

Risk Assessment

Date Last Updated: 08/04/2022

Maintenance	Broken equipment	Instructor could injure themselves while performing maintenance.	Very unlikely	Major	5	<p>All equipment is inspected each month to make sure that there are no deficiencies that could lead to a breakage in a session. All equipment used in a session is checked at the start and the end of the day for the same reason.</p> <p>Instructor are taught how to safely maintain equipment, including the use of any tools in the process.</p>
	Misuse of equipment and tools	Instructors could injure themselves.	Very unlikely	Major	5	<p>Instructor are taught how to safely maintain equipment, including the use of any tools in the process.</p>
Other	People driving into the campsite by the back gate	Car could get hit by arrows if they are in line of fire.	Very unlikely	Minor	7	<p>Warning signs are put out on the main track while the session is in progress. This forces people to take a different route going past the range to ensure they don't enter the danger zone.</p> <p>Instructors are taught to always keep an eye on any movement seen on the main track to ensure that no one is going to shoot if someone is in the danger zone.</p>

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<p>If it is raining, make mention of the slippery surfaces and monitor this throughout the sessions.</p>	<p>5</p>	<p>Moderate</p>	<p>Unlikely</p>	<p>Slipping over in the rain</p>	<p>Bad weather</p>	<p>The weather before any camp is checked before hand and if there is a high chance of bad weather the program is adapted in advance to cut out this risk. If bad weather unexpectedly hits, as soon as the activity becomes dangerous to run or lightning is spotted, all participants are taken undercover to eliminate this risk. All permanent staff have completed units in interpreting weather and have the training to be able to read the weather and adapt the activity accordingly.</p>
<p></p>	<p>4</p>	<p>Extreme</p>	<p>Very unlikely</p>	<p>Storm and lightning striking someone</p>	<p></p>	<p></p>
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	Trees at the back of the archery field.	Participants could injure themselves by walking into them.	Unlikely	Minor	6	Instructors and participants to walk while at the range to minimise this risk.
	People taking photos of the shooters.	They could impede the shooters or even walk out past the line.	Very unlikely	Major	5	Instructors are taught to be mindful of this risk and are assessed on their ability to notice these situations. It's very rare that people do this but can happen.
Environmental	Snakes out on the field	They could bite people.	Very unlikely	Extreme	4	<p>It is very rare that snakes are found at the archery range, but care still needs to be taken. When instructors first arrive at the activity to set up, do a visual sweep of the range to make sure there are no snakes.</p> <p>Do the same thing when you arrive at the session with any participants. Lead the way into the range and make sure the area is clear before you let campers onto the range.</p> <p>If a snake is spotted, remove anyone from danger, radio either the AOC or maintenance coordinator, and don't return to the activity until the snake is well away from the archery.</p>

<p>All equipment is inspected each month to make sure that there are no deficiencies that could lead to a breakage in a session. All equipment used in a session is checked at the start and the end of the day for the same reason. Instructor and participants are to take care of the equipment while in use.</p>	<p>5</p>	<p>Major</p>	<p>Very unlikely</p>	<p>Could injure the users</p>	<p>Badly maintained equipment</p>	
<p>Warning signs are put out on the main track while the session is in progress. This forces people to take a different route going past the range to ensure they don't enter the danger zone. If instructors are leading groups along the path, they are to radio ahead to the archery instructor that they are about to pass so shooting can be halted. They can then pass safely. Instructors are taught to always keep an eye on any movement seen on the main track to ensure that no one is going to shoot if someone is in the danger zone.</p>	<p>4</p>	<p>Major</p>	<p>Unlikely</p>	<p>They could walk in line of fire.</p>	<p>People walking past the archery field.</p>	

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Running the activity	Client behaviour	Could pose a risk if clients start misbehaving	Likely	Minor	5	All instructors who run archery are assessed on their ability to manage difficult behaviour and are only allowed to run the session once they have proven they can do so effectively.
	Misuse of equipment	Clients could injure themselves on the equipment.	Unlikely	Moderate	5	Participants are taught how to safely operate a bow and taught what they are not allowed to do. Instructors are taught to be observant of equipment misuse to minimise the risk of injury.
	Tripping hazards of rocks and sticks in the field	Clients could trip over them and injure themselves	Unlikely	Moderate	5	Instructors and participants are to walk while at the range to minimise tripping over. The archery range is graded periodically to ensure that tripping hazards are minimised.

