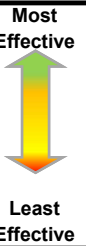




# ADVENTURE ACTIVITIES RISK ASSESSMENT AND CONTROL RECORD

*This Risk Assessment shall be reviewed at least every 2 years, upon identification of any new risks or whenever there is a related incident or change in a the task, process or activity which may alter risks*

<b>PART A - ACTIVITY DETAILS</b>			
<b>Name of activity:</b>		<b>Risk Assessment Number:</b>	
Archery		YMCA-AA-RAL01	
<b>Activity Scope:</b>		<b>ACTIVITY RISK RATING</b>	
Target Archery is a fun and competitive activity participants enjoy by shooting arrows at a vertical target trying to achieve the best score.		<b>Overall Risk Level (without Controls)</b>	<b>Overall Risk Level (with Controls)</b>
		Medium	Low
<b>Equipment / Facility Requirements:</b>	<b>Supervision Requirements:</b>		<b>Activity Leader Qualification Requirements:</b>
Program staff safety equipment and Archery activity kit	Supervision of active participants	1 Outdoor Leader	Lead Archery or similar qualification, and current first aid
	Supervision of non-active participants	1 responsible person (e.g. Teacher)	
<b>Prepared By:</b>	<b>In Consultation with:</b>		<b>Issue Date:</b>
Lynda Aldridge	Brent Greenfield, Jackie Kelly, Jordan Devine, Graeme Ferguson		1-Jan-2024
<b>Next Review Date:</b>			
	31-Dec-2026		
<b>WHS Advisor</b>	<b>Group Manager</b>		
Michael Schablon	Michelle Stanton		
<b>Reference Information:</b> (e.g. manufacturer's instructions, operating manuals, industry information, Company Policies, CoP, Standards, Regulations)		<b>Supporting Documentation:</b> (e.g. Work Instruction, SWP, Guidelines, Manuals, Inspection Checklists, Training Records, Signage)	
Australian Adventure Activity Standard & Core Good Practice Guide (GPG), Archery Australia Safety Guidelines CARA guidelines: Archery		Master Adventurous Activity Risk Assessment and Control Record Archery Standard Operating Procedures Equipment Inspection, routine Equipment Inspection, annual iAudit Training records	

RISK ASSESSMENT MATRIX		Consequences				
		A – Insignificant Near miss or limited harm not requiring first aid	B – Minor Injury or illness requiring no medical treatment with no lost time and minor incidents	C – Moderate Compensable physical or phycological injury with > 7 days off.	D – Major Serious Injury resulting in permanent impairment / long term rehabilitation	E – Extreme Death, multiple serious injuries.
Likelihood	<b>5-Almost Certain</b> Is expected to occur again either immediately or within a short period of time (likely to occur most weeks or months)	MEDIUM	HIGH	HIGH	HIGH	HIGH
	<b>4-Likely</b> Will probably occur in most circumstances (several times a year)	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	<b>3-Possible</b> Probably will occur at some time (may happen every 1-2 years)	LOW	LOW	MEDIUM	MEDIUM	HIGH
	<b>2-Unlikely</b> Possibly to occur at some time in 2-10 years	LOW	LOW	LOW	MEDIUM	MEDIUM
	<b>1-Rare</b> Unlikely to occur only in exceptional circumstances (may happen every 10 – 20 years)	LOW	LOW	LOW	LOW	MEDIUM
RISK CONTROL HEIRARCHY						
Proactive	 <p>Most Effective</p> <p>Least Effective</p>	Level 1	<b>Elimination</b> - Can risks be removed, repaired, outsourced or otherwise eliminated?			
		Level 2	<b>Substitution</b> - Can risks be reduced through substituting the hazard or process with a safer alternative?			
			<b>Isolation</b> - Can risks be reduced through isolating the hazard from possible contact with workers or patrons?			
		Level 3	<b>Engineering</b> - Can risks be controlled through engineering means or structural / equipment modification?			
<b>Administration</b> - Can risks be controlled through training, supervision and / or signage?						
Reactive		Level 4	<b>Personal Protective Equipment</b> - Can risks be controlled through the use of personal protective equipment?			
			<b>Emergency Response</b> - Can risks be reduced through the provision of special / additional emergency response equipment and/or procedures? (measures in addition to standard First Aid kits, First Aid personnel, Fire Safety Installations, Fire and Evacuation Plans, training and drills)?			

