

**HARLEQUIN BOWMEN**  
**Affiliated to G.N.A.S., S.C.A.S., B.A.A.**

### Health and Safety Policy and Procedures

| <b>Responsible for review of<br/>policy</b> |               | <b>Responsible for review of<br/>procedures</b> |
|---------------------------------------------|---------------|-------------------------------------------------|
| Chairman and Secretary                      | Mark Gardiner | HB Committee                                    |

| <b>Change History</b> |                                                    |           |                             |                         |
|-----------------------|----------------------------------------------------|-----------|-----------------------------|-------------------------|
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## **Contents**

- 1.0 Introduction
- 1.1 Health and Safety Policy Statement
- 2.0 Safety and Management Structure
- 3.0 Arrangements
  - 3.01 Access and Egress
  - 3.02 Accident and Injury Statistics
  - 3.03 Accident Reporting Procedures
  - 3.04 Aids/HIV/Blood Borne Infections.
  - 3.05 Alcohol and Drugs
  - 3.06 Disciplinary Rules
  - 3.07 Hazard Reporting Procedures
  - 3.08 Manual Handling
  - 3.9 Risk Assessments
  - 3.10 Safety of persons with Disabilities
  - 3.11 Smoking and vaping
  - 3.12 Violence at the place of shooting
  - 3.13 Welfare
  - 3.14 Archery Equipment
  - 3.15 Young Persons

## **Policy**

### **1.0 Introduction**

In compliance with the requirements of the Health and Safety at Work Act 1974, Harlequin Bowmen (HB) is effectively discharging their statutory duties by preparing a written Health and Safety Policy.

A copy of the policy, which outlines the HB health and safety arrangements and organisational structure, along with incident reporting forms will be placed on the club website: [www.harlequinbowmen.org.uk](http://www.harlequinbowmen.org.uk)

In order for HB to discharge its statutory duties, all archers are required by law, to co-operate in all matters relating to health, safety and welfare of themselves and any other persons who may be affected by their acts or omissions on the field.

HB agrees that in, order to ensure the Health and Safety Policy is sustained in an effective condition, it is essential that the information is up to date and accurate. It is the responsibility of the HB Committee to liaise with all necessary parties and to ensure that suitable revisions are made that reflect any changes that take place within the club. In addition, the policy will be reviewed if an accident and/or issues are raised and at least every two years.

### **1.1 Health and Safety Policy Statement**

The following is a statement of HB general Health and Safety Policy in accordance with section 2(3) of the Health and Safety at Work Act 1974.

It is the HB policy to ensure, so far as is reasonably practicable, the health, safety and welfare of all archers, visitors and the general public is maintained at all times.

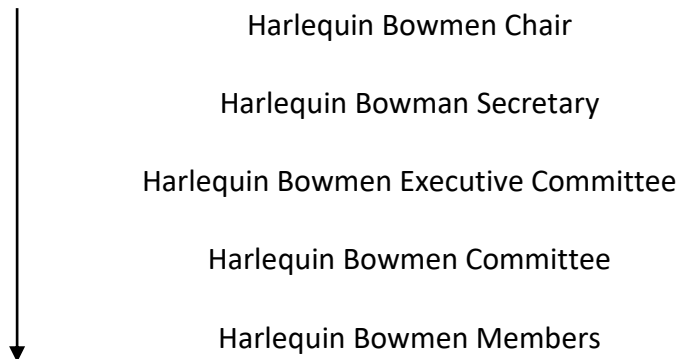
HB aims are to protect everyone, including all visitors and members of the public in so far as they come into contact field activities, from any foreseeable danger.

HB will ensure a systematic approach to identifying hazards, assessing the risk and determining suitable and sufficient control measures and informing employees of the correct procedure.

HB will provide, so far as is deemed reasonable practicable, the provision of adequate information, instruction, training and supervision, safe access and egress, and adequate welfare facilities are in place.

## 2.0 Safety and Management Structure

HB Safety and Management Structure is as follows:



## 3.0 Arrangements

### 3.01 Access and Egress



HB is committed to providing a safe place to shoot and a safe means of access and egress within all parts of the premises where archery is taking place.

HB will ensure so far as is reasonably possible, that:

- Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.
- Any access restrictions are adhered to, so that a suitable and safe environment is maintained.
- Members are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for appropriate remedial action can be taken.

