



Risk assessment for West Essex Bowmen

West Essex Bowmen and West Essex Junior Bowmen enjoy unlimited access to a field reserved for archery and the exclusive use of West Essex Bowmen, West Essex Junior Bowmen and West Essex ParaBowmen. The dedicated field is located at Belhus Woods Country Park, Aveley, Essex. Belhus Woods Country Park is open to the public for various activities and has access for light vehicles, with dedicated parking areas, together with a café and visitor centre. The field has a single point of entry, accessed from the general parking for public, fenced on three sides and bounded to the rear by a small stream/wood hedgerow.

Events

General Practice for club members.
Beginner's Tuition Courses – organized by qualified Coaches.
Open Competitions – organized by Club Officials
Come and try days – Supervised Events for general public to experience Archery

Hazards Identified

Hazards will be similar for all events, but additional risks will be present for Come and Try days and Beginners Courses, where the general public is invited to experience Archery for the first time. Participants at Come & Try days will generally have no previous experience. Similarly, many of the participants on the Beginners Tuition Courses will have very limited, if any, prior experience.

The attached risk assessment sheets numbers 4 to 6 (Section 1) are the full extent of requirements where only experienced archers take part. Additional measures are required for events where persons with no prior experience are to take part, or may attend as spectators. Section 1 will therefore be utilized in conjunction with either Addendum 1 or 2 accordingly.

Addendum 1 relates to the extra measures required for Come & Try days.
Addendum 2 relates to the extra measures required for days when the club runs Beginners Tuition Courses and part of the field remains available for club members to practice.

Measures taken to eliminate/reduce hazards

Prepare a Risk Assessment of the site and hazards likely to occur as a result of activity, prior to, during and following the events. Prepare a Health & Safety file.

Co-operate with the Park Authorities and users/clubs so that each of them can comply with their duties under the Regulations.

Ensure access/activities avoid unnecessary risks to those participating, officials, volunteers, spectators and members of the general public on the site and any persons in close proximity i.e. provide suitable safety zones for shooting etc.

Consider implications of other legislation, including Means of Escape, provision of First-Aid facilities and Firefighting equipment, as appropriate. Consider temporary conditions during event, by use of suitable materials and safe erection procedures.

Consider limitations for access to the site for vehicles, personnel, equipment, tents and other temporary facilities. Consider restriction of access to the event and segregation of specific areas.

Consider dismantling and clear up procedures for the event, materials used and disposal where appropriate.

Consider all hazards with potential for harm, including assessing likelihood of harm, the potential for the severity of that harm and the amount of people that might be exposed.

Provide adequate information and briefings to volunteers, stewards, instructors, coaches assisting with the set-up, running and clear away of the events.

Control measures taken to manage risks, during the planning stage. Particular controls required during set up, actual event and clear away at completion.

As actions stated on the attached risk assessment sheets.

Provide information and briefings to volunteers, stewards, instructors, coaches assisting with the set-up, running and clear away of the events.

Risk Assessment Forms

The purpose of the risk assessment forms is to provide identification of Health & Safety issues arising from the planning and implementation of Archery Events to be undertaken by and under the supervision of West Essex Bowmen & West Essex Junior Bowmen; the actions necessary to minimizing all risk and the provision of information to be included in the Health and Safety Plan & File.

The issues to be considered fall into three categories, as follows.

- i. Set up of field and equipment
- ii. Progress of event/shooting practice
- iii. Clearance of equipment etc, following completion of event/practice.

These categories are identified on the sheets using the abbreviations shown below and are ticked accordingly to indicate how they have been considered.

The carry forward column is intended to show what is required to be done; with the actions identified from risk assessments and the following abbreviations have been used.

C	=	Seek confirmation that action will now be the responsibility of others
PQ	=	Issue to be raised as part of Event pre-qualification
RI	=	Risk insignificant – No further consideration necessary
RS	=	Risk significant – Control Methods required

The “at risk” column indicates the parties at risk.

Club Members = CM

Organizers/Coaches/Instructors/Stewards = O

Participants = P

Spectator/General Public/ visitors to the site etc. = S

Risk Assessment Ratings

Risk assessments have been carried out for the hazards identified. The system shown below is how each hazard has been assessed for each event.

Each risk assessment is carried out by identifying the severity of outcome of a hazard and the likelihood of occurrence, as below.

Severity Defined as	Rating	Likelihood	Rating	
Multiple fatalities	5	Likely/frequent	5	Occurs repeatedly/to be expected
Single fatality	4	Probable	4	Will occur several times
Major injury/permanent disability	3	Possible	3	Could occur sometimes
Minor injury	2	Remote	2	Unlikely, though conceivable
No injury	1	Improbably	1	So unlikely that probability is close to zero

Overall risk is Severity & Likelihood. Actions required will depend upon the overall risk rating, as follows.

20 – 25	Avoid
12 – 16	Avoid where possible
8 – 10	Control or minimize
1 – 6	Insignificant

Additional Notes/Information

Shooting is allowed only when Belhus Wood Country Park is open. This is restricted to daylight hours.

First aid facilities are available at the Belhus Woods Country Park Café, which is situated around 100 yards from the Archery Field. Access to café is available for the majority of the time when the Park is open. A first aid kit is kept in one of the equipment storage containers and this is available to all members. This is the extent of facilities available for normal club practice and Beginner's Courses.

An on-site First Aider is appointed for Special Event days (Open Competitions – Come & Try).

The risk assessment will be reviewed, prior to and following Special Event days.

An accident/incident book will be kept for all events and general practice. Any accident/incident will be assessed for possible update of risk assessments/procedure review.

