



## Range Layout and Safety Precautions Indoor (FHS)

### Introduction

This document describes the layout of the archery range used by High Elm Archers (HEA) located at Formby High School (Sports Hall), it identifies the risks and safety precautions associated with using the Sports Hall as an archery range, required to ensure a safe environment is maintained within the school premises for both HEA members and other users of the building.

**NOTE:** When used for archery the sports hall is used exclusively by HEA, however the adjacent areas and corridors are used by Formby High School personnel, pupils and third party organisation's. However access to the sports hall may be required by school personnel.

This document is supplemental to the HEA **General Risk Assessment for Archery** documentation and uses the same Assessment Methodology.

Archery at HEA follows the Grand National Archery Society<sup>1</sup> (GNAS) Rules of Shooting (RoS) and Shooting Administration Procedures (SAPs).

### Access and Range Use

During Archery sessions at Formby High School the range is accessed via the main entrance doors to the sports hall. The range may be used for indoor target archery, archery training and coaching sessions.

On arrival **ALL** members **MUST** sign the HEA attendance log **and sign out on leaving.**

### HEA Visitors

- Visitors are by prior arrangement only.
- On arrival **ALL** visitors, including non shooting visitors, must sign the HEA attendance log and sign out on leaving.
- Visitors must be supervised by a member of HEA at all times, while on site.

**NOTE:** All visitors, including none shooting visitors must be given a range safety briefing.

### First Aid and Safety of Archers

Due to the "Systematic Management of Risk" the activity of Archery is relatively safe. As a result of the training that members receive through the instruction, training and safety supervision of new members through the provision of "Beginners Courses" and the development of control measures and local rules which are site specific to our individual club ranges, these processes minimise risk. The Club has a first-aid box available at each site, they are brought out of storage for each shoot and are available for members to use. We also have a number of trained first aiders but due to the nature of the club they may not be available for any particular event.

A first aid kit is stored in the HEA container with the range equipment but should be relocated into the sports hall when shooting is in progress.

If required, a Cardiac Defibrillator is located at:

The main school reception area the code to enter the reception area is **1472**.  
**Please Note:** the number is subject to change periodically

For additional assistance call the caretakers. Contact number: 07581 429304

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<sup>1</sup> Also known as Archery GB



## Range Layout and Safety Precautions Indoor (FHS)

### Procedures for:

Minor Injuries:	Major Injuries
1. Stop Shooting 2. First aiders apply first aid and assess	1. Stop Shooting 2. First aiders apply first aid and assess 3. Call 999 for ambulance for evacuation to A&E

In all instances the incident log and accident report book **must** be completed.

Details of the accident can be entered into the accident report book either by the injured party or a colleague. Details of the date, name of the injured party, witnesses, full circumstances of the accident and resulting injuries must be entered into the accident book.

### Fire Evacuation Procedures

- All HEA members should familiarise themselves with the FHS Fire Evacuation Procedures.
- All visitors should be informed of the evacuation procedures on arrival.
- In the event of an evacuation due to the fire alarm sounding the attendance log will be checked to confirm all HEA members have evacuated the premises it is therefore imperative that **ALL MEMBERS sign in on arrival and sign out when leaving.**
- A copy of the FHS Fire Evacuation Procedure can be found in Annexe C



### Shooting

#### 1. Permitted Equipment and People

<b>a. Permitted Bows</b>	All bows as described in the GNAS RoS sections 202 to 209 <b>Note:</b> HEA does not permit the use of Crossbows (RoS 210)
<b>b. Permitted Arrow Types</b>	All arrows as described in the GNAS RoS sections 202 to 209 are permitted.
<b>c. Permitted Archers</b>	<ol style="list-style-type: none"> <li>1. All archers who are members of HEA</li> <li>2. Visiting archers by appointment</li> <li>3. Archers who are attending a pre-booked beginners course, evaluation or "Have a Go" / taster session.</li> </ol> <p><b>Note:</b> all such archers <b>must</b> be supervised by a senior archer and/or coach.</p>

#### 2. Before Shooting Checklist.

- All archers **MUST** be signed in on arrival and before shooting (HEA attendance log)
- Netting and protective backstop netting is in place (as per diagram in Annexe A)
- Target bosses positioned correctly
- Warning signs posted in the entrance foyer and on the main entrance door.

