

NFAS Risk Assessment Guide

Reviewers

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Introduction

Risk assessments are a mandatory part of being a member and/or club of the NFAS. The insurance company for the NFAS states:

It is essential that you undertake risk assessments for the activities of your club to support you in your risk management. You and your club owe a duty of care to those around you. If an allegation for negligence is made against you or your club, the risk assessments will be needed to evidence what you have reasonably been able to do to prevent an incident occurring.

This document is to advise how to complete a risk assessment and is to be used in conjunction with the following documents:

- 🌐 RA001 Blank form
- 🌐 RA002 Before and after shoot
- 🌐 RA003 Shooting in woodlands using NFAS approved equipment
- 🌐 RA004 Using machinery and maintaining field courses
- 🌐 RA005 Lone shooter

Remember that the NFAS Shooting Handbook (rulebook) takes precedence.

Likelihood and severity

To show that risk can be reduced it first has to be measured. This is done through the experience of the people carrying out the risk assessment and can be subjective however it is important that the worst-case scenario is considered.

For example, being hit by an arrow may only wound but could also be fatal, therefore the severity rating always has to be '3 - major injury'. The first scores on the risk assessment indicate the rating BEFORE safe systems are in place. With 100 archers shooting in a wood, the likelihood of someone being hit is '2 - Likely' and the Severity will be '3 - Major'. These are simply multiply together giving a risk rating: 2 X 3 = 6.

The next stage is to identify and implement safe systems and re-score the risk rating. For example, at an open shoot only signed off NFAS archers are allowed to participate, they have checked their equipment, a full safety brief has been given and the course has been checked for safety. The likelihood is now '1 - unlikely' but the severity is still '3 - Major' and the risk rating is now 1 X 3 = 3.

1. The risk is assessed as high if the value is 7 to 9 (**Red**)
It is unacceptable for this level of risk to remain, and additional measure shall be put into place.
2. The risk is assessed as medium if the value is 4 to 6 (**Amber**)
This activity can only take place with committee authorisation and additional/alternative measures should be investigated.
3. The risk is assessed as low if the value is 1 to 3 (**Green**)
The activity can take place and no additional measure are required.

			SEVERITY		
			Trivial injury	Minor injury	Major injury
			LOW (1)	MEDIUM (2)	HIGH (3)
PROBABILITY AND LIKELIHOOD	Unlikely	1	1	2	3
	Likely	2	2	4	6
	Highly likely	3	3	6	9

Generic risk assessments

Generic risk assessments are already completed centrally by a person for a common activity carried out at all clubs. An example of this would be setting up an indoor shoot, an open shoot, or strimming walkways etc. Some generic risk assessments can be found on the NFAS website however it is important that risk assessments are adapted and reviewed to ensure it is relevant and specific to the club. If it does not cover everything, use the 'additional notes' section to write in the extra information and detail. Check that the Safety Officer and club officials have input to the risk assessment, sign it off and let people know about it.

Why do I need to do all this?

The primary and most important reason is to keep everyone safe. As a reminder of what the insurance company has stated: *'You and your club owe a duty of care to those around you. If an allegation for negligence is made against you or your club, the risk assessments will be needed to evidence what you have reasonably been able to do to prevent an incident occurring.'*

It's important to show that everything has been done to reasonably reduce a risk to defend the committee and the club against a claim or prosecution.

THERE IS NOTHING THAT HAS TO BE DONE IN ARCHERY THAT CANNOT BE DONE SAFELY

Review

Reviews should be carried out on a regular basis, at least annually and definitely following significant changes to processes and people, and before any ad hoc activity. Have there been any changes? Are there improvements still needed? Have members spotted a problem? Have there been lessons from accidents or near misses? Make sure the risk assessments stay up to date. Record when reviews have been undertaken and reissue to members.

Manual handling

A good source of manual handling information is on the www.hse.gov.uk website. It's important not to underestimate the importance of lifting any item correctly to help prevent injury. Always make sure that club members are lifting correctly with the correct tools/help.

The Manual Handling Operations Regulations 1992 (as amended) set out a clear ranking of measures for dealing with risks from manual handling, these are:

first: avoid hazardous manual handling operations so far as is reasonably practicable;
second: assess any hazardous manual handling operations that cannot be avoided; and
third: reduce the risk of injury so far as is reasonably practicable.

Any risk assessment needs to consider individual capabilities and not rely solely on Manual Handling Assessment Charts (the MAC tool).

How the procedural safeguards are maintained

The club committee will ensure that members have been informed and will check that instructions are being followed. Any incident must be reported to the club committee *immediately*.

Procedures for serious and imminent danger

In the event of a serious accident, please refer to the club emergency plan on how to respond. If a near miss incident occurs, the person who observed the act must report this to the committee and to the NFAS Safety Officer to use as a learning event for all.

Incident and accident reporting and investigation

All accidents and incidents shall be reported to the NFAS Safety Officer and General Secretary. Remember; a near miss is an accident waiting to happen.

- 🌀 What could cause harm?
- 🌀 How could it harm?
- 🌀 How likely is it to harm?
- 🌀 What is in place to stop it causing harm?
- 🌀 Who else could be harmed?
- 🌀 What to do if it does cause harm
- 🌀 When all is in place, review to check nothing has changed and if it has, update the risk assessment
- 🌀 Let people know

Who can help?

The NFAS Safety Advisor - safety@nfas.net

[Managing risks and risk assessment at work – Overview -HSE](#)

Terminology

Hazard: Anything that can cause harm. Examples of hazards could be bows, arrows, the environment, vehicles, manual handling, falls from height, etc.

Risk: Is the chance that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be i.e., an arrow and the risk could be a simple cut, or a fatality; manual handling could be straining a back when lifting a bow, or if it is dropped causing bruising to a foot. The risk could be to people, equipment, or property.

Description: Describe and/or name the activity or equipment the risk assessment will cover.

At risk: Describe those most at risk of harm such as club members, visiting archers, contractors or public etc.





Hazards: This should provide an overview of the most significant hazards such as equipment, people, the environment, traffic management, manual handling, animals, slips and trips etc.

Risk control: This should describe how the risks are reduced. Details of actions that should eliminate or reduce the risk of hazards to an acceptable level. The analysis of the likelihood and severity of the main hazards causing harm, taking into account existing and planned preventative and protective measures should be shown on the general risk assessment form. This should be available to those involved in the activity.

Record and implement: Implementing the results of the risk assessment into practice will make a difference when looking after people and the club. Writing down the results of the risk assessment and sharing them with members encourages this. There may be quite a lot of improvements to be made, big and small, don't try to do everything at once. Make a plan of action to deal with the most important things first. It makes sense to write it down to show what has been completed for insurance purposes and to keep the club members informed. Implementation of risk assessments requires the involvement of members. Training and familiarisation of the risk assessment is required for it to be successful.

Summary

A useful mnemonic is 'ERIC':

-  **E**liminate the risk, but if you can't...
 -  **R**educe the risk, through arrangements and organisation, if you can't...
 -  **I**solate the risk, e.g., alter the route, move the pegs etc and if you can't...
 -  **C**ontrol the risk, by manning it with people who can intervene.
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