Contact details for report of incident are displayed in the equipment storage containers, to which all members have access.

Prepared by	PRB	Reviewed by	S Davidson
Date	March 2013	Date	03/03/17



Section 1 - Risks Assessment – West Essex Bowmen /West Essex Junior Bowmen

Event	General Practice Open Competitions In conjunction with Addendum 1 – Come & Try Days In conjunction with Addendum 2 – Beginners Tuition Courses	Date	01/03/16	Assessed by	S Davidson
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Item No.	Hazards	At Risk	Risk Rating			Occurrence			Actions	Carry Forward
			S	L	S x L	Setup	Event	Clear		
1	Access to Field – mixed vehicular and pedestrian	CM O P S	5	2	10	✓	✓	✓	<p>Access to Belhus Woods Country Park is mixed vehicular and pedestrian. Speed limits are applied with suitable signage. Access to the dedicated archery field is via a continuation of car park facilities, through a gate onto the grass field. A separate gate is available for pedestrian use, but there is no segregation in all areas up to and immediately passing through into the field. Both access gates to the field are kept closed, when not in immediate use.</p> <p>The speed limit through Belhus Country Park, including the archery field, is determined by Park rules and is currently set at 10mph. Speed restriction signage is situated throughout the Park.</p> <p>Pedestrians are aware of danger from first entrance into the Park.</p>	RI
2	Unauthorized Access	CM O P S	5	2	10	✓	✓	✓	<p>Access is restricted by gates at entrance and fencing/hedgerows at sides/rear. Vigilance of Club members/participants is required and understood as part of archer training, together with establishment of safety zones.</p>	RI
3	Exceeding Capacity of Field	CM O P S	5	2	10		✓		<p>The field is very large and unlikely to become overcrowded at any time. Potential problems would be easily identified and action can be taken to reduce risk. There are extremely large areas for crowds to disperse into the main Park.</p> <p>Capacity of the shooting area is controlled by the number/spacing of targets set up and limiting allocation of archers. Maximum numbers are set for competitions, Beginner's Courses and Come & Try with field capacity/safety in mind.</p>	RI



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4	Small stream to rear of field	CM O P S	4	2	8	✓	✓	✓	The stream is largely hidden from view by trees/hedgerow. Access to the stream is therefore extremely difficult, with the possible exception of very small areas to the sides of equipment containers. On either side of the containers, access for small children would be possible, if left unsupervised. The stream is small, but constitutes a risk. For events when small children may be present, erection of suitable barriers will be provided.	RS
5	Shooting Zone	CM O P S	4	3	12	✓	✓	✓	Establish side and overshoot safety zones. Mark out tent, waiting, shooting & 3 metre lines, as required/recommended by Archery GB etc. Mark target/shooting positions and distances.	RS
6	Trips and falls	CM O P S	3	3	9	✓	✓	✓	Ensure ground is even and clear of equipment, bags etc. Establish clear pathways for events where numbers of participants/general public may be significant.	RS
7	Burns & fire. At some events hot beverages and food may be supplied by the club. In order to prepare hot/cooked items, gas canister stoves and urns will be used.	CM O P S	3	3	9	✓	✓	✓	Segregated areas are to be established, with suitable barriers for restricted access to danger areas. Suitably experienced club members will be tasked with the duty of care for cooking/heating & serving. All cooking/heating equipment, utensils etc are to be checked before the event. Suitable receptacles will be provided with any hot beverages etc.	RS



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8	Lifting of heavy objects during set up and clear away of targets etc.	CM O P	3	2	6	✓	✓	<p>The club has a significant number of bosses permanently set up and some on wheeled moveable frames.</p> <p>Additional straw & rubber bosses are set up on wooden frames, when archer numbers and use of alternate distances are required.</p> <p>Many of the temporary bosses will be heavy. However, club members are required to undertake a beginner's course before allowed access to targets/field etc, when suitable training is given. Set up of targets etc will be restricted to those with suitable training and awareness of risk.</p>	RI
9	Use of lawn tractor in field maintenance	CM S	3	2	10	✓	✓	<p>Use of tractor is restricted to 5 named committee members who have received suitable training in it's use. The tractor is stored in a dedicated container adjacent to the shooting field and is securely locked with access again restricted to the nominated 5 users.</p> <p>The tractor is removed from it's storage container using suitable weight-bearing ramps and this operation is performed again by the 5 nominated and trained committee members.</p> <p>Field maintenance is confined mainly to grass cutting and during this operation, tractor users are equipped with suitable personal protective equipment i.e ear defenders, safety glasses/goggles and dust masks.</p> <p>Grass cutting does not take place during events. If club members are using the field whilst grass cutting is in progress, they are instructed to use the part of the field not being cut and a separation distance of 25 metres minimum, is maintained between the lawn tractor and members using the field.</p>	



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10	Shooting, Scoring and recovery of arrows	CM O P	4	2	8		✓		Members of all clubs are required to undertake a beginner’s course, when suitable training is given on all aspects of shooting, extraction of arrows from targets and searching for lost arrows is thoroughly covered. Access to the shooting area will be restricted to persons with suitable training/experience and full understanding of the risks. Junior members are allowed to only shoot under the supervision of a suitably experienced adult. Field and target captains will be appointed according to the numbers present. Shooting will be controlled under the direction of the Field Captain/Competition Organizer, by use of whistle and good/safe practice, as recommended by Archery GB etc.	RS
11	Issues relating to child protection	CM P	3	2	6	✓	✓	✓	The club has Child Protection Officers with suitable qualification for dealing with any matters that could arise. In the absence of CPO matters would be referred to Senior Committee members.	RI

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