

Risk Assessment Guidance



The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

Hazard Severity (a)	Likelihood of Occurrence (b)
1 – Trivial (eg discomfort, slight bruising, self-help recovery)	1 – Remote (almost never)
2 – Minor (eg small cut, abrasion, basic first aid need)	2 – Unlikely (occurs rarely)
3 – Moderate (eg strain, sprain, incapacitation > 3 days)	3 – Possible (could occur, but uncommon)
4 – Serious (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)	4 – Likely (recurrent but not frequent)
5 – Fatal (single or multiple)	5 – Very likely (occurs frequently)

The risk rating (high, medium or low) indicates the level of response required to be taken when designing the action plan.

	Trivial	Minor	Moderate	Serious	Fatal
Remote	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

Rating Bands (a x b)		
LOW RISK (1 – 8)	MEDIUM RISK (9 - 12)	HIGH RISK (15 - 25)
Continue, but review periodically to ensure controls remain effective	Continue, but implement additional reasonably practicable controls where possible and monitor regularly	-STOP THE ACTIVITY- Identify new controls. Activity must not proceed until risks are reduced to a low or medium level

Risk Assessment Record

Risk Assessment of: Shooting club activities 2021-22	Assessor(s): Veikka Väänänen	Date: 30/09/2021
Overview of activity / location / equipment / conditions being assessed: Clay pigeon shooting, sports fair, storage of equipment, tours.		
Generic or specific assessment? Generic and specific	Context of assessment: Club Activities 2021-22	

Term	Definition
Safe member	A safe and competent member: <ul style="list-style-type: none"> - Follows all aspects of the shotgun safety policy. - Demonstrates safe gun handling. - Opens / closes the gun without direction or assistance. - Mounts the gun in their shoulder correctly and safely, avoiding injury to themselves or others. - Loads / unloads the gun safely, without direction or assistance. - Confidently calls 'pull' for the launching of clay targets. - Is of sound mind, as deemed so by all committee members. A member is deemed safe by: <ul style="list-style-type: none"> - The chairman. - The captain(s). - Another member deemed sufficiently experienced by the chairman / captain(s) to assess the safety of other members.
Experienced member	A safe and competent member, as detailed above, but with at least one year of shooting experience (with or outside the club). They have the authority to give safety talks to new members and accompany them around shooting grounds. A member is deemed experienced by: <ul style="list-style-type: none"> - The chairman. - The captain(s).

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
1	Falling shot and shards of clay causing: - Cuts and abrasions - Eye injury	All members	- Warning notices at all stands and entrance of shoot. - Advise users to wear protective eyewear, supplied by the club. - Recommendations to wear a hat is given to all shooters	2	3	6	
2	Excessive noise - Hearing damage	All members	- Ensure that hearing protection is worn by any member within 30m of a shooting stand. - Hearing protection supplied by the club.	4	1	4	
3	Slips, trips and falls - Cuts and bruises. - Musculoskeletal injuries	All members	- Individuals must behave sensibly. - Members told to wear suitable footwear, with a change of shoes for the journey home. - Shotguns to be put into slips for easy carrying between stands.	3	2	6	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
4	<p>Use of shotguns in an unsafe manner</p> <ul style="list-style-type: none"> - Fatality. - Serious trauma. - Severe bleeding. 	<p>All members</p> <p>Public at practice sessions and competitions.</p>	<ul style="list-style-type: none"> - Members read and adhere to the safety policies at the shooting grounds the club visits. - Full safety briefing from chairman or a captain given to all members on first and second shoots of the year. - New members at any point in the year receive a safety briefing from an experienced member. - Members shoot in groups, with an experienced member present in every group. - Safety reminders throughout the year for all members. - U18 students must submit parental consent form to the SU. - No member allowed to shoot if under the influence of alcohol or drugs. 	5	1	5	
5	<p>Inexperienced members</p> <ul style="list-style-type: none"> - Use of a shotgun in an unsafe manner. 	<p>All members</p> <p>Public at practice sessions and competitions.</p>	<ul style="list-style-type: none"> - New members at any point in the year receive a safety briefing from an experienced member. - New members are always accompanied by at least one experienced member. 	5	1	5	<p>- Members who persist in making safety mistakes, or are deemed unsafe by chairman or captain(s), are banned from attending any future shoots.</p>
6	<p>Eligibility of students to attend competitions</p> <ul style="list-style-type: none"> - Lack of (recent) experience, leading to use of a shotgun in an unsafe manner. 	<p>All members</p>	<ul style="list-style-type: none"> - All members (except those on placement) must have shot with the club at least once in the academic year of the competition. - Members must be deemed safe in order to attend. 	5	1	5	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
7	<p>Shotgun storage</p> <ul style="list-style-type: none"> - Access to shotguns by unauthorised persons. - Breaking the law if not stored correctly. 	<p>Certificate holders</p> <p>General public</p>	<ul style="list-style-type: none"> - Shotguns stored in police-approved cabinets in security underneath Wessex House. - Keys for cabinets stored in the Traka cabinet, different members authorised to keys as detailed below. - Club guns stored in cabinets 3 and 4 - only committee members with shotgun certificates allowed access to these cabinets. - Members own guns stored in cabinets 1 and 2 - any certificate holder in the club may access these cabinets. - Security officer on duty logs withdrawal of a shotgun and checks ID of person withdrawing it. - Security keeps scanned copies of up-to-date shotgun certificates of members to verify gun ownership. 	5	1	5	
8	<p>Cartridge storage</p> <ul style="list-style-type: none"> - Access to shotgun cartridges by unauthorised persons. 	<p>Certificate holding committee members</p> <p>General public</p>	<ul style="list-style-type: none"> - Cartridges stored within locked cage to prevent unauthorised access (triple barrier entry - key for storage room, combination for large cage, key for small cage). - Only certificate-holding committee members are authorised to remove relevant key from library Traka cabinet. 	4	1	4	<ul style="list-style-type: none"> - Members with cartridges left over at the end of a session must surrender them to the club for safe storage, unless they have a shotgun certificate.