#### 3. Range Conduct

- Shooting shall remain under the control of the designated line captain or judge
- (**Note:** all experienced archers are expected to be able to assume the role of line captain)
- Maximum 2 archers per target (2 targets per boss) shooting in details.
- Maximum number of archers allowed to shoot at any one time is 32 (8 target bosses)
- No cross lane shooting
- Bows shall only be drawn on the shooting line once the signal to shoot has been given
- Any archer observing an infraction of the GNAS RoS shall call "FAST" and shooting will halt immediately.
- Any archer observing an intrusion onto the range shall call "FAST" and shooting will halt immediately.

#### 4. After Shooting Checklist (before end of session)

- Archers are responsible for their own equipment which must be removed from site
- Any damaged club equipment logged / reported to the equipment officer.
- Any damage to the hall infrastructure to be logged in the incident log, reported to the club secretary and the school care taking team
- unused targets should be taken down and stowed away
- Before leaving members **MUST** sign out.

#### 5. After Shooting Checklist (end of session)

- All HEA club equipment shall be dismantled and stowed away in the designated storage area. (Archers are responsible for their own equipment which must be removed from site).
- Any damaged club equipment logged / reported to the equipment officer.
- Any damage to the hall infrastructure to be logged in the incident log, reported to the club secretary and the school care taking team
- All Targets, Safety netting, Poles etc. to be dismantled and stowed away in the container allocated to HEA.
- Club bows and arrows must **not** be left on site and should be returned to the clubs off site storage facility at the earliest opportunity.
- Hall to swept and rubbish removed.
- Before leaving members **MUST** sign out.



### Range Description

#### General Description of Area

The range is located within the school sports hall,

See Annexe A for layout diagrams

#### Area Dimensions

Length of area	34m (approx)
Width of area	18m (approx)

#### Archery Range Setup for Target Archery - see Annexe A diagram 1.1

Location of shooting line	Shooting line is designated by the green line of the volleyball court (must be forward of the entry door)
Length of shooting line	14m
Maximum target range from shooting line	25 yards
Width of area @ shooting line	18m
Width of area @ target line	18m
Max No. target bosses	8
Max No. target bosses (normal club shooting)	6
Max No. archers	32 (4 per boss)
Max No. archers (normal club shooting)	24 (4 per boss)
Access to area during archery sessions	Sports hall main entrance (Side door)

#### Archery Range Safety Notes:

A 3m high backstop nets **MUST** be deployed at least 2m from the wall prior to shooting.  
 A double layer of netting to be located behind targets used for compound bow shooting (see diagrams in **Annexe A**)

Warning signs **MUST** be posted in the foyer / on the entrance door(s)  
 There will be only one shooting line, the range will be configured so that the shooting line is located at either 10, 20 or 25 yards as determined by the shooting schedule.



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### Risks associated with using Formby High School Sports Hall as an archery range

**Note:** The risks identified below are specific to the area and are additional to the risks described in the document *High Elm Archers – General Risk Assessment for Archery*

a) Entry to the range by third party								
Potential Hazard:	Third party enters the range and walks across the shooting range while shooting is in progress.							
Person(s) at Risk:	Third party							
Control Measures:	a) Entrance doors to be kept closed at all times during shooting. b) Warning signs that archery is in progress within the building <b>must</b> be posted at the main entrance to the sports hall and in the entrance Foyer / hallway. c) The entrance via the foyer (gymnasium) should be locked during shooting to prevent access from the foyer. d) Any archer observing intrusion on the range to call "FAST" and shooting to cease until area clear.							
Assessment of risk:	Likelihood of harm	1	Level of harm	3	Risk Level	3	Risk Level with mitigation	1
Moderate Risk – Trivial Risk providing control measures are followed								

