

Archery Participant Safety Briefing

- NEVER point a bow and arrow at another person.
- The safety word **FAST!** is used to alert archers to stop and return the arrow and bow to the floor. Return to bench/seating.
- A whistle is used to start and stop the shooting.
- Don't draw the string back except with an arrow on it and, especially, don't release the bowstring with no arrow on it. Doing so is called dry firing and can damage the bow.
- The only safe place is behind the shooting line.
- Never shoot an arrow until you are positive that no one is in front of you or behind the targets.
- Do not stand in front of a bow while it is being shot, even if you are to one side of the shooter.
- Carefully follow the instructions given by the Instructor at all times.
- Wait for a verbal approval from the Instructor before starting to shoot.
- After you are done shooting, place your bow on the shoot line from and at the instructors say so can you go toward the targets to retrieve your arrows.
- WALK; do not run toward the targets. Remember that the arrows are sticking out and can injure you.
- When pulling arrows out of a target, stand to one side and insure that no one is directly behind you, do this by looking first..
- **Have fun and enjoy! Be safe!**



Risk Assessment

Activity: **Archery Indoor**



Date: 20 January 2022	Assessment carried out by Instructor:	R. Tomlinson S. Morrell
Risk rating if No control measures: HIGH MEDIUM LOW		
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SAFETY AUDIT: 14/12/2021 A safety audit check of equipment went ahead by the 'Archers of Bingham' Head Coach. Recommendations of equipment is: new arrow rests. These arrow rests have been purchased and will be installed in January 2022. *new equipment purchased via Archers of Bingham December 2024 & checked by club coach.*

Specific Hazards	People at Risk	Controls	Further Action
Unauthorised access onto hall	Person entering area	<ol style="list-style-type: none"> 1. Archery takes place in the hall, with defined shooting lines and target lines with targets mounted on stands and defined over shoot area. 2. Overshoot net will be in place before shooting starts 3. Placed over the blue curtain. 4. The activity is controlled by SM RT. 5. No other activities will be in the hall at the same time. 6. The fire exits are closed before shooting starts. 7. Only shooting towards the blue curtain is allowed 8. 3 targets and Max. of 6 archers at any one time at the shoot line. 9. The word FAST is to be shouted (by anyone) if danger is spotted. Upon hearing this word, everything STOPS and any equipment is placed on the ground, children return to bench/seating. 10. Verbal instruction 11. Strict rules and conduct 12. Appropriate range layout with adequate overshoot area, as well as side to allow for deflection of miss shots 13. Constant supervision by qualified instructor 	<ul style="list-style-type: none"> • GB Archery guidance https://www.archerygb.org/ • Staff made aware which day archery takes place (Monday) after school until 4.30pm <p><i>Max 12 Archers in club.</i></p>
Being hit by an arrow	Participants leaders others on site	<ol style="list-style-type: none"> 10. Verbal instruction 11. Strict rules and conduct 12. Appropriate range layout with adequate overshoot area, as well as side to allow for deflection of miss shots 13. Constant supervision by qualified instructor 	<ul style="list-style-type: none"> • GB Archery guidance • 1st aid qualified instructors

Specific Hazards	People at Risk	Controls	Further Action	
Tripping on the range	Participants	14. Verbal instruction 15. Strict rules and conduct 16. Constant supervision 17. NO RUNNING	<ul style="list-style-type: none"> Floor clean free from obstructions 	
Bruising on arms from bow string "wobble"	Participants	18. Verbal instruction on use of equipment 19. Appropriate protection to be worn i.e. long sleeves & arm guards	<ul style="list-style-type: none"> Appropriate clothing checked beforehand 	
Walking into arrows on target or in the ground	Participants	20. Verbal instruction on how to safely extract arrows 21. Supervision 22. NO RUNNING 23. All bows on the floor on shoot line and designated archers to retrieve arrows	<ul style="list-style-type: none"> Safety reminders every session 	
Failure of Bow equipment	Participants	24. All equipment checked by instructor prior to use 25. Any defective equipment not used	<ul style="list-style-type: none"> Access to equipment controlled by means of secure storage in the school hall cupboard / locked Defective equipment stored separately and ideally marked 	
Arrow Overshoot	Participants others in the vicinity of arrow shoot distance	26. Low Poundage bows only used (under 30 lbs). 27. Designated range with safe area to rear and sides for overshoots	<ul style="list-style-type: none"> Bench or chairs used for archers when not on the shoot line. Safe distance back 	
Covid	All	Wash hands before shooting and after shooting. Ensure hall is well ventilated. Masks not required by instructors or participants	<ul style="list-style-type: none"> Monitor whole school Covid situation. If Covid numbers increase (ie outbreak management plan) Archery will most likely be paused. 	

*Safety Briefing (Sheet 3) displayed in hall
Arrows on inside of cupboard locked*