

## Field Archery: Competition Risk Assessment

<b>Function:</b>	Competition Field Archery	<b>Club:</b>	Exmouth Archers
<b>Location/site of activity:</b>	Withycombe Raleigh Common and Big Wood St Johns Lane, Exmouth	<b>Date Assessment carried out:</b>	30 <sup>th</sup> August 2020
<b>Groups at risk:</b>	Club Members and Visiting Archers	<b>Version Number:</b>	V1
<b>Persons carrying out assessment:</b>	<b>Name:</b>		<b>Positions:</b>
	Timothy Pratt		Club Chairman and Tournament Organiser
	Steve Glover		Club Field Officer
<b>Date of acceptance and publication:</b>	5 <sup>th</sup> September 2020	<b>Planned review date:</b>	Should Covid-19 government or Archery GB guidance change.  Should Archery return to normal in the UK then this assessment will no longer apply.

**‘Social Distancing & Staying Safe is everyone’s responsibility’**

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Hazards	Consequences	Who is at risk	Severity	Like- lihood	Risk	Control Measure	Risk with Control Measure
Symptomatic  The Archer has Symptoms of Covid-19 or other infectious disease	Risk of infection to other people	All	3	3	6	Archers or Family members of the Archer <b>MUST</b> refrain from coming to the Archery Range. Government Guidance Must be Followed	1
I have had symptoms of Covid-19	Risk of infection to other people	All	3	3	6	Archer <b>MUST</b> refrain from coming to the Archery Range and Facilities for at least 7 Days.	1
Someone in my family is symptomatic with Covid-19 but I am well.	Risk of infection to other people	All	3	3	6	Archer <b>MUST</b> refrain from coming to the Archery Range and Facilities for at least 14 Days.	1
Becoming ill whilst on the Archery Range.	Risk of infection to other people	All	3	3	6	Should you become ill whilst you are at the Archery Range, you <b>MUST</b> inform someone that you do so and immediately leave the Range and go home. Please arrange urgent support should you find yourself seriously sick whilst you are at the range.	1
Cross Contamination between bosses	Risk of infection to other Archers	All	3	3	6	Current government rules allow gatherings of no more than 30 people. However field events by their very nature operate in groups	1

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						of 4, distanced by target. The only exception to this is at the main point on the field course and at the target course where practice and registration will take place. Due to scheduling times for each group to start shooting, the number of people at either position will not exceed 30.	
Cross contamination from Faces and Target Pins	Risk of infection to other Archers and Judges	All	3	3	6	Archers on the target will be responsible for nominating one Archer adjusting the face themselves and have been told to sanitise hands/face afterwards.	1
Cross contamination whilst Archers are on the pegs, or in the waiting areas.	Risk of infection between Archers and Judges	All	3	3	6	<p>Archers shoot in groups of 4.</p> <p>Archers have been asked at point of entry who they would prefer to shoot with and shooting groups have been designed around family groups, households or bubbles as much as possible to minimise cross contamination.</p> <p>Pegs will be laid out where space allows so that 2 Archers can shoot simultaneously and remain socially distant. The other two Archers in the group will remain behind the shooting Archers in a socially distant manner.</p> <p>Where the target cannot accommodate 2 pegs, one peg will be used and Archers will</p>	1

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					6	<p>take turns. The non-shooting Archers will remain behind in a socially distant manner.</p> <p>No other spectators will be allowed on the field unless agreed with the Tournament Organiser.</p> <p>Archers will be reminded that they need to keep moving round the course and not to catch up groups in front, nor hold up groups behind. Judges will ensure that the 'flow' is maintained to ensure the courses clears quickly. Archers will self-police their group to ensure no archer takes and excessively long time on the peg. Judges may be used to re-enforce this and the penalty for constant non-compliance will be the Archer being asked to leave the course.</p>	1
Cross contamination while carrying out equipment inspection	Risk of infection between Archers and Judges	All	3	3	6	<p>Equipment Inspection will be done on the target grounds during practice/registration in a non contact method. Archers will be instructed to hold their bow, arrows, release aid (if appropriate) so that the Judge can check the requirements from a distance. Judge to wear a facemask.</p>	1
Cross contamination during registration at the start of the event, presentation at the end	Risk of infection between Archers and Club members/volunteers	All	3	3	6	<p>Everyone on the field will respect the current guidelines for social distancing.</p> <ul style="list-style-type: none"> <li>• Archers will be appraised of the site layout and requirements prior to them leaving home.</li> </ul>	1