b) Moving net support poles								
Potential Hazard:	Strain injury from lifting heavy support base / poles.							
Person(s) at Risk:	Person(s) moving the pole(s) and people in the immediate vicinity							
Control Measures:	a) Ensure poles are retracted to minimum height (1.8m) before moving ( <b>Note:</b> poles may be moved in two separate sections.) b) bases should be moved using the integral wheels and not dragged or carried.							
Assessment of risk:	Likelihood of harm	2	Level of harm	1	Risk Level	2	Risk Level with mitigation	1
Tolerable Risk – Trivial Risk providing control measures are followed								

c) Moving net ballast / weights								
Potential Hazard:	Strain injury from lifting / moving heavy ballast / weights.							
Person(s) at Risk:	Person(s) moving the pole(s) heavy ballast / weights.							
Control Measures:	a) Minimise the amount of lifting required by using the trolley for moving ballast / weights. b) Use correct posture when lifting ballast / weights							
Assessment of risk:	Likelihood of harm	2	Level of harm	1	Risk Level	2	Risk Level with mitigation	1
Tolerable Risk – Trivial Risk providing control measures are followed								



<b>d) Moving Safety Net</b>								
Potential Hazard:	Strain injury from lifting heavy net – net weighs approx 35 Kgs							
Person(s) at Risk:	Person(s) moving the net(s)							
Control Measures:	a) Ensure net is folded and packed in its bag before moving b) Bag should be lifted and carried by 2 people or preferably moved using the trolley							
Assessment of risk:	Likelihood of harm	2	Level of harm	1	Risk Level	2	Risk Level with mitigation	1
	Tolerable Risk – Trivial Risk providing control measures are followed							

<b>e) Moving Straw Target Bosses</b>								
Potential Hazard:	Strain injury from lifting heavy bosses							
Person(s) at Risk:	Person(s) moving the boss(s)							
Control Measures:	a) Bosses should be lifted on / off stands by two people b) When moving target bosses they may be rolled or moved using the available trolley. Bosses should be loaded / unloaded onto the trolley by a minimum of two people c) members should use correct posture when lifting bosses and never attempt to lift bosses by themselves							
Assessment of risk:	Likelihood of harm	2	Level of harm	1	Risk Level	2	Risk Level with mitigation	1
	Tolerable Risk – Trivial Risk providing control measures are followed							

<b>f) Arrows damaging school infrastructure (buildings)</b>								
Potential Hazard:	Arrows striking the wall / permanent infrastructure behind the targets							
Person(s) at Risk:	None							
Control Measures:	a) The 3m high safety netting must be in place prior to shooting b) The secondary safety net must be in place behind targets designated for compound bow shooters c) netting must be correctly located – see range layout diagram <b>Annexe A</b> and hung so that it may drag on the floor							
Assessment of risk:	Likelihood of harm	2	Level of harm	1	Risk Level	2	Risk Level with mitigation	1
	Tolerable Risk – Trivial Risk providing control measures are followed							



