Horseback Archery Association

Risk Assessment

2021v1 template

Scope

This risk assessment is a general document covering the main risks common to any ground or horseback archery session, both indoor and outdoor. At the end of each section there is a blank box in which may be outlined any risks and their alleviations which are specific to the venue or participants.

There are three sections:

- 1. Emergency information: venue specific, to be completed at time of Risk Assessment
- 2. Archery:
  - 1a. Key archery risks
  - 1b. Indoor shooting
  - 1c. Outdoor shooting
- 2. Horses & Riding

Any participant or spectator behaving in an unsafe manner during ground or mounted archery sessions may be asked to leave by the Coach or RSO.

Compliance

This Risk Assessment has been carried out to ensure that ground and mounted archery taking place at this venue complies the BHAA's safety standards.

Risk Factor Table. *Please use a risk factor number from the red, orange or green boxes below in the "Risk Factor (severity x probability)" column of the risk assessment to define, point by point, the level of risk most likely for the session, taking into account the venue, participants and horses to be used.* ***15 & above = High Risk, 5-14 = medium risk, 1-4 = low risk***

Probability x Severity	5 Fatal	4 Major	3 Time loss	2 Minor	1 No injury
5 Likely	25	20	15	10	5
4 Probable	20	16	12	8	4
3 Possible	15	12	9	6	3
2 Remote	10	8	6	4	2
1 Improbable	5	4	3	2	1

Supporting documentation

This Risk Assessment for horseback archery activities is to be used in conjunction with the BHAA's **Range Safety Diagrams**; **Warning Sign** and **Participant Disclaimer** form (included in the Club Membership online form) which must be completed by all riders taking part in Horseback Archery activities. The BHAA requires anyone participating in Horseback Archery activities to have at least trial membership of the BHAA, which can be organised via: http://bhaa.org.uk/index.php/join-us

Risk Assessment

Please complete the details of the venue covered by this risk assessment.

Venue assessed:			
Date assessed:		Is further assessment required following implementation of control measures?	YES NO
Signature of person carrying out Risk Assessment:		Print Name:	

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Lead Coach/RSO (if different to assessor):	

Section 1: Emergency Information

This emergency information is venue specific and must be completed at the time of Risk Assessment. The information must be easily available when horseback archery sessions are taking place at the venue so that participants can access it quickly and easily in the event of an emergency.

Venue Name **Address (inc postcode)** **Grid reference (if remote)**			
Is there a venue emergency procedure to be followed, if so outline here:			
The on-site first aider/s is/are (name/s)		**They can be contacted on (number/s)**	
The nearest Hospital Emergency Department is (address in full)		**Hospital A&E phone number**	
Local equine vet		**Equine vet phone number**	

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Section 2: Archery

Please add any venue or participant specific risks at the end of this section, if required.

2a: Key archery risks

Potential risk	Who is at risk	Risk Factor (severity x probability)	Control measures	Additional actions required to further control risk at this venue:
Public entry points to archery range	Pedestrians including participants		• Ensure all potential entry points to the range are clearly marked with No Entry signs (see Appendix 2) • If possible (indoor range) entry points to be locked • Ensure all participants and spectators have been fully briefed on range safety and commands	
Participant or spectator incorrectly positioned on range	Participants Spectators		• Ensure all participants and spectators have been fully briefed on range safety	
Injury due to incorrect use of equipment	Participants spectators		• All participants to be briefed on correct use of equipment before shooting commences • Dangers of dry firing outlined clearly by Coach/RSO • Correct posture clearly demonstrated and practiced before bows are given to participants • Range safety protocol clearly outlined to participants: ○ Arrows only on bow when at shooting line or at start of run ○ Arrows only to point at targets ○ Do not run when holding arrows ○ Correct technique for pulling arrows from target	

