



City of Belfast Archers

Risk Assessment for Events



Field Archery

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Who needs to carry out the action?	When is the action needed by?	Done
Slips/Trips and falls on Archery Course	Event Officials Competitors	Event to take place during daylight Appropriate Footwear to be worn by all involved	Course to be inspected and any hazards removed or marked/ signposted accordingly. The shooting range shall be cordoned off with warning tape and cautionary signs around the range.	City of Belfast Archers work party	48 hours before event	
Slips/Trips and falls on approach to Archery Course	Event Officials Competitors Public	Training/Information Event to take place during daylight Appropriate Footwear to be worn by all involved	Approach to course to be inspected and any hazards removed or marked/ signposted accordingly. Appropriate signage to be posted prior to competition.	City of Belfast (COB) Archers work party	48 hours before event	
Manual Handling Injury sustained while placing or removing Range equipment	Event Officials Competitors	Training/Information Manual Handling Training Appropriate PPE	Personnel experienced in Course layout and setup will be used. Refresher training to be provided to work party.	Dominic McCarthy	Annually	

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Injury sustained as a result of removing arrows from Targets/ Range equipment/ flora, trees or ground	Event Officials Competitors	Training/Information Manual Handling Training Appropriate PPE One person to draw arrows at a time No one to be behind person drawing arrow Draw radius to be observed	Carbon or Carbon/ Aluminium arrows must only be removed from bosses with the use of an arrow puller. Arrow pullers should be used where at all possible.	Competitors	During the competition	
Nips, Cuts, Impacts from contact with moving parts/sharp edges on Archery Equipment	Event Officials Competitors Volunteers	Training/Information PPE Sharp edges made good Edges highlighted with hi-vis markings	None	COB Archers work party	48 hours before event	
Persons injured whilst walking to / from registration	Event Officials Competitors Volunteers Public	Site inspection. Club Volunteer directs people to registration along pre-determined and pre-inspected route.	Directly arrow indicating pathway to registration	COB Archers work party	48 hours before event	
Injuries sustained as a result of getting hit by arrows.	Event Officials Competitors Volunteers Public	World Archery Rules to be adhered to at All times. Range Set up Rules to be complied with at all times. The shooting range shall be cordoned off with warning tape and cautionary signs all around the range. Competitors shall only loose arrows on command from shooting line/ peg. Competitors shall only point arrows at target when safe and cleared to do so.	All non-shooting participants to be restricted to designated viewing and waiting areas.	Marshalls	During the competition	

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		<p>No Competitor to load their bow until they are standing astride the Shooting line or adjacent to a shooting peg until cleared to do so.</p> <p>There shall be no deliberate high or wide shooting. All spectators to stay behind safety lines. Competitors to wait until instructed to collect arrows from the target</p> <p>Range Set up and Layout to facilitate positioning of targets, shooting lines and pegs with corresponding shooting directions and loci to avoid: Facilities. Registration, toilets, camping field etc. Any other targets, route paths between targets, waiting areas, pathways, rights of way. Site boundaries. Course to be clearly marked course – with extra signage if required</p>				
Injuries sustained as a result of Competitor shooting at wrong target	Event Officials Competitors Volunteers Public	<p>Range to be set up in accordance with operating guidelines. Appropriate signage to be in place prior to shooting. World Archery Rules to be adhered to at All times. Targets are numbered. Field Card contains course layout. Field Events have coloured pegs with associated target number alongside, corresponding to the target with the</p>	Judges to monitor shooting group and area around and behind targets and ensure that the group is aware of appropriate target to shoot.	Judges & Marshalls	During the competition	