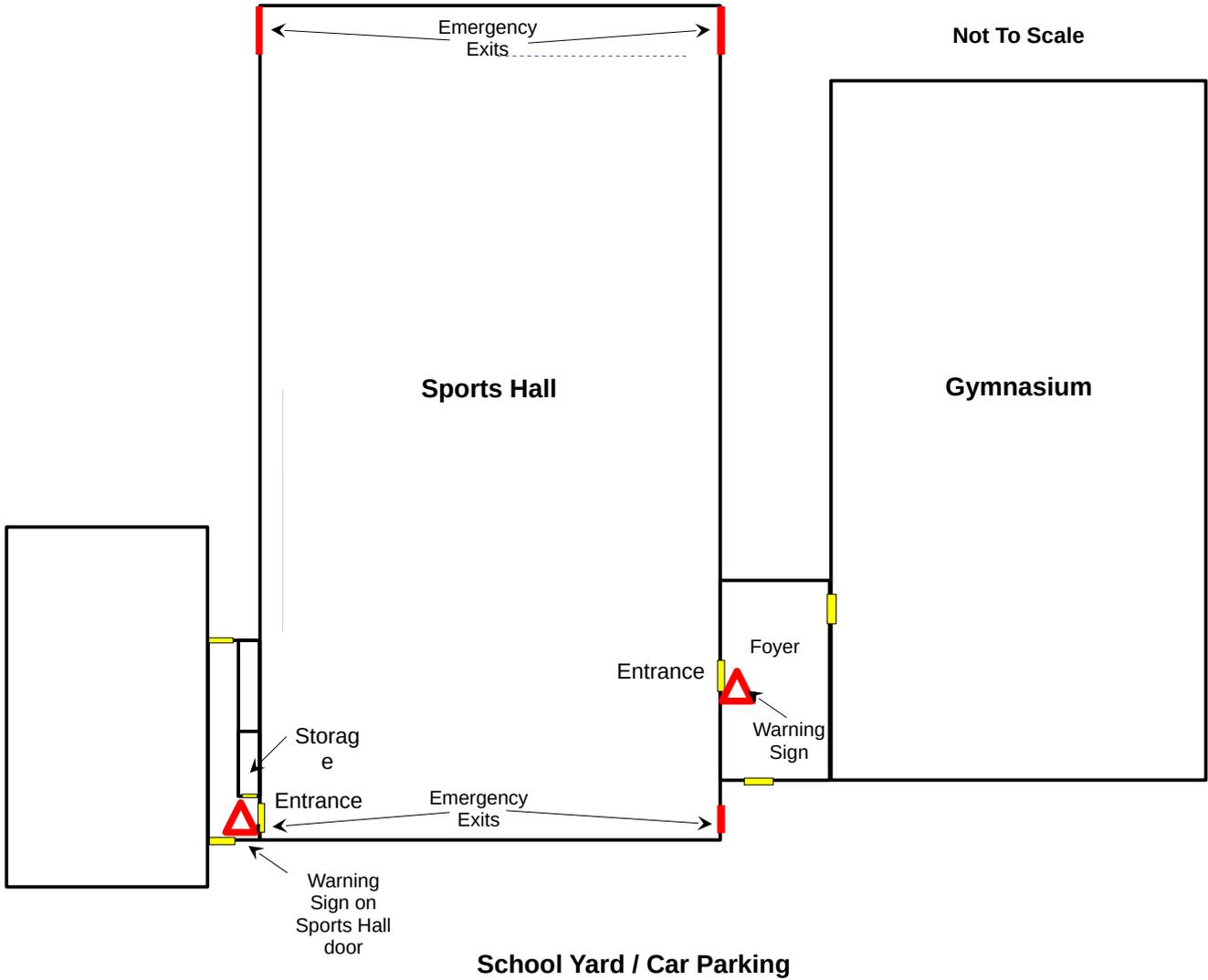
g) Fire – Discovery Of								
Potential Hazard:	Fire in the building - Discovery							
Person(s) at Risk:	Everyone present							
Control Measures:	a) Operate the nearest fire alarm call point b) Leave the building by the nearest available exit c) Report to the fire assembly point where a check of attendees will be made against the attendance log d) Do not stop to collect belongings e) Do not return to the building unless you are authorised to do so  For further information relating to Fire evacuation procedures see: <b>Annexe C</b>							
Assessment of risk:	Likelihood of harm	1	Level of harm	3	Risk Level	3	Risk Level with mitigation	1
	Moderate Risk – Trivial Risk providing control measures are followed							

