BOWMEN OF THE DEANS

# Health and safety notice

Recommended 2026 edition | Prepared 27 October 2026 | Committee approval pending

Follow this notice alongside the club's range safety guidance, the current venue risk assessment and the field captain's instructions. The outdoor setup checks below apply at the Coleford field; follow the venue-specific arrangements indoors.

## Before shooting

1. At least two shooting members must be present. Do not shoot alone.

2. Check that the shooting area and access routes are clear of people, animals and obstacles.

3. Use the wheels provided to move foam bosses. At least two people are required for lifting and positioning bosses; follow the separate boss-moving procedure.

4. Wear suitable clothing and non-slip footwear appropriate to the conditions. Secure loose or dangling items that could catch on equipment.

5. Report damaged or unsafe equipment to the field captain or a committee member and take it out of use.

6. Under-16s must have a parent, guardian or responsible adult present. For junior members aged 16 or 17 attending unaccompanied, follow the club's agreed supervision and consent arrangements.

7. At the outdoor field, complete all access controls before bows are set up and shooting begins:

- Close the main gate and display the warning notice.
- Rope off the driveway using the provided posts and signs.
- Rope off the two unofficial openings and display the signs.
- The keyholder must check that the setup is complete. The field captain must be satisfied that the range is safe before giving the signal to shoot.

## During shooting

1. Follow the field captain's instructions. Begin shooting only after the signal to shoot; collect arrows only after the signal to collect.

2. Nock an arrow only on the shooting line, with the bow directed safely towards the targets and after the signal to shoot.

3. Do not cross the shooting line or enter the shooting area until the field captain gives clearance.

## If you see a danger

Anyone who sees a person, animal or other hazard in or approaching the shooting area must call “FAST”. All archers must stop, come down safely if at full draw, remove their arrows from the string and wait for the field captain's all-clear.

## Emergencies and first aid

1. Call 999 for an emergency. Give the venue name, full address and details of the incident. Follow the call handler's instructions.

2. Stop shooting and make the area safe. Give first aid within your training and ability. Send someone to open the access gate or entrance and meet the emergency services, if it is safe to do so.

3. At the outdoor field, the first aid box is in the container. Before each session, identify the first aid arrangements and emergency access for the venue being used.

4. Read and follow the fire and evacuation instructions at each venue. Keep emergency exits and access routes clear.

5. Report accidents, near misses and equipment hazards to the field captain or committee so they can be recorded and addressed.

## Venue addresses

Outdoor range: King George V Field, Victoria Road, Coleford, GL16 8DS.

Indoor venue: Littledean Tap House, Church Farm, Church Street, Littledean, Cinderford, GL14 3NL.

## Document control and change record

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| Edition | Date | Record |
|---|---|---|
| F1 | 27 October 2026 | Shared format applied to the supplied source; wording preserved. |
| 2026 R1 | 27 October 2026 | Recommended editorial and content revision. Approval has not yet been recorded. |

### Recommended changes

**1. Editorial.** Rewrote as clear numbered instructions with sentence case and explicit sections for setup, shooting and emergencies.

**2. Safety clarification.** Separated the keyholder's setup check from the field captain's authority to start or restart shooting.

**3. Consistency proposal.** Aligned proposed wording with under-16 accompaniment and agreed arrangements for 16–17-year-olds.

**4. Safety proposal.** Removed an unnecessary vehicle requirement; added safe access, venue addresses and following the emergency call handler's directions.

**5. Safety clarification.** Identified this as the outdoor arrangement and required venue-specific first aid and evacuation checks indoors; did not invent an indoor kit location.

**6. Policy proposal.** Added prompt reporting so hazards can be addressed and records kept.

### Decisions before approval

- Verify that the two unofficial openings, driveway barriers and first aid box location remain correct.
- Confirm the indoor first aid, emergency access and evacuation arrangements.
- Approve the consistent junior attendance wording and field captain/keyholder responsibilities.