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
9	<p>Transporting shotguns</p> <ul style="list-style-type: none"> - Access to shotguns by unauthorised persons. - Breaking the law if not transported correctly. 	<p>Certificate holders</p> <p>General public</p>	<ul style="list-style-type: none"> - Shotguns (in slips or hard cases) to be transported out-of-sight in the boot of a car, minibus or MPV. - Shotguns must only be transported in a vehicle with a certificate holder present, who is aware that for the journey they are responsible for all guns in the car. - In accordance with the law, "reasonable precautions must be taken for the safe custody of the gun" when a shotgun cannot be stored securely, such as when it is in use. 	5	1	5	
10	<p>Overnight trips where a secure gun cabinet is unavailable.</p> <ul style="list-style-type: none"> - Access to shotguns by unauthorised persons. - Breaking the law if not stored correctly. 	<p>Certificate holders</p> <p>General public</p>	<ul style="list-style-type: none"> - Shotguns to be disassembled, with barrels hidden in the locked boot of a vehicle and the stocks in a discrete bag in the hotel room of a certificate holding committee member, ideally locked to a radiator. - In accordance with the law, "reasonable precautions must be taken for the safe custody of the gun" when a shotgun cannot be stored securely, such as when it is in use. 	5	1	5	
11	<p>Display of shotguns at sports days and fairs</p> <ul style="list-style-type: none"> - Access to shotguns by unauthorised persons. 	<p>Certificate holders</p> <p>General public</p>	<ul style="list-style-type: none"> - Shotguns on display will be unloaded and chained securely to railings or other permanent fixtures near the stand. - No cartridges will be present at the stand. - Non-members handling guns will be closely supervised. - Shotguns will not be removed until the end of the fair, when they will be placed into a gun slip and placed immediately back into secure storage. 	5	1	5	