h) Fire – Fire Alarm								
Potential Hazard:	Fire in the building – Fire Alarm							
Person(s) at Risk:	Everyone present							
Control Measures:	a) On hearing the fire alarm: b) Leave the building by the nearest available exit c) Report to the fire assembly point where a check of attendees will be made against the attendance log d) Do not stop to collect belongings e) Do not return to the building unless you are authorised to do so  For further information relating to Fire evacuation procedures see: <b>Annexe C</b>							
Assessment of risk:	Likelihood of harm	1	Level of harm	3	Risk Level	3	Risk Level with mitigation	1
	Moderate Risk – Trivial Risk providing control measures are followed							



### Annexe A – Range Layout

Diagram 1.1 Floor Plan for Formby High School -Sports Hall and adjacent areas

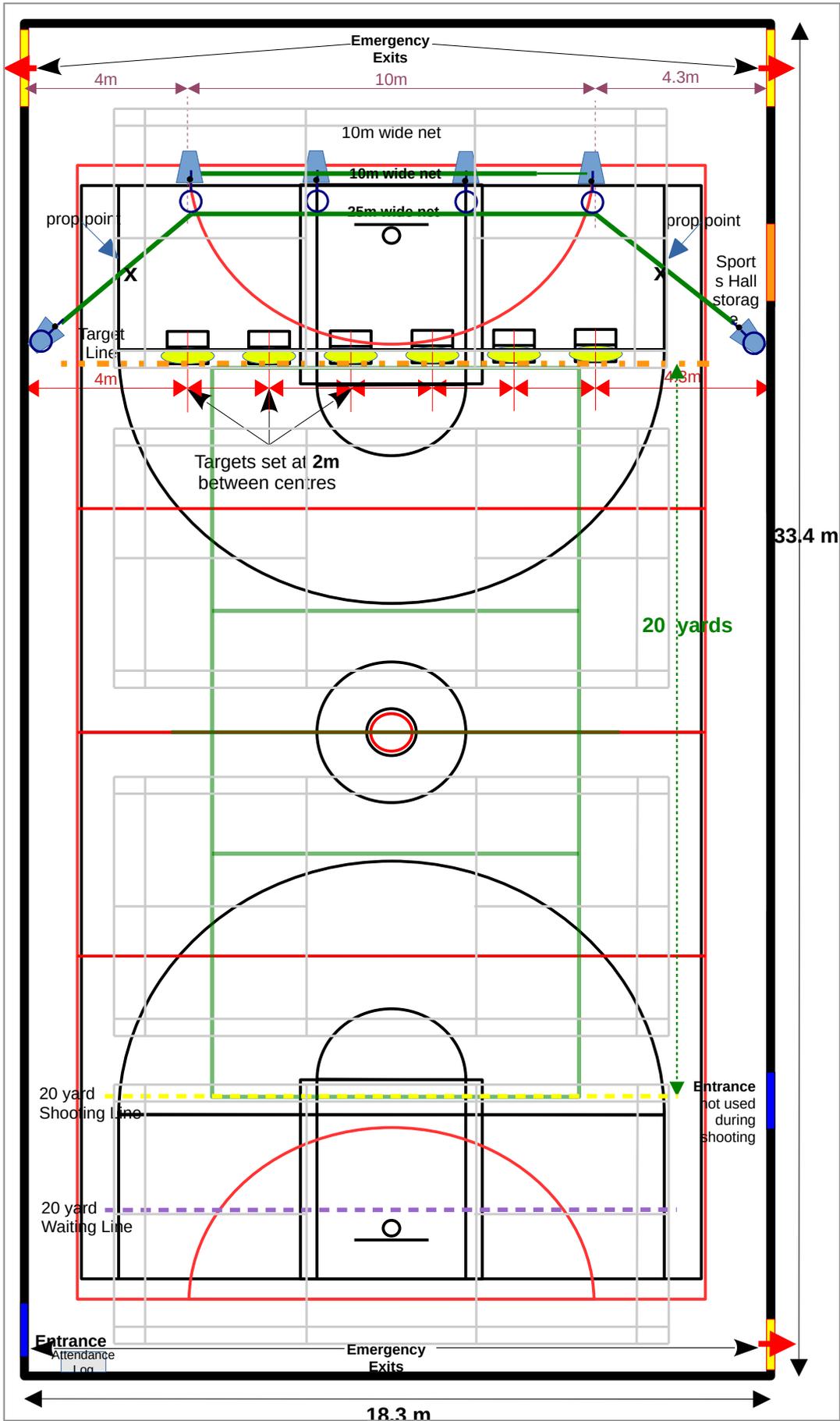


# High Elm Archers



## Range Layout and Safety Precautions Indoor (FHS)

Diagram 1.2 Range Layout for target archery at Formby High School – 6 Targets

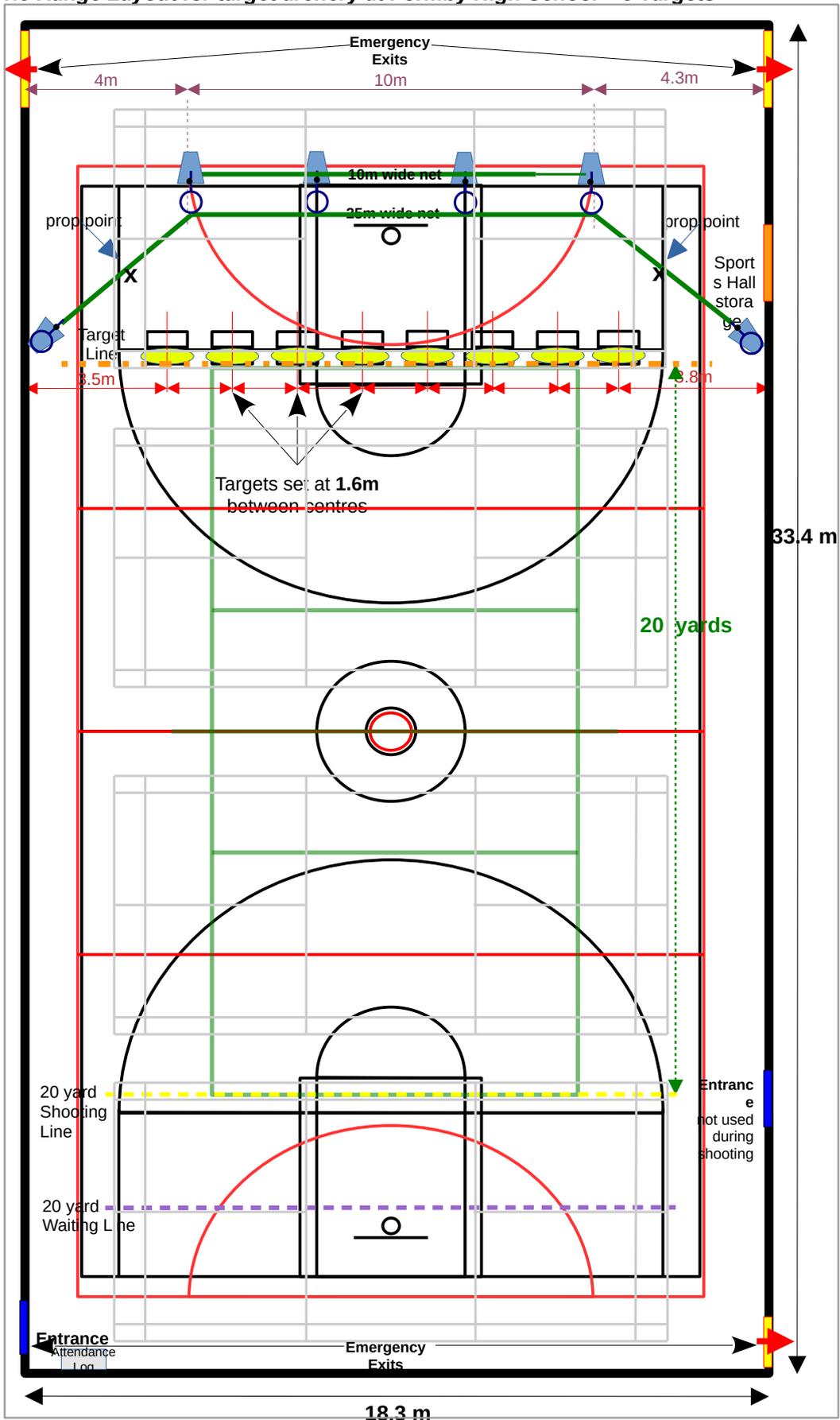


