clear code of conduct for everybody who enters the range and display it on entrance. Include within the code of conduct how supervising adults/spectators are expected to behave. Make it clear on the code of conduct that they are not to call participants up to the shooting line and are not to give out any instruction without specifically being shown how to support an individual.	Our staff and supervising adults	1

Risk assessment conclusion:

I, Jason Sperring - Director of On Point Archery LTD, am satisfied that this risk assessment is proactive in minimalizing the risks mentioned above, and am confident that the necessary measures are in place to carry out the sport. This risk assessment is to be monitored closely, and to be reviewed on a yearly basis. Date of last review is 08/08/2024 and will be reviewed on or before 07/02/2025.

Further Comments

Still potential for this to happen
however we've taken all
measures that we can do to
eliminate this risk.

Dynamic risk assessment taken at the time to accommodate the needs of the participant. If participant is deemed unfit to shoot they are to be asked to leave the area. This is down to the discretion of the instructor.

Participants to continue at their own risk if they have been advised.

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The instructors must report all these people to the most senior member of staff on the day to manage this effectively. We usually find that anybody that has consumed alcohol is usually more competitive and wants to hit the middle of the target more, however we cannot ignore all of the risk factors that consuming alcohol/drugs may present.

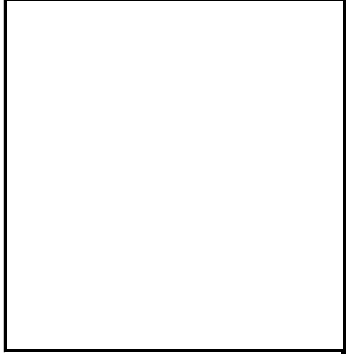
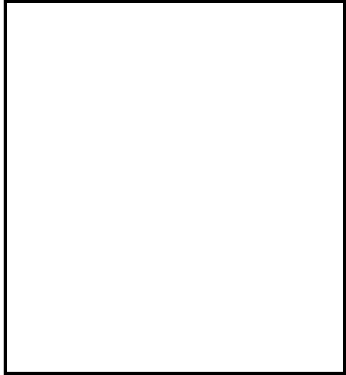
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Make sure to make yourself aware of the fire safety policies at each venue you attend - that you know where the fire exits and assembly points are.

Most senior person on site to deal with the incident and to de-escalate. All incidents to be reported to company director who will do every effort take a statement of the events that occurred within 48 hours from the staff member.

Person most confident with
breaking down these barriers to
communication to support the
individual's needs.



confident in the safety
2/2024, meaning that this