The following will help ensure a safe workplace:

- All archers shooting must be a paid-up member of HB and Archery GB (AGB) and Harwell Recreation Association (HLRA).
- Visiting archers must be registered members of Archery GB (AGB).
- Individuals being assessed by a club coach, or participants in organised courses and have-a-go and taster sessions and other similar activities are only allowed under full control of a lead coach or senior member of HB.
- When setting up the field RA HB-RAO1a and appendices must be adhered to at all times.
- When shooting continual monitoring of the field/sports hall for anyone ignoring safety notices. FAST must be called, archery ceased and all archers to remove arrows from the string and step off the shooting line. No archer may shoot until it has been deemed safe to do so by the field captain.

- Closed shoes must be worn at all times, no open toes footwear is permitted.
- Items of stock or equipment are not to be stored precariously stacked on top of cabinets or shelves
- Obsolete and damaged equipment will be repaired or disposed of in a suitable manner as soon as is possible.
- Two adults, of which at least one is an AGB affiliated archer, must be present on the shooting line before shooting can commence.

### **3.02 Accident and Injury Statistics**

Accident incidence and frequency rates provide a basis for calculating safety over a period of time and allow for comparison with data published by outside bodies such as the HSE for other similar activities.

HB are required by law to keep records of all accidents/injuries.

### **3.03 Accident Reporting Procedures**

The definition of an accident is:

*An unplanned event, which causes injury to persons, damage to property or a combination of the two.*

The definition of a near miss is:

*An unplanned event which does not cause injury or damage but could have done so, i.e. during a shoot boss falling over that has not been attached to the ground when on a stand.*

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention dial 999 call and request an ambulance/paramedic.

If the injury is non-life threatening but serious enough to warrant further treatment, then advise casualty to go to local AE. A defibrillator is available in the Harwell main pavilion.

When the casualty has received suitable medical/first aid, treatment and details of the accident should be recorded on the accident form available via the club website policy pages:

<https://www.harlequinbowmen.org.uk>

In order to determine what corrective action is necessary to prevent a repetition, it is essential to isolate all contributing factors. This will be investigated by the HB secretary and the outcome will be communicated to committee members.

Accident investigations are carried out to establish the facts relating to the accident/incident not individual's opinions. Under no circumstances are they a mechanism to apportion blame; they are merely a management tool to prevent any possible future reoccurrence of the incident.

### **3.04 Aids/HIV/Blood Borne Infections.**

HB in consultation with archers, visitors or the general public will:

- Prevent archers from coming into contact with blood spillages and make arrangements to isolate areas where blood has been spilt until it has been cleared.
- Ensure that spillages are cleared by a responsible and competent person who uses suitable personal protective clothing to prevent any direct skin to skin contact or splashes.
- Provide first aiders with knowledge about how to deal correctly with a blood spillage and bio-hazards.

### **3.05 Alcohol and Drugs**

HB has a general duty under the Health and Safety at Work Act 1974 to ensure the health, safety and welfare of its archers.

**There is a no alcohol policy for ALL archery activities.**

Any archer found under the influence of alcohol or drugs will be asked to leave the shoot. This event will be investigated by the Chairman and Secretary before further action is taken: this could include suspension or withdrawal of club membership if deemed to be a potential hazard to other club users.

### **3.06 Disciplinary Rules**

Health and safety rules are critical to the successful running of an HB. To enable health and safety to be suitably managed HB has compiled a series of rules and regulations that will ensure the efficient control of health and safety.

Failure to comply with these rules will be regarded as a serious breach of archers duties and will lead to immediate disciplinary action. Breaches of a serious nature may constitute a gross misconduct and lead to removal from the club.

The HB club will consider the following as gross misconduct:

- Deliberately breaching a written safety rule as per the field RA HB-RAO1a and appendices.

- Tampering with or wilfully damaging any item of safety equipment, signage or warning device.
- Smoking in a non-smoking area.
- Horseplay that could lead to an accident.
- Interference with an accident investigation.

### **3.07 Hazard Reporting Procedures**

To encourage a positive and proactive approach to Health and Safety within all archers are actively encouraged reporting any hazard concerns they may have to a HB committee member.

Where a hazard is identified it should be reported to a committee member so that it may be fully investigated and any identified control measures can be implemented.

Near misses should be reported as soon as possible, so that remedial action can be taken to prevent another occurrence.

To report a near miss, notify a HB committee member of the nature of the incident, the location any equipment or other personal involved and additional concerns. This information will then be investigated by the HB secretary and any corrective action needed taken. This can be achieved using the forms available on our club website.

