

UNIVERSITY SPORT CLUB HEALTH AND SAFETY SELF EVALUATION AND ACTION PLAN

CLUB: Cambridge University Bowmen	DATE: 12 th Sep 2018	COMPLETED BY: Liam Pattinson, Secretary, 2018/19
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1. REGISTRATION AND SAFETY GUIDANCE					
Checklist	Yes	No	Action	Lead Person	Target Date
The Club registers with the Proctor every year	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Treasurer/ Secretary	
The Club is affiliated to the National Governing Body	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Note: Company Name: Archery GB Registered Address: Lilleshall National Sports Centre, Nr Newport, Shropshire, TF10 9AT Company Registration No: 1342150 Country of incorporation: England	Secretary	
The Club has the following additional affiliations / Memberships.			Southern Counties Archery Society; Cambridgeshire Archery Association		

2. BACKGROUND INFORMATION					
Checklist	Yes	No	Action	Lead Person	Target Date
The Club has a copy of the <i>Health and Safety Guidance for University Sports Clubs</i> guidance document, prepared by the PE Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Captain	
The Club has a copy of the <i>Notes for the Guidance of University Clubs and Societies</i> from the Junior Proctor Office (Available online)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Captain	
The Club is aware of:					

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The statutes and ordinances governing University Sports Clubs	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
The University Safety Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
<i>University Insurances Affecting Students</i> information on the Finance Division Web Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
National Governing Body information or recommendations in relation to Health and Safety for the sport	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Health and Safety Guidance notes, codes of practice or regulations for facilities used that your members should know about	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
The University Sports Web Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
The University Health and Safety Division Web Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
The club has copies of the following sports specific guidelines, rulebooks or regulations regarding Health and Safety	Archery GB Rules of Shooting				

3. CLUB SAFETY MANAGEMENT

Checklist	Yes		Action	Lead Person	Target Date
Safety roles and responsibilities are clearly defined in Clubs Constitutions/Code of Conduct for the:					

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Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As described in the Archery GB Rules of Shooting and Cambridge University Bowmen Safety Guidelines		
Club members	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Activity Leaders	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Coaches	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Non-University club Members	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	N/A		
Prospective Committee members are made aware of their responsibilities in relation to Health and Safety prior to election (If yes describe how)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Club H&S documentation clearly displayed on a public area of our website, listing requirements of all club officers.		
Club Coaches have the appropriate level of qualification and experience for the activities they manage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	As specified in Cambridge University Bowmen Safety Guidelines		
Club Equipment is:					
Managed effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Equipment officer/ Captain	
Stored correctly	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Equipment officer/ Captain	

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Properly maintained	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Equipment officer/ Captain	
Frequently safety checked	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Equipment officer/ Captain	
Removed when damaged	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Equipment officer/ Captain	
Safely disposed of when no longer needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Equipment officer/ Captain	

4. FIRST AID PROVISION

Checklist	Yes		Action	Lead Person	Target Date
The Club has 2 qualified First Aiders. Is this an appropriate number?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Note -</p> <p>The nature of archery as a sport means that injuries are likely to be either very minor, or major and therefore requiring emergency attention.</p> <p>Sports Centre Minor cuts and abrasions – Find trained first aider (on site) or call ambulance.</p> <p>CSA Rifle Range on Elizabeth Way</p>	Captain	

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			Minor cuts and abrasions – Use CSA first aid kit. Otherwise – Call ambulance. Churchill College Minor cuts and abrasions – Use CUB first aid kit in shed. Otherwise – Call ambulance.		
The Club has 1 complete First Aid kits. Is this an appropriate number?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yes -Indoor venues supply own first aid kits, club basic first aid kit at outdoor venue		
When items from First Aid Boxes are removed someone is responsible for replacing those lists If Yes, who?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Field captain to inform Equipment officer and/or Club captain.		
Accident Books (BI510) located with each First Aid Kits	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Accident Reports Forms are completed for all reportable accidents and near-misses	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
A copy of all Accident Report Forms are sent to the PE Department within 24 hours of the accident/incident occurring	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
The National Governing Body has recommendations for First Aid Cover. If Yes, what are they?	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
First Aid Provision for major events run by the Club is properly arranged. If Yes, with whom?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sports centre (venue for major events)		

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The current level of first aid provision within the Club is sufficient	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

5. CLUB SAFETY DOCUMENTATION AND RECORDS					
Checklist	Yes	No	Action	Lead Person	Target Date
The Club has a written Safety Policy	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Risk Assessments are undertaken for all Club activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Risk Assessments are recorded and regularly reviewed	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Captain	
The Club has a written Code of Conduct	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Club members are informed of the Code of Conduct. If Yes, how?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public area of club website and verbally by field captain.		
All Club Health and Safety policies and procedures are published on the Club website	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Copies of Health and Safety documentation are sent to the P.E. Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Copies of coaches' qualifications, CVs and current addresses are held by the Club	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Captain	
Copies of coaches' qualifications, CVs and current addresses are sent to the P.E. Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Captain	

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The following information is held by the Club, in accordance with the Data Protection Act:					
Membership details	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Secretary	
Medical forms/Health Questionnaires	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Coach Information	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Detachable Personal Information slips form Accident Book forms	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Accident Report Forms	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>			
The Club has an up-to-date Equipment Inventory	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
The Club has current Maintenance/Loans Records	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Trips/Tour Information is provided in written format to Senior Treasurer or a Committee member who is not travelling	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

5. INSURANCE

Checklist	Yes		Action	Lead Person	Target Date
The Club is aware of how the University Insurance affects them	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