# High Elm Archers



## Range Layout and Safety Precautions Indoor (FHS)

Diagram 1.3 Range Layout for target archery at Formby High School – 8 Targets





### Annexe B – Archery Participant General Safety

- NEVER point a bow and arrow at another person.
- Never draw a bow when not on the shooting line.
- Never draw a bow without having an arrow nocked.
- Never shoot a bow / release the bowstring without a nocked arrow - doing so is referred to as dry firing and can damage the bow.
- Never shoot an arrow until you are positive that the range is clear and the line captain has given the signal to shoot.
- When finished shooting retire behind the waiting line.
- Do **not** cross the shooting line unless the line captain has given the signal to retrieve arrows.
- WALK, do **not** run on the range; never walk straight up to a target, always walk to the side of the target.
- When approaching the targets be wary of arrows on the ground in front of the targets.
- When pulling arrows out of a target, stand to one side and ensure that no one is directly behind you.



### Annexe C – Fire Evacuation Procedure

The following is based up on the FHS fire evacuation procedure for third party lettings.

All HEA members should familiarise themselves with this Fire Evacuation Procedure and check the school plan showing the fire exits, fire call points and the fire assembly point location. A copy of the plan can also be found below and at the Sports Hall entrance.

All members **MUST** sign the HEA attendance log in on arrival on site and when leaving. The attendance log will be used in the event of a fire evacuation by the **person in charge**.

**NOTE: this is a condition of the hall letting for compliance with fire evacuation procedures**

All fire exits and escape routes **must** be kept clear of obstructions

If you discover a fire:

- Operate the nearest fire alarm call point
- Leave the building by the nearest available exit
- Report to the fire assembly point
- Do not stop to collect belongings
- Do not return to the building unless you are authorised to do so

On hearing the fire alarm:

- Leave the building by the nearest available exit
- Report to the fire assembly point
- Do not stop to collect belongings
- Do not return to the building unless you are authorised to do so

