



Caldy Bowmen Archery Club

HEALTH & SAFETY NOTICE

Version 1.1



Amendment Record

Date	Version	Paragraph	Amendments
2 June 2018	1	All	Initial issue
5 March 2019	1.1	Cover	Removed the date and Caldys Club address from the cover
5 March 2019	1.1	1	Replaced "every day" with "everyday"
5 March 2019	1.1	6	Deleted "also" and "containing"
5 March 2019	1.1	10	Replace "children" with "junior members"
5 March 2019	1.1	10	Replaced "The child's parent or guardian is to be present at all times while the child is shooting." With "The parent or guardian of a junior member under the age of 14 must be present at all times while the junior is shooting."
5 March 2019	1.1	11	Added "Junior members must wear protective gloves when handling target stands and bosses to prevent risk of injury from splinters."
5 March 2019	1.1	14	Added "Senior members of the club have a duty of care towards junior members. They must not allow junior members to undertake tasks or activities that may cause injury to themselves or others."
5 March 2019	1.1	16	Added "When handling club equipment, such as stands or bosses where there is a potential risk from splinters, members should wear protective gloves. Senior members shall prevent junior members , who are not wearing protective gloves, from handling such equipment."
5 March 2019	1.1	17	Added "All members must report damage to equipment that has potential to cause injury. Damage to equipment, such as splintered stands, should be repaired in a timely manner so as to prevent injury."
5 March 2019	1.1	18	Added "No member shall fit an arrow to their bow, except when standing on the shooting line. No member shall raise their bow to full draw, with or without an arrow attached, unless standing on the shooting line, with the bow aimed down the range towards the target."
5 March 2019	1.1	20	Added "Senior members must raise their concerns to the Field Captain if they believe a junior member is not wearing clothing appropriate for the prevailing conditions. In such an instance, the junior member or

Health and Safety Notice

Introduction

1. All pastimes have inherent risks and archery is no different. It is our duty as committee and Club members to minimise the risks to our members and visitors. Many of us have been practising archery for a number of years and some are new to the sport. Whatever stage we are at in our archery development, we all need to take safety as our number one priority. It is easy to become complacent and allow potentially dangerous practices to creep into our everyday routines. The purpose of this document is to advise all participants, under instruction of Caldly Bowmen Coaches and Field Captains, that the safety rules and regulations in place are mandatory.
2. All participants must take responsibility for their own and others Health and Safety and take all reasonable and practicable steps to minimise risks to everyone which may arise in the course of shooting. This is a legal as well as a moral responsibility. You must be proactive in identifying hazards and bring them to the attention of the field captain/coaches in attendance. You must also comply with any risk reduction measures that are imposed.
3. This document should be read in conjunction with the Archery GB Rules of Shooting. A copy is available on the Archery GB website and the club website. In summary, health, safety and environmental issues affect us all and we expect everyone participating to follow this guidance to ensure a safe and enjoyable session. Failure to comply with these rules may lead to the offending person or persons being reported to the committee and may lead to removal of shooting rights.

Emergency Procedures

4. Whilst taking every precaution to ensure that sports and activities are performed as safely as possible, there are times when accidents or incidents can occur which may result in injuries to members of the club, whether in the course of the sport or activity or when travelling to tournaments. As a result, the Management Committee has a set of Incident and Accident Emergency Procedures for the Caldly Bowmen shooting range.

Reporting of Accidents at Caldly Bowmen Ranges

5. All club members shooting at the archery range must have with them a contact telephone number for emergency use and also ensure the first aid box is available for use.
6. The Management Committee must produce a list containing members emergency contact details, medical risks, etc, **which must be available at all shooting events**. This needs to be maintained regularly and at least on an annual basis.

7. If an ambulance is required, one nominated person from the club, is to call 999 or 112 stating the nature of the injury and the location of the casualty. All ambulances should be directed to: Caldys Club, Paton Field, West Kirby, CH48 1NZ.
8. Callers who use mobile phones to dial 999 should be aware that due to the different base stations used by phone companies, the call may be answered by an emergency operator in another part of the country. If you have to make an emergency call from a mobile phone, ensure you tell the operator immediately where you are phoning from so that your call can be dealt with by the appropriate emergency service closest to you.