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Injury from shooting: bruised arm due to elbow incorrectly placed	Participants		• Participants shown how to hold the bow to reduce risk • PPE (arm guards) issued where necessary	
Sore fingers or thumb from repeatedly drawing bow string	Participants		• Participants recommended to wear a glove for finger draw • Participants offered tape for thumb or fingers if gloves not available or inappropriate	
Potential risk	**Who is at risk**	**Risk Factor (severity x probability)**	**Control measures**	**Additional actions required to further control risk at this venue:**
Hand injury from arrow feathers	Participants		• Participants wear a glove on the bow hand • Arrows checked prior to shooting and any sharp front edges bound with appropriate tape	
Injury due to equipment damage	Participants		• Coach/RSO to fully check all club equipment prior to start of session. Experienced members taught to check their own kit for: ○ Frayed bowstrings ○ Distortion on bow ○ check arrow nocks ○ check feathers	
Injury due to inappropriate clothing or jewellery or loose hair	Participants		• Participants fully briefed on correct clothing before session commences and if necessary asked to make adjustments by coach or RSO before shooting • Participants with long hair to tie it back before shooting • During mounted sessions **all** participants to wear a safety helmet. Coach may ask participant to leave if they will not wear a helmet unless they are a Sikh and wear a turban for religious reasons in which case they will have signed the disclaimer to say they are happy to take the risk. • Participants may wear a body protector for mounted sessions (if it	

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			has any protruding parts which could get caught in the string, advise that the body protector is covered by a layer of clothing). But no air jackets to be worn as toggles may get caught and prematurely activate the jacket.	
Injury to muscles from repeated use	Participants		• Ensure all participants engage in a correct warm up • Ensure participants are given the correct bow weight for their age, ability and strength • Take regular breaks to rest muscles • Coach to request that participants have disclosed any old/existing injuries prior to shooting (in private to the coach if preferred) • Cool down stretches at the end of the session to prevent soreness the day after	
Potential risk	**Who is at risk**	**Risk Factor (severity x probability)**	**Control measures**	**Additional actions required to further control risk at this venue:**
Overdrawn bow piercing draw hand	Participants		• Coach/RSO to ensure that participants are using the correct length arrows before the session commences • Arrows to be at least 2” longer than the participant’s draw length	
Injury whilst removing arrows from target (from arrows or falling target)	Participants		• Participants clearly briefed on correct technique for pulling arrows from target ○ Checking behind them before pulling an arrow ○ Placing hand on target so it does not fall ○ Pulling arrow from near to target so they maintain control of the tip ○ Correct way to carry arrows safely back to the shooting line	
Shot by arrow	Participants		• Ensure all participants fully briefed on range safety	

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	Spectators		• Ensure there is a first aid kit on site • Ensure contact details and location of nearest emergency facilities are easily available	
Rebounding arrows	Participants Horses Spectators		• Ensure participants are aware this can happen • Indoor shooting: if possible position targets away from the wall to give some overshoot area to minimise the risk of arrows rebounding from a wall • Ensure targets are in a good state of repair to minimise risk of rebounds from targets	
Injury from pre-existing medical conditions	Participants		• All participants to sign disclaimer before their first session and to disclose any medical condition confidentially to Coach • If necessary Coach may suggest that the participant receive medical advice before taking part	

2b: Indoor shooting

This section covers additional risks which may be specific to the indoor shooting range.

Potential risk	Who is at risk	Risk Factor (severity x probability)	Control measures	Additional actions required to further control risk at this venue:
Pedestrians entering range via side or back door	Pedestrians Participants		• If possible ensure all entry points behind the shooting line are locked	

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	Spectators		• If they cannot be locked they must be clearly marked with No Entry signs (download the sign from the BHAA website) • Ensure all participants know the range safety commands – STOP	
Horses/participants on the wrong side of the line as a result of limited space available	Participants Horses		• Ensure group size is not too big so that all participants and horses can stay behind the shooting line at all times • If necessary divide a large group into smaller groups • Brief all participants on the importance of adhering to range safety rules	

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2c: Outdoor shooting

This covers additional risks which may be specific to the outdoor shooting range.