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<p>of the event or enquiries during the event</p>						<ul style="list-style-type: none"> <li>• Shooting groups of 4 Archers will be allocated their own peg time and will arrive to the Club staggered at 10 minute intervals throughout the morning.</li> <li>• Archers will initially come to the target course no more than one hour 10 minutes before their allocation peg time for registration and equipment inspection. Once completed they will have around 30 minutes of free warmup on the targets before packing up 20 minutes before their allocated peg time, at which point they will drive to the field course.</li> <li>• Marshals will deal with car parking at the Field Course. The car park, the layby, Wrights Lane and St Johns lane will be used to park cars.</li> <li>• Archers will have already paid via electronic methods. No cash or cheques will be handled.</li> <li>• 2m social distancing will be applied where enquiries are dealt with during the day.</li> <li>• No assembly will be held as Archers will arrived at staggered times during the day.</li> <li>• No presentation ceremony will be held. Archers will leave the field course as soon as shooting has completed and they have packed</li> </ul>	
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					6	away. Results will be sent electronically and medals posted.	
Cross contamination whilst carrying out Judging duties – Field and target face inspection	Risk of infection between Judges and Archers	All	3	3	6	The Judges will check the course for distance as normal using a laser measure and a visual inspection of the targets only. Any changes to the course will be handled by the field crew.	1
Cross contamination whilst carrying out Judging duties – Line Calls, Bouncers, Pass throughs etc.	Risk of infection between Archer and Judge	All	3	3	6	<ul style="list-style-type: none"> <li>In most cases a Judge will not be nearby so Archers on their target will resolve the issue themselves.</li> <li>Judges will primarily ensure that the flow round the course is maintained and Archers are not taking excessive time at the pegs.</li> <li>Where a Judge is asked to deal with an issue they will do this from a distance, ideally forcing the decision back to the Archers.</li> <li>Target faces will not be marked for bouncer purposes.</li> </ul>	2
Cross contamination whilst carrying out Judging duties – Arrow alterations on score sheet	Risk of infection between Archer and Judge	All	3	3	6	The scorer in charge of the scorecard will make the necessary changes whilst watched by their target companions. Judges need not be involved.	2
Cross contamination whilst Archers score and	Risk of infection between Archers on a	All	3	3	6	All archers on the target will respect the current guidelines for social distancing. And stand 2m apart whilst scoring. One either side	2

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withdraw arrows from the target	target and adjacent targets					<p>of the target, calling and checking arrow values with the scorer and 4<sup>th</sup> archer (or second scorer with PDA) standing back from the target.</p> <p>Once scoring is completed each Archer will approach the target and pull their own arrows. Knees and feet will be used to stabilise the target rather than hands on the target face. Where more than one person is required to pull an arrow, face masks will be worn. Hands, the arrow, any tools and the target face will be sanitised.</p> <p>Archers will be asked to minimise the time looking for lost arrows to maintain the flow of groups round the course. Archers will notify the field crew on reaching the car park of any arrows not found and we will endeavour to find arrows at the end of shooting.</p>	
Cross contamination whilst Archers sign completed score cards	Risk of infection between Archers and Club members/volunteers	All	3	3	6	Scorecards do not need to be signed however Archers are responsible for checking the addition and that totals etc tally between the scorecard and PDA when they return to the car park.	2
Cross contamination whilst Archers return completed score cards and PDAs for results compilation.	Risk of infection between Archers and Club members/volunteers	All	3	3	6	<p>All archers will respect the current guidelines for social distancing.</p> <ul style="list-style-type: none"> <li>• Scorecards and PDAs to be placed in a box.</li> <li>• One scorer to work through the scoreboards to enter results.</li> </ul>	1