#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
12	Food safety - Poor food storage / preparation	All members	<ul style="list-style-type: none"> - Organiser to follow SU guide to food safety. - Will liaise with the Universities catering department on external catering and follow their requirements. Complete the Universities BBQ form / Risk Assessment and receive confirmation from the SU and security before buying food and arranging the event. 	2	2	4	
13	Under 18s attending socials and tours	All members	<ul style="list-style-type: none"> - Advised not to consume alcohol. - If a social is taking place at a bar, bar staff ultimately responsible for checking the ID of a customer. - Under 18s are not permitted to attend overnight trips or tours. 	2	2	4	
14	Bars and clubs - Travelling to/from/between - Entry refusal	All members	<ul style="list-style-type: none"> - When attending local bars and clubs, those attending will be advised to travel in pairs/groups when leaving. - Any student that is intoxicated and unable to look after themselves should be taken home by others and looked after until alcohol levels have dropped. - When attending bars and clubs during trips, those attending should make sure they know their whereabouts, accommodation location, taxi numbers etc and follow the same controls as above. - If and when the society hosts an event in which alcohol is present a designated committee members will remain sober 	1	3	3	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
15	<p>Intoxicated students</p> <ul style="list-style-type: none"> - Alcohol - Stranger / date rape - Drug abuse 	All members	<ul style="list-style-type: none"> - Members reminded on arrival that tour is happening in a location that they have little knowledge of, and so they should not venture alone at night. - Members reminded that they have responsibility over each other, if another member cannot take care of themselves then they must do so and report to a committee member. - Female members should be reminded that if they suspect their drink has been spiked they should immediately inform the staff at the venue and another tour member, if possible a group leader. - Members who are too drunk will be escorted home by a committee member. - Concerns about excessive alcohol consumption to be reported to AWARE. 	5	1	5	
16	<p>Tours & Competitions</p> <ul style="list-style-type: none"> - Traffic accident while travelling by car / minibus. - Travel information changes each year. - Injury due to seat belts not being worn. - Emergency during ferry crossing. - Late arrivals for departure - Foreign countries have different emergency services numbers. 	Members attending tour / competition.	<ul style="list-style-type: none"> - Drivers of SU vehicles to take charge of emergency situations, as specified in the drivers' handbook and training sessions. - Keep students up to date with travel information. - By law, seatbelts must be worn in car, MPV and minibus. Driver's responsibility to ensure that passengers wear them. - Listen to specially trained ferry staff. - Members will be made very aware of the correct departure times. - Ensure members know the relevant emergency services numbers for the country being visited. 	5	1	5	

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
17	Accommodation safety - Fire - Theft - Food poisoning - Water poisoning	Members attending tour / competition.	<p>Emergency exits, meeting points and basic first aid are provided by the accommodation by law. Members travelling on tour will be asked to located their nearest emergency exit on arrival.</p> <p>Tour members will be reminded that rooms must be locked at all times when not in use, and should be aware of the risk of theft in popular resorts.</p> <p>Food should only be eaten if in good condition from a reputable source.</p> <p>The water in certain countries is not okay to drink, so bottled water should be sought.</p>	3	2	6	
18	Personal travel insurance	Members attending tour / competition	Insurance of members is covered in the price of the tour package. Members are advised that where required they must sort out their own insurance.	3	1	3	
19	General emergencies	All members	Group leaders will be obvious to members attending an event, and in the case of an emergency the leaders will take charge of the situation. If the leaders are unable to do so, any experienced member will do.	5	1	5	
20	The sea - Death - Near-death	Members attending tour / competition	<p>Members will be reminded of the dangers of the sea. They will be instructed never to venture into the sea alone. Anyone going into the sea must notify other group members, preferably the group leader.</p> <p>People must never venture into the sea if they are under the influence of alcohol or drugs.</p>				

#	Hazard(s) identified	Persons affected	Existing controls & measures	A	B	A x B	Additional controls required
21	COVID-19	All Members	Ensure all measures outlined in the COVID-19 risk assessment are adhered too to ensure spread is minimised and follow additional measures outlined here as well as in the CPSA guidance at: https://www.cpsa.co.uk/staysafe	3	3	9	<ul style="list-style-type: none"> • Ensure Social Distancing is maintained at all times. • Where full social distancing cannot be completely assured, (i.e. Transport) ensure members use face coverings at all times and additional precautions such as increased ventilation are implemented. • Ensure Equipment is cleaned thoroughly between use and users sanitise hands before and after using the equipment. • Ensure the appropriate PPE is available to members. • Ensure that any member exhibiting COVID-19 symptoms isolates and is not allowed to attend any event before their isolation period ends.

Risk Assessment Action Plan

Action Plan in respect of:					Prepared by: Veikka Väänänen
Ref no.	Action to be taken, incl. Cost	By whom	Target date	Review date	Outcome at review date
5	Assess new members after 2-3 shoots for safety.	Veikka Väänänen Felix Speed	Ongoing		
8	Take leftover cartridges from members without shotgun certificates.	Shoot organiser	Ongoing		
Responsible manager's signature: 				Responsible manager's signature: 	
Print name: Veikka Väänänen		Date: 30/09/2021		Print name: Felix Speed	
				Date: 30/09/2021	