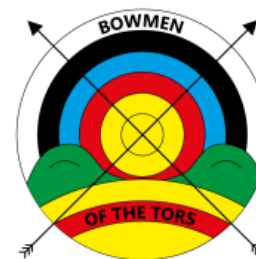


# **Bowmen of the Tors**

## **Health and Safety Policy and Procedures**



### **Policy**

Bowmen of the Tors Archery Club (the Club) located at Notre Dame School (the School) is committed to ensuring all archers, visitors and members of the public are kept safe whilst visiting or shooting at the Club.

The Club's Committee will demonstrate their commitment to safety by setting the Club's Health and Safety policy, practices and procedures, deciding priorities, providing the necessary resources for the training of the Club's coaches and archers, and promoting a positive health and safety culture.

### **Management and Training**

Club health and safety management is carried out as appropriate by the committee members, assisted by the Club's coaches to identify the generic hazards likely to be encountered on both the indoor and outdoor ranges. The committee will assess the level of risk presented by these hazards, updating the Club's risk assessment and putting control measures in place, as necessary. Measures will be informed by Archery GB's "Rules of Shooting" which includes the generic control measures necessary to operate a standard range in safety.<sup>1</sup>

The Club will ensure that coaches and field captains are trained and fully up to date with all safety rules and made aware of any updates as they occur. The coaching team will ensure the instruction, training and safety supervision of new members and will include a full safety briefing during all beginners' courses.

### **Continuous Monitoring**

All persons, using the archery range, must carry out a visual (or dynamic) risk management. The main responsibility lies with the appointed "Field Captain" (Club member or visitor). They must identify the site-specific hazards and time specific hazards (e.g. weather), assess the risks and then take suitable control measures to control the risk in order to use the range in a safe manner.

All persons, using the archery range, should monitor conditions and continuously assess the risks to ensure that safety rules are in place and complied with. If safe conditions cannot be maintained for both archers and the general public then shooting should not start, or continue if already underway.

## **Incident Reporting Procedure**

All persons using the range are responsible for checking their equipment both prior to and after shooting to ensure that they do not leave any potentially dangerous equipment on site. If an arrow is lost, it is imperative that it is reported to the field captain and a full and thorough search be undertaken.

In the event of an arrow being permanently lost, on the school grounds, the loss must be reported immediately to the Club Secretary, who will then report the nature of the loss and location to the School via email or telephone.

A full first aid kit is kept and maintained by the Club. In the event of injury, first aid will be administered where possible by a qualified First Aider. Further assistance will be sought in the event of serious accident and reported immediately to a senior member of the Committee.

All incidents will be recorded on the Club's Incident Report as soon as possible and in all cases within 48 hours. The Club Incident Report is held on the Club's secure One Drive account (See Data Protection Policy for details)

## **Risk Assessment**

Risk assessments will be carried out for all activities associated with the provision of archery. These will produce both generic and range specific assessments. Reference will be made to H&S guidance from Archery GB including the current Rules of Shooting.<sup>2</sup> Risk assessments will be recorded and control measures implemented.

Records shall be kept of the following:

- General risk assessments common to the practice of archery at the Club or for community outreach sessions.
- Range specific assessments, based on Archery GB's Rules of Shooting. The Club is required to register all of its ranges with Archery GB. The Club must also identify to Archery GB whether the Club's ranges comply with the H&S requirements (as assessed by the Club) identified in the Rules of Shooting. An assessor appointed by Archery GB may inspect the Club's ranges at any time.
- Any other assessment deemed appropriate by Archery GB, the Club or legislation.

## **Communication of Assessments**

General and specific risk assessments are available on the Club's website. The Club's assessments and the range certificates, issued by Archery GB, will be published on the Club's website. All members will be made aware of availability and location of policies and procedures and risk assessment.

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<sup>1</sup> AGB Rules of Shooting, April 2017.

<http://www.archerygb.org/wp-content/uploads/2017/05/Proc0104RoSApril2017-22490.pdf>

<sup>2</sup> Archery range Health and Safety Guidelines, January 2016.

<http://www.archerygb.org/wp-content/uploads/2017/06/Proc0401ArcheryRangeHealthSafetyGuidelines-20367-1.pdf>