



Students Union Sports Club Risk Assessment Form

Risk estimation

Using the form provided to evaluate the main health and safety risks in your sport. Use the guidance and tables below to help you:

Table 1: risk estimation

Likelihood	Severity of impact		
	Slight	Moderate	Extreme
Very unlikely	Very low risk (VL)	Low risk (L)	High risk (H)
Unlikely	Very low risk (VL)	Medium risk (M)	Very high risk (VH)
Likely	Low risk (L)	High risk (H)	Very high risk (VH)
Very likely	Low risk (L)	Very high risk (VH)	Very high risk (VH)

Table 2

Categories for likelihood of harm	Very unlikely (VU)	Unlikely (U)	Likely (L)	Very likely (VL)
Typical occurrence	<p>Less than 1% chance of being experienced by an individual during their working lifetime</p> <p>A few people exposed to the risk occasionally</p>	<p>Typically experienced once during the working lifetime of an individual</p> <p>Some people exposed to the risk occasionally or</p> <p>A few people exposed some of the time</p>	<p>Typically experienced once every five years by an individual</p> <p>Many people exposed to the risk some of the time or</p> <p>Some people exposed most of the time</p>	<p>Typically experienced at least once every six months by an individual</p> <p>Many people exposed to the risk most of the time</p>

Adapted from: BS 18004:2008

Table 3:

Impact category	Slight (S)	Moderate (M)	Extreme (E)
Harm to health	Nuisance and irritation; temporary ill-health leading to discomfort	Partial hearing lost; dermatitis; asthma; work-related upper limb disorders; ill-health leading to permanent minor disability. Sickness absence	Acute fatal diseases; severe life shortening diseases; permanent substantial disability. Long term sickness. Ill health retirement.
Injury	Superficial injuries, minor cuts and bruises; eye irritation from dust	Lacerations; burns; concussion; serious sprains; minor fractures. Sickness absence.	Fatal injuries; amputations; multiple injuries; major fractures Long term sickness. Ill health retirement.
Other impacts	<p>Warning letters from enforcement bodies or legal action unlikely.</p> <p>Claims unlikely</p> <p>Unlikely to be result in adverse press coverage</p> <p>Damage minor and causes no significant disruption</p> <p>Cost of rectifying low</p> <p>Little or no impact on staff morale</p> <p>RAE score unaffected</p>	<p>Improvement notice</p> <p>Prosecutions for minor offences leading to fines in magistrate's court.</p> <p>Civil claims for minor amounts</p> <p>Local press coverage</p> <p>Part of building lost or temporary disruption to work</p> <p>Significant costs needed to remedy</p> <p>Some impact on staff morale. Increased dissatisfaction, reduced cooperation and productivity</p> <p>RAE score threatened</p>	<p>Corporate manslaughter or high profile H&S prosecution – Crown court. High fines, imprisonment,</p> <p>High profile civil claim (e.g. stress) or large arising from major incidents.</p> <p>National press coverage</p> <p>Long term disruption to business. E.g. Whole building lost or activity prevented by damage, contamination or prohibition notice.</p> <p>Major cost impact to remedy</p> <p>Major impact on staff morale. Widespread discontent. Poor industrial relations. Tribunals and disputes. Failure to recruit and retain key staff.</p> <p>Impact on RAE score</p>

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Sport: Archery			Location: Sports Hall			Reference number:					
Activity	Hazard	Hazardous event and expected consequence	People affected		Existing controls	Assessment of risk			Additional Risk Controls	Action Lead	Residual Risk
			Occupation	Number		Likelihood	Severity	Risk Level			
Equipment		Boss falling on archer when putting on and taking off the stand, risk of injury from being hit by boss	Participants	20	Ensure that 2 people lift boss when putting up and taking down	VU	M	Low	No further action		Low
		Shooting damaged equipment, shattering of arrows and breaking limbs of bows	Participants		Ensure that all equipment is checked regularly for defects	VU	S	Very Low	Check all equipment regularly and replace any broken or damaged equipment		Very Low
		Equipment left on the floor can lead to injury from tripping over equipment	Participants, spectators		Ensure that bows are put on bows stand and all other equipment is stored safely and off the floor	U	S	Very Low			Very Low
		Boss falling on archer when collecting arrows, boss falling on archer causing injury	Participants		Use non pulling hand to support boss.	VU	M	Low	Ensure that all new members are taught how to safely remove arrows, and a committee member is always present when removing arrows		Very Low
		Bows being set up incorrectly , damage/break bows thus injuring archers	Participants		Ensure that only committee and senior archers set up bows and other equipment	VU	S	Very Low	Novices may only set up bow after a committee member feels confident that the member can accurately, safely and consistently set up a bow.		Very Low
		Arrows being removed from boss when archer is standing behind, resulting in hitting person behind with arrow	Participants		Ensure that all new members are shown the safe way to remove arrows and are instructed in the importance of waiting at a safe distance from the boss - or that seniors remove arrows for all new members.	VU	S	Very Low			Very Low
Spectators and Participants		People entering the range whilst archers are shooting, risk of being shot	Participants and spectators		Signs at all entrances to the range, warning that archery is in progress. In addition, three signs saying "No entry!" will be placed at 3 possible entry points. Archers are also informed of the code shout "Fast!" which means to immediately stop	VU	E	High	Nearby clubs must also be informed that in the event any equipment (such as a ball) should fall into the archery range, then		High