### **3.08 Manual Handling**

HB will actively work to protect its archers from the hazards of manual handling. It will do this by assessing risks and implementing any necessary control measures to prevent any ill health effects or accidents arising from manual handling tasks.

Where it is not possible to remove a manual handling task or to control the risk by the use of mechanical means (as required in the Manual Handling Regulations), then it is essential that a safe technique is used in order to minimise risk of injury.

### **3.09 Risk Assessments**

HB recognises that there is a possibility that some of its activities could create risk to either archers or other persons. Therefore, it will ensure that suitable and sufficient risk assessments are completed in order to adequately control any identified risks.

The aim of the risk assessment process is to:

- Identify any possible hazards that are caused by activities
- Identify any persons who may be affected by these hazards
- Identify and implement control measure to effectively eliminate or reduce the identified hazards to a safe level
- Prohibit any activities that, despite controls, will lead to a high (and therefore unacceptable) risk of injury or accident.

HB will appoint a suitable person to complete risk assessments for all of its activities and will ensure that these are reviewed on an annual basis, if a process or task changes or if an accident or near miss occurs.

### **Process for Risk Assessment**

Step 1: Identify hazards, ignore the trivial and instead look to note those that could result in serious harm to people or property.

Step 2: Consider who may be affected by the hazards identified, include employees, visitors and the general public.

Step 3: Assess the likelihood of the incident occurring and the severity of the consequences if it was to occur.

Step 4: Evaluate any existing precautions, are they adequate? Are further steps required? Question if the hazard can be eliminated or reduced further within a reasonably practicable way.

Step 5: Note and record any actions that you have identified in step 4 in order to adequately control the risk.

Step 6: Review and re-evaluate all risk assessments on a regular basis, at least every 2 years, or more often where an accident or near miss occurs or where there is a change in the process of a task. Ensure that all affected are notified of any changes to the risk assessments arising from incidents.

### **3.10 Safety of persons with Disabilities**

HB has a duty to ensure that all persons who visit or work on their site are safe at all times. In order to ensure that this duty is completed, the HB committee will ensure that suitable arrangements are made for the Health, Safety and Welfare of all, including those with disabilities.

Any persons who consider themselves disabled and who may require additional support or alternative arrangements while on site, should inform a member of HB committee, as soon as possible, to ensure that suitable arrangements are made.

HB will endeavour to make as many areas accessible and safe as is possible for disabled visitors. Where this is not reasonably practicable this will be taken up with HLRA and Campus Management.

### **3.11 Smoking and Vaping**

Smoking and vaping is not allowed on the shooting or waiting line. Archers wishing to smoke or vape MUST withdraw behind the tree line to do so.

### **3.12 Violence at the place of shooting**

It is unlikely HB members would be subject to violence or harassment. It is however, recognised that when dealing with general public there could be some risk.

It is important that archers raise any concerns that they may have about dealing with any individual.

If a violent or intimidating situation should arise staff should:

- Alert another archer
- Try and remember as many details as possible e.g. a name and physical details such as clothes or appearance.
- Take details of any vehicle associated with the person, number plate, make and colour.
- Contact HB committee member

If a HB member feels uncomfortable or threatened in any manner then they can call for site security assistance:

After 18:30 Campus Security: 07387 261441

All other times Civil Nuclear Police (CNC): 0330 313 1118

It is HB policy to investigate any reported instances of violence or bullying. Strict confidentiality will be maintained where possible.

HB will not tolerate any form of bullying either verbal or physical and will take appropriate action to prevent it occurring or reoccurring. Archers found guilty of bullying or harassment will be dealt with through the disciplinary procedure.

Members of the general public will be reported to HLRA and Campus Management.

### **3.13 Welfare**

HB will ensure so far as is reasonably practicable that the Health Safety and Welfare of their archers is maintained.

HB will aim to comply with all regulations regarding welfare by providing:

- A suitable event for archers to shoot.
- Provide welfare facilities.

### **3.14 Archery Equipment**

HB has a responsibility to ensure that all club archery equipment is safe to use.

Archers have independent responsibility for their own kit and must maintain this in a safe condition.

Coaches and senior archers should not hesitate to identify unsafe practice/equipment with members or any visitors.

### **3.15 Young Persons**

People under the age of 18, including children under the age of 16, will be classified as young persons as suggested by the Health and Safety Executive.

Young persons must be always be supervised by an adult and designated as the responsible person.