First Aid

9. Adequate arrangements are to be made to ensure all emergencies requiring medical assistance can be satisfactorily and quickly dealt with. In particular:
 - a. Ensure the emergency services have safe access to all parts of the event site, car parks etc., at all times, and all shooting must stop immediately.
 - b. Ensure that there is provision on site of first aid equipment and trained first aiders.
 - c. That all field captains are fully briefed and trained on the emergency procedures.
 - d. That the first aid kits locations shall be made known at the start of each shoot.
 - e. That the first aid kit should be suitable for a large group and should be maintained regularly.

Junior Members

10. Additional precautions are required to ensure the safety of junior members. Junior members should be supervised at all times and should not be allowed to carry heavy objects. The parent or guardian of a junior member under the age of 14 must be present at all times while the junior is shooting.
11. Junior members must wear protective gloves when handling target stands and bosses to prevent risk of injury from splinters.

Duty of Care of Participants

12. It is the responsibility of every archer to decline any shot that they consider too dangerous, and report to the range/field/club captain any matter that they deem to be hazardous to the health and safety of any participant or spectator.

13. Spectators can also be in breach of the duty of care regulations by not adhering to laid down rules and regulations specific to the archery club which result in negligence caused by their own acts or omissions. Everyone attending an archery event must comply with safety regulations in place.
14. Senior members of the club have a duty of care towards junior members. They must not allow junior members to undertake tasks or activities that may cause injury to themselves or others.

Equipment

15. It is the responsibility of each archer participating in any archery event to ensure that the equipment they are using is in a safe condition and within the guidelines laid down by the equipment manufacturer and is capable of withstanding the requirements of an archery tournament or club shoot.
16. When handling club equipment, such as stands or bosses where there is a potential risk from splinters, members should wear protective gloves. Senior members **shall prevent junior members**, who are not wearing protective gloves, from handling such equipment.
17. All members must report damage to equipment that has potential to cause injury. Damage to equipment, such as splintered stands, should be repaired in a timely manner so as to prevent injury.
18. No member shall fit an arrow to their bow, except when standing on the shooting line. No member shall raise their bow to full draw, with or without an arrow attached, unless standing on the shooting line, with the bow aimed down the range towards the target.

Personal Protective Clothing

19. It is the responsibility of each archer that they are suitably protected against the elements and terrain. In the case of a junior, the onus is on the parents or guardians to ensure those in their care are protected. Closed in footwear is a requirement on the shooting range. Sandals, "cros" type shoes etc. are not permitted and if you attend a shooting session wearing such you will be asked to change your footwear for an appropriate type. If you do not have an appropriate alternative then you will not be allowed onto the shooting line. Shoes with raised heels are not suitable due to stability issues and therefore are not permitted to be worn on the shooting line.
20. Senior members must raise their concerns to the Field Captain if they believe a junior member is not wearing clothing appropriate for the prevailing conditions. In such an instance, the junior member or parent/guardian may be asked to dress according to the conditions. If they are unable to comply, they may be asked to leave the field.

Lost Arrows

21. Every arrow that has not hit the target should be recorded at the time of shooting and an approximation of direction it followed i.e. high, low, left, or right. The missing arrows should be searched for at the time of recovery of the other arrows. If an arrow cannot be found at this time then the field captain **is** to be notified and they will decide whether to continue the shoot and search for it at another time. No arrow should be left unaccounted for at the conclusion of shooting and if necessary a shoulder to shoulder search should be initiated. If this is necessary then after each sweep the group should move down the field in a logical sequence, at the end of the first sweep, the person at the last point of the sweep should remain static whilst the others move onto the next section of field down from the static person and the sweep recommences on the next section of the field. This should continue until the entire field has been covered. If, after this, the arrow is still missing then the field captain must report to the ground person that an arrow has been mislaid and that a full sweep of the area has been conducted. The owner of the arrow should be aware that in this event it is likely that the arrow will be destroyed as it is likely to be found during grass cutting.