Potential risk	Who is at risk	Risk Factor (severity x probability)	Control measures	Additional actions required to further control risk at this venue:
Pedestrians crossing range	Pedestrians Participants Spectators		• Ensure all pedestrian entry points to the range are clearly marked with No Entry signs (download the sign from the BHAA website) • Ensure the range does not cross a footpath and if it does, a clearly marked alternative route is put in place for the duration of the shoot • Ensure all participants know the range safety commands - STOP	
Livestock/animals on range	Livestock Other animals (eg dogs)		• Ensure livestock cannot enter the range by having adequate fencing in place • Any dogs brought along to the venue MUST be kept on a lead and well away from the shooting run • Be aware if there are other free-range animals at the yard (e.g. cats, chickens). If possible keep them away from the activity! • Ensure all participants know the range safety commands - STOP	

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Section 3. Horses & Riding

This section covers any risks from horses themselves, and risks of shooting from horseback. As with section 1 any venue or participant specific risks may be outlined at the end of the section.

Potential risk	Who is at risk	Risk Factor (severity x probability)	Control measures	Additional actions required to further control risk at this venue:
Getting kicked by a horse	Participants Spectators Other horses		• Ensure all participants understand the correct way to handle and move around a horse safely • Ensure all spectators are kept clear of the range. There should be no spectators or participants on the ground during mounted sessions other than the coach and designated helpers • Ensure any horses known to kick have a red ribbon on their tail and that other participants have been briefed to keep their distance • Ensure there is adequate waiting space at the start and end of runs so that horses are not crowded together	
Horses standing on people's feet	Participants Spectators		• Ensure all participants understand the correct way to handle and move around a horse safely • Ensure all spectators are kept clear of the range. There should be no spectators or participants on the ground during mounted sessions other than the coach and designated helpers • Ensure all horses are at a level of schooling suitable to participate in ridden activities around pedestrians and other horses. The coach may turn a participant's horse away if they feel they are not suitable for the activity	
Horse bolting or shying	Participants Spectators		• Ensure if possible that objects which may cause a horse to spook are removed from the shooting area, and that all horses have had a chance to walk the range before shooting commences	

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	Other horses		• Ensure all horses are at a level of schooling suitable to participate in ridden activities around pedestrians and other horses. The coach may turn a participant's horse away if they feel they are not suitable for the activity • Any rider deemed not sufficiently skilled by the qualified coach may be removed from the session • Any dogs present MUST be kept on a lead AT ALL TIMES when horses and riders are on the range • Tape marking the run can be divided into shorter sections with integrated break points so that long sections of tape will not get caught if a horse goes through them • Any horse deemed not sufficiently experienced for the environment by the qualified coach may be removed from the session	
Falling from a horse	Participants		• Riders must be suitably competent at the pace they plan to participate at, be this walk trot or canter, without relying on the reins for balance, before attempting horseback archery • Any rider deemed not sufficiently skilled by the qualified coach may be removed from the session • Riders must be wearing a hard hat which meets current safety standards and boots with a heel suitable for riding to alleviate risks when falling. A body protector (not an air filled one) may be used if the rider wishes • Riders may bring their own safety stirrups if they wish	
Horse jumping the side of the archery run	Participants Spectators Other horses		• Ensure horses have been prepared for riding down the run with no reins, and are comfortable with the sight, sound and sensation of the bow being shot and an arrow hitting the target at a standstill, before they are asked to make the run (at any pace) without reins • Some horses may require a lead from a designated helper or	

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			another horse in order to become comfortable with making the run in a straight line, un-aided • The sides of the run should be tall enough to encourage the horse not to run out	

4: Environment

This section covers general risks within the environment and surroundings of the venue.

Potential risk	Who is at risk	Risk Factor (severity x probability)	Control measures	Additional actions required to further control risk at this venue:
Injury on yard	Pedestrians Participants Spectators Horses		• Drive slowly within the yard, take care for pedestrians and animals • Ask for help with parking if required to watch out while backing • Unload horses from boxes and tie up with consideration for other yard users • Ensure that if horses are tied to the side of the box that they cannot injure themselves on any sharp edges	
Fire	Pedestrians Participants Spectators Horses		• No smoking on yard • Be aware of venue fire safety rules & location of fire extinguishers	

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Electricity pylon	Pedestrians Participants Spectators Horses		• Comply with warning signs on pylon	

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