BOWMEN OF THE DEANS

Safe movement of target bosses

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

Moving a target boss can cause injury or damage if it is not controlled safely. Follow this procedure and the club's current manual-handling risk assessment. Ask the field captain or equipment officer if you are unsure.

Before moving a boss

- Use the wheels or handling equipment provided. Do not lift or move a boss using a method for which you have not been shown the safe procedure.
- At least two people are required to lift, unload, erect, reposition or lower a boss. Two people are a minimum, not a guarantee that a particular lift is safe.
- Check the boss, wheels, stand and route. Consider the weight, stability, grip, slopes, uneven ground, wind and the abilities of those helping.
- Stop if you cannot control the load safely. Get additional help or a suitable handling aid; do not attempt the move alone.
- Agree the route and who will coordinate the lift. Keep other people clear, especially children, and avoid trapping hands or feet.

Loading and moving

1. Use at least two people to lift a boss out of or into the container and onto or off the wheels provided.

2. Move only one boss at a time. One person may wheel it across the field only where the route, conditions and risk assessment allow them to control it safely. Otherwise, obtain help or stop and agree another method.

3. Use at least two people to unload the boss, erect it, lift it into place and secure it on its stand. Check that it is stable before releasing it.

4. Use at least two people to reposition a boss when changing the shooting distance. Do this only when shooting has stopped and the field captain has made the range safe.

5. Use at least two people to lower a boss for transport. Keep it controlled throughout and follow the handling method agreed for that boss and its equipment.

If something is unsafe

Do not continue with an unsafe move. Report damaged handling equipment, unstable bosses, injuries and near misses to the field captain or equipment officer.

Everyone helping has a responsibility to follow the safe procedure and to speak up when a task cannot be carried out safely. The committee will consider any equipment damage and the circumstances in which it occurred; this notice does not impose an automatic charge or blanket exclusion of liability.

Document control and change record

Document ID: BOD-HS-03
Proposed version: 2026 R1
Prepared: 27 October 2026
Approval: Pending club decision
Suggested next review: Within 12 months of approval, or sooner after a significant change
Source edition: Notice dated 28 June 2021
Formatting baseline: Safe-Movement-of-Bosses-2021.docx

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. Corrected spelling and replaced the joke with direct, respectful safety instructions.

2. Safety proposal. Required at least two people for controlled lowering as well as lifting and positioning; removed the conflicting single-person lowering instruction.

3. Safety proposal. Made solo wheeling conditional on safe control, route, conditions and the risk assessment; retained one boss at a time.

4. Safety proposal. Added handling aids, route and condition checks, individual ability, coordination and a requirement to stop when unsafe.

5. Policy proposal. Removed the blanket liability exclusion and automatic charging statement; proposed incident reporting and committee consideration instead. No replacement legal waiver has been drafted.

Decisions before approval

- Have the equipment officer validate the procedure for each boss, stand, trolley and container layout.
- Approve the two-person lowering requirement and document any equipment-specific handling method.
- Confirm incident reporting and insurance arrangements; agree any damage recovery separately.