



# City of Belfast Archers

## Risk Assessment for Events



### Outdoor Target 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	During event set up	
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	During event set up	
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	During event set up	
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	During event set up	
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 with corresponding shooting directions and loci to avoid: Facilities. Registration, toilets, camping field, waiting areas, pathways, rights of way. Site boundaries.</p> <p>Clear overshoot areas (minimum of 50m) or banks behind the furthest target. Signage indicating "danger archery overshoot area". Approaches to the overshoot area shall be cordoned off as necessary and to the satisfaction of the Judge in charge.</p>				
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. Personnel instructed to not walk directly to target. Don't stand directly in front of target whilst removing arrows. Suitable footwear to be worn, no open toe footwear sandals.</p>	<p>Shooting groups to report any arrows falling short and notify Every effort to be made to locate missing arrows without holding up progress of competition.</p>	Competitors	During the competition	

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		<p>Brief competitors 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>				
Injuries sustained as a result of encroachment from non participants onto Range	Event Officials Competitors Volunteers Public	World Archery Rules to be adhered to at all times. Appropriate cautionary signage to be placed around Range prior to shooting.	Judges, competitors to be aware of possible encroachment and apply safety rules.	Marshalls	During the Competition	
Injury sustained from contact with bowstring during shooting such as bruising to arm. catching hair/ jewellery, sore fingers, strained joints	Competitors	<p>Visual inspection of Archery Equipment and Competitor prior to event.</p> <p>All Competitors advised to remove all jewellery and tie hair back, where applicable.</p> <p>All Competitors advised to wear long sleeve tops.</p> <p>All Competitors advised to wear arm bracers.</p> <p>All Competitors to shoot bows with</p>	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 (Equipment Inspection)	

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		appropriate draw weights in line with Guiding Body Rules and individual abilities.				
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 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.	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  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.	Dominic McCarthy (COB Tournamant organiser) pre-tournament. Judge in charge has the final decision on whether or not the competition has to be cancelled due to adverse weather conditions	On the competition days	

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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 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:**

## Outdoor target Archery Field of Play with Safety Zones

The following drawing (figure 1) shows an archery field layout.

- If archers are shooting different distances the targets must be staggered not the shooting line;
- There must be a minimum of 5 metres between the shooting line and waiting archers;
- The measurements for the safety zones shown on each side of this field are for experienced archers. If novices are shooting consideration must be given to increase this area.

The legend for figure 1:

- (1). 50 metres overshoot exclusion area;
- (2). 20 metres exclusion measurement;
- (3). 10 metres exclusion measurement;
- (4). 10 metres space between shooting areas;
- (5). 3 metres line for determining arrows that will be classed as not being shot;
- (6). 5 meter wide lanes;
- (7). Shooting line;
- (8). Waiting line;
- (9). Equipment area;
- (10). Competitors area.