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					6	<ul style="list-style-type: none"> <li>• Scorer to wear gloves whilst handling scoreboards.</li> <li>• Completed scoreboards and PDAs to be sanitised before storage.</li> </ul>	
Cross contamination via technology and equipment in the administration area.	Risk of infection between Archers, Judges and Club members/volunteers	All	3	3	6	<ul style="list-style-type: none"> <li>• No technology will be shared.</li> </ul>	1
Cross contamination in workforce / catering areas	Risk of infection between Archers, spectators, Judges and Club members/volunteers	All	3	3	6	<ul style="list-style-type: none"> <li>• There will be minimal catering at this shoot. Archers will bring their own food and drink to consume as they work their way round the field course.</li> <li>• Our water container which will be available for Archer to refill their drinks bottles. Archers will be made aware of the need to sanitise their hands and the tap if used.</li> <li>• Two club members will be running a basic field kitchen preparing bacon, sausage baps and pasties, which will be served to the Archers in paper bags.</li> <li>• Wrapped snacks including crisps and chocolate will be available but not self-service to minimise contact.</li> <li>• Tea and Coffee will be served in disposable cups</li> <li>• Milk and sugar, and sauces will only be added by the members to minimise contact with jugs, spoons and bottles.</li> </ul>	2



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						<ul style="list-style-type: none"> <li>• The catering team will wear and change disposable gloves as each group passes through.</li> <li>• Archers will be made aware of the 'menu' prior to the event and asked if they can bring the appropriate change if they wish to purchase. No change will be given and cash will not be counted till 5 days after the shoot.</li> <li>• Target groups will only be able to use this facility as they pass between targets 16 and 17 and will have marked areas where they may rest.</li> </ul>	
Cross contamination from equipment when setting up or packing away	Risk of infection between Club members/volunteers	All	3	3	6	<p>Club members, volunteers and Judges will respect the current guidelines for social distancing. The course will be prepared at least 2 weeks before the event.</p> <ul style="list-style-type: none"> <li>• Only a few experienced volunteers will be responsible for setting up or packing away.</li> <li>• Volunteers handling equipment will wear gloves and regularly wash hands.</li> <li>• Where more than one person is required to move heavier or bulky items, face masks will be worn and social distancing will try to be maintained.</li> <li>• Marking out the targets will be done at least one week before the event starts.</li> </ul>	1

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Equipment left behind by Archers who have left the Club	Cross contamination from equipment.	All	2	1	3	Equipment should be moved to the top shed. Hands should be washed immediately afterwards.	1
Cross contamination in toilet facilities	Risk of infection between Archers, spectators, Judges and Club members/volunteers	All	3	3	6	<p>All archers, Judges, field crew should respect the current guidelines for social distancing.</p> <ul style="list-style-type: none"> <li>• Toilets at the target club and the two event toilets in the field course car park will be cleaned periodically during the event.</li> <li>• Archers will be asked to wipe contact points as they use the facilities.</li> <li>• The toilets at the target course will be thoroughly cleaned at the end of the competition so that it can be used on Sunday afternoon/Monday by normal members shooting.</li> <li>• Handwashing facilities with running water will be provided on the field course if we can put something together, however Archers will be made to expect the worst case of hand sanitizer and wipes, plus whatever facilities will be provided in the event toilets.</li> </ul>	1
Returning the Club to general use	Risk of infection between visiting Competitors and Club Members post competition	All	3	3	6	The only Club facilities that Club members will come into contact with after the event is the main toilet. This will be deep cleaned on the Sunday night, ready for use Sunday morning. All Archery equipment in use for the competition is not needed by Club members in normal shooting and will be locked away or	1

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						in areas that Club members do not currently have access to as per our Covid-19 policy of May 2020.	
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The risk of this <b>Activity</b> is assessed as -	Average Risk Level:	Low
Risk Calculation Matrix		

Severity	Description	Likelihood	Description
1	Slightly Harmful	1	Highly Unlikely
2	Harmful	2	Unlikely
3	Extremely Harmful	3	Likely

Risk Classification			
Note: Risk = Likelihood + Severity	Severity		
	1	2	3

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Likelihood	3	4	5	6
	2	3	4	5
	1	2	3	4
<b>Risk Classification and Action</b>				
<b>Designation</b>	<b>Classification</b>	<b>Action</b>		
5 to 6	Unacceptable	This situation is not tolerable. Shooting shall not start or be continued until the risk has been reduced.		
4	Tolerable	Shooting can continue as long as all control measures are in place and observed		
2 to 3	Low	Little or no risk		

**Reviewed and approved by:**

Name	Role	Signature	Date