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The Club is aware of any Insurance provided by their Governing Body and how it relates to their activities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Club has copies of Archery GB insurance arrangement		
The Club has Insurance for:					
Club Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Facilities owned by the Club	<input checked="" type="checkbox"/>	<input type="checkbox"/>	shed at Churchill, with Endsleigh		
Travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Personal Accident/Injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>	via Archery GB membership		
Coaching	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Social Activities	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Special Events	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>			
Club Coaches have Insurance for:					
Professional Indemnity	<input type="checkbox"/>	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>			
Club Members are advised to get their own Insurance for:					
Personal Equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

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Travel	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Personal Accident/Injury	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>			
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>			

6. CLUB SPECIFIC HEALTH AND SAFETY INFORMATION (Clubs should include any other area related to Health and Safety for their Sport or the development of their sport that requires action (e.g. Tour Management). Clubs that own their facilities should include areas such as Emergency Procedures for Fire safety, Insurance, guidelines for external bookings etc)

Checklist	Yes		Action	Lead Person	Target Date
Range set-up (including safety margin if applicable) as described in GNAS rules of shooting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The range must be secure and laid out in accordance with the Grand National Archery Society (GNAS) Rules of Shooting. Shooting must not begin until this is the case. Spectators and participants are advised where they may and may not stand whilst shooting is in progress.		
Arrows which landed in the ground may cause injury if walked/run into. Arrows in target represent various hazards, in approaching the target, or when being removed from the boss.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Instruct archers in these hazards and of the importance of approaching the target with caution. Instruct new archers in correct technique for drawing arrows from boss, including importance of standing away from boss when others are pulling arrows.		

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			Do not allow anyone to run on the range, or to wear open-toed shoes/sandals. Ensure all lost arrows are reported and that every effort has been made to locate them.		
Weather (specifically high wind, impaired visibility , lightening)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shooting must be suspended if the safety overshoot distance is not visible. Shooting must be suspended at the first sign of thunderstorm in the immediate vicinity and not resumed until the danger is past.		
Target boss and/or stand mishandled, possibly resulting in boss falling on archer and causing injury. Target boss/stand not secured, possibly resulting in injury to archer and/or damage to arrows.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Instruct archers in the correct handling of bosses/stands; a boss weighs more than twice the permitted HSE "per person load". Instruct archers not to lift bosses alone, and advise as to correct technique for mounting boss to stand. Instruct archers in method for securing bosses to stand/ground. Do not allow shooting to commence until all targets are appropriately secured.		
Short arrows - Arrows too short for the archer may be drawn off the arrow rest and loosed into the back of the riser or the bow hand.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Check arrow length for all new archers using prescribed technique, issuing only arrows of required minimum length. Do not allow archers to shoot if arrows of the required minimum length are unavailable.		
Equipment failure – string may snap, bow limbs or riser may fail while shooting. Arrows may break on release.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Regularly (monthly) inspect strings and bows for wear. Replace equipment deemed to be unsafe.		

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			<p>Regularly (weekly) check arrows for loose or damaged nocks, loose points. Replace damaged or loose components. Check carbon arrows for splintering, discard if deemed unsafe.</p> <p>Instruct new archers against "dry firing" bows, as this can lead to early limb failure.</p> <p>Do not use Fastflight strings or carbon arrows on wooden bows, as these can overstress the riser.</p>		
<p>Bow assembly - Bow is assembled or disassembled incorrectly, may come apart while in use (consequences as per failure of bow limb or riser).</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Instruct archers in correct assembly of equipment, including limb assembly and stringing/de-stringing.</p> <p>Annually inspect limb bolts and nuts for signs of excess wear, replacing where necessary.</p> <p>Check novices' bow setups before allowing them to shoot.</p>		
<p>Bowstring may become caught on loose hair or clothing or hit arm on release.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Ensure that archers tie back long hair and remove jewellery or loose outer garments, which could become caught.</p> <p>Require archers to wear arm protection to minimise possible injury and instruct in proper release technique.</p>		
<p>Use of inappropriate draw-weight bow may result in muscular or other soft tissue injury.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Instruct beginners using lightweight bows, ensure they employ correct draw technique before graduating to heavier bows.</p> <p>Ensure archers purchasing own equipment receive appropriate advice.</p>		

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<p>Inadequate control of shooting may result in personal injury to an archer or spectator.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Shooting must always be under the control of an experienced archer acting as the Field Captain, or a qualified Judge. All archers must understand that this person is in charge of the shoot and must obey his/her commands. New archers are instructed as to the role of the Field Captain/Judge, and the commands they are likely to give.</p>		
<p>Arrows inadvertently shot outside of safety area may result in personal injury to spectators or archers.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Archers must be made familiar with and adhere to Archery GB Rules of Shooting. Any archer deemed by the Field Captain or Judge not to be doing so should be asked to stop shooting and leave the field. In particular archers must not be allowed to use any form of "over-arm draw" and should ensure that the bow is not pointed at too extreme an angle.</p>		
<p>A person or animal straying into the safety area may receive personal injury from arrows or other equipment projected towards the target.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>Ensure that the range is laid out in accordance with the Archery GB Rules of Shooting and that the safety area is observable at all times during shooting. Ensure that access past the shooting line to indoor ranges is secured before shooting commences. The Field Captain and all archers must remain vigilant and suspend shooting immediately if the safety area is violated. People must not be able to enter the shooting area without passing a suitable</p>		

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			<p>barrier warning that beyond which a danger exists. All grounds are deemed accessible to the public even if this involves trespass. Ensure that spectators and those waiting to shoot remain behind the waiting line. Ensure all participants are familiar with the commands to start and stop shooting. Do not allow anyone to cross the shooting line except when instructed to do so by the Field Captain/Judge.</p>		
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			