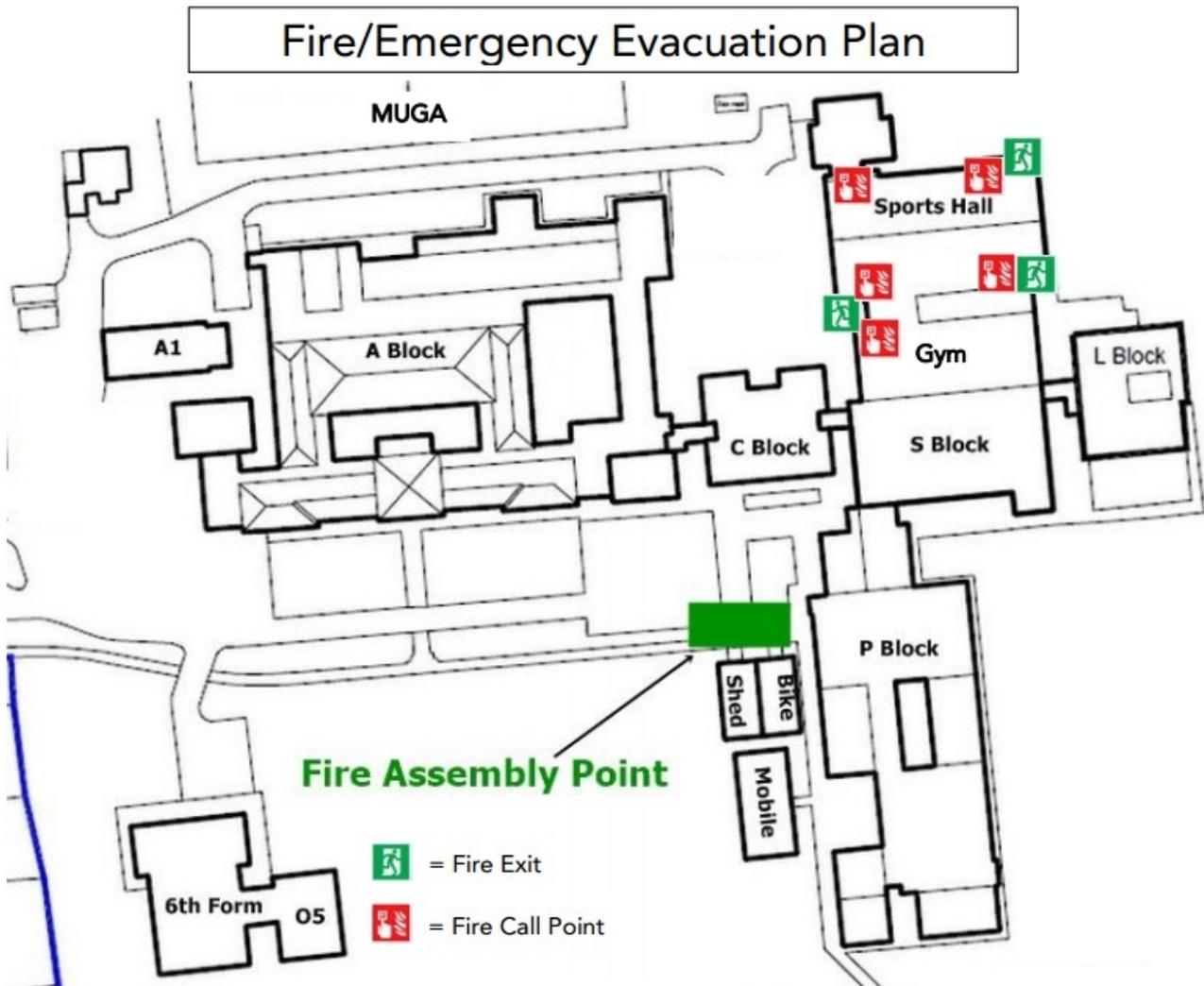
The **person in charge** must do a roll call at the fire assembly point to account for everyone recorded in the attendance log.

The caretaker on duty will identify the location of the alarm activation, if it is a false alarm he will inform the **person in charge** to say it is safe to return to the building.

If there is a fire, then the caretaker will call the fire service and they will take charge upon arrival, at which time everyone must follow their instructions.



### Annexe C – Fire Assembly Point



Courtesy Formby High School

# High Elm Archers

## Range Layout and Safety Precautions Indoor (FHS)



### Document History

Document Information			
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<b>Committee/Sub Committee</b>	Committee		
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1.0d	September 2021	G. Burrows	First Draft
1.1i	May 2023	G. Burrows	Issue 1 – updated Range layout diagrams added First Aid statement
1.2i	February 2024	G. Burrows	Issue 2 – reviewed and updated Range layout diagrams
1.3i	September 2024	G. Burrows	Issue 3 – reviewed and updated prior to start of indoor season corrected risk assessment calculations for a), g) and h)