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
			L	C	R			L	C	R
<i>What is the source of the Risk?</i>	<i>How can a person be injured?</i>	<i>What are the expected injuries / illness?</i>	L	C	R	<i>What will reduce the likelihood or consequences?</i>	<i>Who is responsible for implementing the control measure?</i>	L	C	R

**Environment** – hazards and risks associated with the Environment.

Please refer to Master Risk Assessment for Adventurous Activities for generic risk assessment and controls

**PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL**

Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<b>People – List all hazards and risks associated with People.</b>										
Participants	Overdrawing	Abrasions, contusions, lacerations	3	C	M	• Brief participants on risks of overdrawing. Supervise and correct as necessary.	Outdoor Leader	1	C	L
	Impalement whilst removing arrows from target	Abrasions, contusions, lacerations	3	C	M	• Demonstrate and brief safe removal of arrows, ensuring no one is walking in front of target when removing arrow. • Brief participants not to walk in front of targets	Outdoor Leader	2	C	L
	Impalement whilst collecting arrows	Abrasions, contusions, lacerations	3	C	M	• Participants to walk around the outside of the range to the furthest arrow then walk down the range collecting arrows • Participants to hold arrows horizontal to ground with palms up to reduce risk of impalement if they fall.	Outdoor Leader	2	C	L
	Public walking on range	Abrasions, contusions, lacerations	3	C	M	• Warning signs behind range, overshoot area fenced and clear boundaries to be marked • "Stop" command to be briefed whereby participants put bows and arrows down immediately when command is heard.	Outdoor Leader	2	C	L
	Inappropriate shooting	Abrasions, contusions, lacerations	3	C	M	• Brief participants on appropriate shooting and consequences for purposefully ignoring safety • Bows and arrows to be separated when not in use • Demonstration to be given for all aspects of session • Monitor session and participants when shooting • Brief participants to aim for the targets and not towards the sky to reduce risk of overshooting	Outdoor Leader	2	C	L

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<b>PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL</b>									
Hazard	Risk Event	Consequences	Initial Risk		Control Measures	Person Responsible	Current Risk		
<b>Logistics &amp; Equipment</b> – <i>List all risks associated with Logistics and Equipment.</i>									
Incorrect set up or use of equipment	Bystanders in the line of fire	Abrasions, contusions, lacerations	3	C M	<ul style="list-style-type: none"> <li>• Correct range set up procedures to be followed, using barriers, signs and marker cones to identify exclusion zones and limit access by non-participants, including 'overshoot zone funnel' as prescribed in Archery Australia Safety Guidelines'</li> <li>• Flag to be flown when sessions underway</li> <li>• Targets positioned away from inhabited areas and/or walkways</li> <li>• Arrows to be put in locked storage box at end of each session</li> </ul>	Outdoor Leader	2	C	L
Personal Protective Equipment (PPE)	Not provided or not correctly fitted	Abrasions, contusions, lacerations, asphyxiation	3	D M	<ul style="list-style-type: none"> <li>• Arm guards available for use by participants</li> <li>• Provide instruction on proper archery techniques to minimise risk of the bowstring hitting the arm</li> </ul>	Outdoor Leader	2	B	L
Using damaged equipment	Equipment failure	Abrasions, contusions, lacerations, asphyxiation	3	C M	<ul style="list-style-type: none"> <li>• Check condition and test bows during set up</li> <li>• Brief participant not to dry fire the bows</li> </ul>	Outdoor Leader	1	B	L
Arrows	Overdrawing	Abrasions, contusions, lacerations	3	C M	<ul style="list-style-type: none"> <li>• Arrows to be long enough for all participants, include arrows long enough for adults to use to prevent overdrawing</li> </ul>	Logistics Coordinator	1	C	L
	Arrows rebounding	Abrasions, contusions, lacerations	3	C M	<ul style="list-style-type: none"> <li>• Range to be set up as per SOP with minimum 10 m shooting distance</li> <li>• Participants to be instructed to stay behind waiting line if not shooting</li> <li>• Closed toed footwear to be worn</li> </ul>	Outdoor Leader	1	C	L

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