

Safety Checklist

Complete this checklist before each session to help you prepare the environment, equipment, archers and others.

Venue:		Postcode:	
Contact Name:		Tel No:	
Instructor Name:		Date:	
Venue:	Does the venue have a risk assessment for archery in place?	YES	NO
	If 'no', review the venue with an appropriate official.	YES	NO
	Is the venue and range layout compliant with the Rules of Shooting?	YES	NO
	Do you know where the access points are (eg for wheelchair users, fire exits)?	YES	NO
Notes/actions completed:			
Emergency Procedures:	Does the venue have emergency procedures?	YES	NO
	Where is the first aid kit located?		
	Who will you contact in the event of an emergency?		
Notes/actions completed:			
Range Safety:	Have the participants received a safety briefing?	YES	NO
	If not, when/how will they be briefed?		
Notes/actions completed:			
Equipment	Have you checked that suitable equipment is available and is in proper working order?	YES	NO
	Is there a process in place to repair damaged equipment before it is used next time?	YES	NO
Notes/actions completed:			
Participants	Do any participants have any specific needs (eg illness, medication)?	YES	NO
	Have you checked participants are appropriately dressed? (C.H.I.P.S)	YES	NO
Identify any special measures required, including notes/actions completed:			
Spectators and Others	Is the area cordoned off from spectators/the general public?	YES	NO
	Will there be spectators that need to be briefed on safe range behaviour?	YES	NO
Notes/actions completed:			
Instructor Signature:			