

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) 2 – Minor (eg small cut, abrasion, basic first aid need) 3 – Moderate (eg strain, sprain, incapacitation > 3 days) 4 – Serious (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks) 5 – Fatal (single or multiple)	1 – Remote (almost never) 2 – Unlikely (occurs rarely) 3 – Possible (could occur, but uncommon) 4 – Likely (recurrent but not frequent) 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 2025-26 for Public Viewing	Assessor(s): Gaia Del Prete Ferrucci	Date: 10/02/2026
Overview of activity / location / equipment / conditions being assessed: Clay pigeon shooting, sports fair, storage of equipment, events.		
Generic or specific assessment? Generic and specific for public viewing	Context of assessment: Club Activities 2025-26 (Public Viewing Version)	

Term	Definition
Safe member	<p>A safe and competent member:</p> <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. <p>A member is deemed safe by:</p> <ul style="list-style-type: none"> - The chairman. - The captain(s). <p>Another member deemed sufficiently experienced by the chairman / captain(s) to assess the safety of other members.</p>
Experienced member	<p>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.</p> <p>A member is deemed experienced by:</p> <ul style="list-style-type: none"> - The chairman. The captain(s).
Attendees	Those who have bought a ticket to the Ball and are in attendance at the Guildhall on 22 nd March 2025
Committee members	Those from the University of Bath Shooting Club who have been elected as the committee for 2025/26

#	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 that is within the site of the Shooting Range. - 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 slings 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 shoot lead given to all members at each shoot. - New members at any point in the year receive a safety briefing from an experienced member ideally a committee 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 given a demonstration by the shoot lead at any point in the year. - 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 shoot leads or experienced members that have expressed concern, are banned from attending any future shoots and their membership may be revoked.</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>	*Redacted for public viewing*	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>	*Redacted for public viewing*	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 or be shared out with other members shooting during the activity. - During regular stand-only weekly shoots, shoot leads will be taking count of cartridges fired by members in their teams to ensure all remaining live cartridges are accounted for and handed over to committee. - During shoots that include team flushes or sessions where the shoot lead has failed to fully keep track of unfired cartridges, members will be first asked to surrender all unfired cartridges to committee, and present committee members will utilise a metal detector to scan members to ensure there are no live cartridges left on their persons. Additionally, we will get those members to verbally declare: "I have no live cartridges or empty cartridges in my possession, and I will report anyone who has". - After all competitions, members will be told to surrender all their live cartridges and then will be scanned using the metal detector by committee members. Additionally, we will get those members to verbally declare: "I have no live cartridges or empty cartridges in my possession, and I will report anyone who has". - Anyone finding cartridges on their person outside of a shoot (through accidentally keeping them or otherwise) may hand these in to a member of committee without consequence. Being discovered with a cartridge and having it confiscated does not count as handing it in.

#	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>	*Redacted for public viewing*	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 live cartridges will be present at the stand, with the permission of the SU and Security empty (spent) cartridges will be shown for display purposes only. - Non-members will not be allowed to handle the gun <p>*Redacted for public viewing*</p>	5	1	5	<ul style="list-style-type: none"> - The general public could mistake empty (spent) cartridges as live ones to mitigate this a sign will be present and those viewing the stand will be asked not to touch the displays

#	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	Intoxicated students <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. - 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 or committee member. - 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	Tours & Competitions <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. - Late arrivals for departure 	Members attending tour / competition.	<ul style="list-style-type: none"> - 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. - Members will be made very aware of the correct departure times. - Ensure members know the relevant emergency services numbers. 	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.	Emergency exits, meeting points and basic first aid are provided by the accommodation by law. Members travelling on tour will be asked to locate their nearest emergency exit on arrival. 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. Food should only be eaten if in good condition from a reputable source.	3	2	6	
19	Spectators at competitions	Committee Members General Public	Will be allowed to spectate they are not allowed to operate stands at competitions or get involved in the activity. They are protected by the shooting grounds public liability insurance.	5	1	5	
20	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	

Risk Assessment Action Plan

Action Plan in respect of:					Prepared by: Gaia Del Prete Ferrucci and Rollo Tiffin
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.	Rollo Tiffin (Shotgun captain) Shoot organiser	Ongoing		
8	Take leftover cartridges from members or distribute to be used during activity.	Shoot organiser	Ongoing		
Responsible manager's signature: <i>Gaia Del Prete Ferrucci</i>				Responsible manager's signature: ROLLO TIFFIN	
Print name: Gaia Del Prete Ferrucci		Date: 10/02/26		Print name: Rollo Tiffin	
				Date: 10/02/2026	