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					shooting and withdraw from the shooting line. Committee members are also required to inform any members of the public who are outside the safety nets that they must avoid approaching the net or sitting by it. Strict instruction in the importance of remaining behind the shooting line is given to all attending the club. Additionally, anyone not shooting must remain behind a designated Waiting line.				the only way to collect it is to enter the range at the designated entry and inform a committee member.		
		Arrows accidentally being shot outside of safety nets, although very rare there is still a minor possibility of being shot	Participants and Spectators		Novices only shoot on the far side of the range, near the wall, until committee members or coaches feel confident that they can safely handle a recurve bow on their own, while experienced seniors can shoot on the boss closest to the safety curtain. Compound, Longbow, flatbow and horsebow archers to shoot only at the far 3 bosses closest to the wall to prevent accidents where arrows will fall off the bow and become stray arrows	VU	E	High	The secondary green curtains should be able to stop arrows from going through unless shot by a compound or longbow (which is only used on the far side of the range, near the wall).		High
		People crossing the shooting line whilst archery is in progress are at risk of being shot	Participants and Spectators		Implementing a GNAS whistle system, where arrows can only be collected when a whistle is blown twice (by the appointed range marshal), and shooting can only commence when the whistle is blown once. In some cases a whistle is not used, and in such cases shooting is only allowed after a committee member or coach has shouted "Shoot when ready" after first surveying that shooting is safe. "Go collect" is shouted when collecting arrows, after making sure everyone has stopped shooting.	VU	E	High	Members are regularly informed about these procedures, and non-committee members are not allowed to use a whistle or do these commands.		High
Travel		Road accidents in hired mini-buses when travelling to away venues.	Participants		Drivers not to exceed the seating limit. No drivers will consume alcohol prior to driving. Driver to be properly qualified, for example, only driving the mini bus after passing the SU test. Vehicle will be checked and suitable for use prior to departure. If during the journey the vehicle becomes unsafe then the driver will contact the SU	VU	E	High			High

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				directly.						
	Road accidents involving the use of private cars.	Participants		Drivers will comply with the road traffic Act. We will insist that seatbelts are worn; no driver distractions and exits will not be obstructed.	VU	E	High			High
Participants	Bow string hitting arm, bruising the arm	Participants		Ensure that all archers wear a bracer	L	S	Low	Instruct new members on how to properly fit and wear bracer		Low
	Bow string scrapes fingers, cut fingers	Participants		Ensure that all archers wear a finger tab	L	S	Low			Low
Participant Behaviour	Poor safety awareness of participants could increase the likelihood of an injury.	Participants		All players are made aware of the importance of taking care of opponents and the latest edition of the rules of the sport.	L	S	Low	Any unsafe behaviour will be addressed and corrected.		Very Low
	Aggression between participants may result in more intentional or unintentional reckless behaviour	Participants		Team captains or coaches should be aware of possible aggression arising between players at all times. Any aggression is dealt with in a calm manner ensuring it never presents a risk.	L	S	Low			Low
Individual Participant Medical	Participants who have asthma - Inability to breathe and find the exercise more difficult	Participants		Notifying instructor and AND carrying inhaler / medication. Training partners ensuring each other's condition throughout session. Instructor / president to inform class of requirement to tell of any medical conditions and then participant's responsibility to tell instructor.	U	M	Medium			Medium
	Participants carrying injuries - Exacerbation of injuries	Participants		Inform instructor of condition. Participant to opt out of any exercises which may cause further injury	L	S	Low			Low
	Every member has a different fitness level - Some members unable to complete exercises / becoming too fatigued	Participants		Instructor alters session according to every participant's abilities. Participants to stop when they reach personal goals / fitness level.	Every member has a different fitness level - Some members unable to complete exercises / becoming too fatigued	L	S	Low		Low

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