Smoking

22. Whilst we acknowledge some archers smoke, we have a duty of care to all members and following Archery GB's Code of Conduct which states "smoking is prohibited on the field of play" where the "field of play" is defined as the shooting area, including all required overshoot, and all areas behind the shooting line. Members wishing to smoke are to do so beyond the last archers chair, tent or shelter. We also ask that if you wish to smoke you should stand down-wind from other persons so they are not disturbed by your smoke. If you insist on smoking within the proscribed area you will be asked to leave the field, if you repeatedly fail to obey these instructions disciplinary measures may be taken.
23. At events which are predominantly for children, then smoking is not permitted anywhere on the field. Smoking includes the use of electronic cigarettes. Also, to comply with UK law smoking is not permitted in any enclosed public space e.g. sports halls etc. If attending a venue away from the Caldys Range, check with organisers what their smoking arrangements are.

Emergency Procedures for Caldys Bowmen at Other Locations

24. For activities that occur outside of Caldys Bowmen shooting range ensure you make yourself familiar with the emergency procedures in place at your destination. Always ensure that your family or friends are aware that you are attending another sports venue and carry a phone number of your next of kin. If an incident occurs at another sports facility, in the first instance, follow instructions from staff members at that site. If an incident occurs in remote areas away from central communication links, the club's members, in the first instance, should ensure that the injured person(s) are treated using emergency first aid, and that a decision is made by the person who is responsible for contacting the relevant emergency services.

Near Misses

25. It is important to note that as well as reporting accidents and incidents, everyone should also report near misses. These are where there has been no actual injury, but where it has been highlighted that an injury could have taken place. These incidents must be reported so that a risk assessment can be carried out, and appropriate preventative procedures can be implemented.

Disclosure of Information

26. Cases have been known where relatives have been contacted by the media rather than the police or hospital following serious accidents or incidents. This is obviously a very difficult situation, which should be avoided at all costs. To reduce the likelihood of this happening:
 - a. Liaise with emergency services directly giving them the full details requested. The police may also request the names and addresses of the next of kin. Give them the telephone number of the Health and Safety Officer who has this information. The number can be found on the back of the First Aid Kit.
 - b. Ensure that no member of the group makes a statement to the media. Seemingly innocent comments can be damaging when reported later.
 - c. Do not post messages related to any incident on social media or messaging service.

Accident/ Incident Investigation

27. When an individual or the Club reports any accident or incident resulting in a “near miss” situation, the Health and Safety Officer will contact the people directly involved in order to obtain a clear understanding of the circumstances. Depending on the circumstances and after consultation with the Management Committee the Health and Safety Officer may submit an additional report together with the original accident report. In the case of a death, serious injury or a damage claim against the Club, then a report will be submitted by the Health and Safety Officer as soon as possible to the Archery GB Health and Safety Officer.

Manual Handling

28. Setting up and dismantling of the range requires some degree of manual handling of club equipment. Target stands and bosses need transporting from the small container out onto the range and erecting. Some of these items are heavy and members should be careful to adhere to a safe practice of manual handling.
29. Manual handling should be avoided if at all possible. When transporting stands and bosses from the container to the range, the trolley shall be used.

30. When setting up the range, the stand shall be erected first in the appropriate position, then the boss shall be rolled in front of the stand and lifted into place. There **must** be two members lifting the boss onto the stand.
31. Before undertaking a manual handling operation, follow the basic rules:
- Plan the lift – how do you intend to do it
 - Adopt a stable stance
 - Bend at the knees and not at the waist
 - Get a good firm hold of the object
 - Keep the object close to your waist during the lift
 - Avoid twisting or leaning while lifting
 - Keep your head upright while lifting
 - Place the object down and then adjust as necessary
 - If more than one person is involved in the lift – communicate during the lifting operation to coordinate your actions



32. There is no safe weight limit for lifting. The picture below is a guideline regarding lifting weights to certain heights and arm extension. These weight are not a maximum nor are they weights that people must be able to lift. Each individual will have different capabilities, however the guidelines are there to protect you and you **must not feel pressured** into lifting a weight you do not feel capable of handling.