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<p>Warning signs are put out on the main track while the session is in progress. This forces people to take a different route going past the range to ensure they don't enter the danger zone.</p> <p>If instructors are leading groups along the path, they are to radio ahead to the archery instructor that they are about to pass so shooting can be halted. They can then pass safely.</p> <p>Instructors are taught to always keep an eye on any movement seen on the main track to ensure that no one is going to shoot if someone is in the danger zone.</p>	4	Major	Unlikely	Could come into the line of fire.	Other clients from another group walking past the archery field	

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	Badly maintained equipment	Could break while the instructor is using it.	Very unlikely	Major	5	<p>All equipment is inspected each month to make sure that there are no defects that could lead to a breakage in a session. All equipment used in a session is checked at the start and the end of the day for the same reason.</p> <p>Instructor is to take care of the equipment while setting up and packing down the activity</p>
Introduction/Debrief	Wooden sleepers being uneven	Could trip over the sleepers	Very unlikely	Moderate	6	Participants and instructors are to walk while at the archery range. Do not run.
	Badly maintained equipment	Could break while the instructor is using it.	Very unlikely	Major	5	<p>All equipment is inspected each month to make sure that there are no deficiencies that could lead to a breakage in a session. All equipment used in a session is checked at the start and the end of the day for the same reason.</p> <p>Instructors and participants are to take care of the equipment while in use.</p>
	Client behaviour	Could pose safety concerns during an intro.	Likely	Minor	5	All instructors who run archery are assessed on their ability to manage difficult behaviour and are only allowed to run the

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Activity: Archery

Activity Aspect	Hazard	Risk	Likelihood	Risk Level	Rating	Control measures
Setting up/packing up the activity	Rocks in the ground sticking out.	Instructor could trip over the rocks.	Unlikely	Moderate	5	Instructors are to walk while setting up to ensure they don't trip over. The archery range is graded periodically to ensure that large rocks are gotten rid of.
Wooden sleepers being uneven	Instructor could trip over the sleepers	Very unlikely	Moderate	6	Instructors are to walk while setting up to ensure they don't trip over	
Arrows being sharp	Instructor, if handling incorrectly, could injure themselves with the arrows	Unlikely	Moderate	5	Instructors are to take care while setting up the arrows. Don't hold onto the tips, walk not run, keep pointing away from the body.	
Low hanging rafters in the range	Instructor could hit their head on the beam.	Unlikely	Minor	6	Instructors to be mindful while walking under the beams.	

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	Equipment not being supervised	Someone injuring themselves when no instructors are watching.	Very unlikely	Extreme	4	Between each session when there is no instructor present, the bows are packed away in the archery trailer and locked up so no one can go and use them. At the start of each camp as well the boundaries are set for where the group is allowed to go without supervision and the archery range is well outside the boundary.

Risk Matrix

Risk Priority Chart – from Qld Risk Management advisory standard 2000

(Risk scores of 1 or 2 indicates the activity may need to be re – designed or avoided unless tighter control measures can be implemented. Risk scores of 3 indicate caution must be exercised to ensure the activity control measures remain effective.)

Likelihood	Consequences			
	Extreme	Major	Moderate	Minor
Very Likely	1	2	3	4
Likely	2	3	4	5
Unlikely	3	4	5	6
Very Unlikely	4	5	6	7

Assessed by: Timothy Baldwin
 AO Signature: 

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Activity: Archery