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		same number.				
Injury sustained from walking into arrows.	Event Officials Competitors Volunteers	<p>Personnel to Walk slowly towards the sides to the target, when cleared to do so.</p> <p>Personnel instructed to not walk directly to target.</p> <p>Don't stand directly in front of target whilst removing arrows.</p> <p>Suitable footwear to be worn, no open toe footwear sandals.</p> <p>Brief group to be sensible when removing arrows from the target or retrieving them from the ground or elsewhere.</p> <p>Competitors to look for missing arrows when safe and appropriate to do so.</p> <p>Competitors to report to the event officials the quantity and range location of arrows missing.</p> <p>All involved shall duly notify nearby competitors and officials if they have possible misses.</p> <p>All involved must stick any arrows they come by vertical in the ground and warn other members that they are there.</p>	<p>Shooting groups to report any arrows falling short and notify</p> <p>Every effort to be made to locate missing arrows without holding up progress of competition.</p>	Competitors	During the competition	
Injuries sustained as a result of encroachment from non participants onto Range	Event Officials Competitors Volunteers Public	<p>World Archery Rules to be adhered to at all times.</p> <p>Appropriate cautionary signage to be placed around Range prior to shooting.</p>	Judges, competitors to be aware of possible encroachment and apply safety rules.	Marshalls	During the Competition	

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Injury sustained from contact with bowstring during shooting such as bruising to arm. catching hair/ jewellery, sore fingers, strained joints	Competitors	Visual inspection of Archery Equipment and Competitor prior to event. All Competitors advised to remove all jewellery and tie hair back, where applicable. All Competitors advised to wear long sleeve tops. All Competitors advised to wear arm bracers. All Competitors to shoot bows with appropriate draw weights in line with Guiding Body Rules and individual abilities.	Competitors being advised on arm position if required. Competitors to supply and use bracers and tabs as required	Judges	Prior to the commencement of the competition	
Persons injured in car park due to traffic movements	Event Officials Competitors Volunteers Public	Club Volunteers to control traffic inside the site, before, during and after event. Any members of the public are directed to safe pedestrian areas away from vehicles.	Consideration to be given to operating one way system of access and egress to car parking and sites. Traffic speed reduced to maximum 5mph. Signage displayed indicating caution pedestrians.	Marshalls	On the competition days	
Injuries sustained as a result of environmental Factors Risk of Hypo/-hyperthermia and exposure Risk of Dehydration	Event Officials Competitors Volunteers Public	Course Routes designed to avoid areas where unreasonable hazards exist. Course checked during design and construction for potential problems such as unsafe trees, heights, hidden dips, falls, trip hazards, unstable ground, wasps' nests etc. All involved to dress accordingly and appropriately for event and potential	City of Belfast Archers tournament organiser to monitor weather forecasts and to give pre-shoot address to all involved. Event Officials to inspect the range and course prior to the event and on morning of event	Dominic McCarthy (COB Tournament organiser) pre-tournament. Judge in charge has the final decision on whether or not the	On the competition days	

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		environmental factors. Appropriately clothed involves:. Waterproofs, hat, gloves, warm clothes, sun-lotion etc. Competitors should be prepared to stop or have a break during the session.	Weather; Event may become dangerous due to adverse weather conditions Event may have to be suspended or cancelled if necessary during periods of heavy rain, high winds and mist/ fog or reduced visibility.	competition has to be cancelled due to adverse weather conditions		
Hazards arising from the actions of group members; overcrowding and disorderly behaviour.	Event Officials Competitors Volunteers Public	World Archery Rules to be adhered to at All times. Target group size to be no more than 4. Competitors shall observe World Archery Rules on Etiquette.	Safety Zones to be monitored by shooting groups, judges and marshalls	Judges and marshals	During the competition	
Injury sustained as a result of being struck by a falling target	Event Officials Competitors Volunteers	Targets to be secured to resist movement when arrows are being withdrawn or in the event of high wind.	Participants to place their hand on the target prior to pulling out the arrow to anchor the target.	Judges and marshals	Pre inspection 24 hours before commencement , and prior to the commencement of shooting on competition days	

PPE (Personal Protective Equipment) Requirements:

Operation	Description	Standard
Setting out target	Safety boots, high visibility jackets	Appropriate British standard
Marshalling & judging	Safety boots, high visibility jackets	Appropriate British standard
Dismantling targets	Safety boots, high visibility jackets	Appropriate British standard

Assessment carried out by: Kevin Bloomfield & Dominic McCarthy

Date assessment was carried out: