

**CYC Phillip Island Adventure Resort
Archery – Risk Management Plan**

School:	Year Level:
Supervising teachers / staff:	Dates:
Program / Excursion:	Location:

For an explanation of risk management terminology and to ensure you understand how the rating / grading system is determined please ensure you have read the **CYC Activity Risk Profile** document.

The Archery Risk Management Plan contains the Archery specific risks, control measures and gradings, as well as the gradings of all general risks relevant for all CYC activities. Please refer to the **General Activity Hazards – Risk Management Plan** for a list of general risks and control measures relevant for all CYC activities.

Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Control Effectiveness
Slip – Trip – Fall Tripping or falling off or over barriers and boundary poles etc.	<ul style="list-style-type: none"> Barriers (if erected) should only be used as a means of separating the shooters from the rest of the group, waiting participants should not be standing or walking on barriers Appropriate footwear must be worn at all times Participants are instructed to walk at all times when in the archery area 	Unlikely	Minor	Satisfactory
Stabbing / Puncture 1. When retrieving arrows	<ul style="list-style-type: none"> During the briefing, participants are instructed in the correct manner to approach the target, collect the arrows and return the arrows to the shooting line 	Unlikely	Moderate	Satisfactory
2. Group member being shot	<ul style="list-style-type: none"> All participants waiting / watching are located away from the archers Participants are instructed in the correct shooting technique and safety (face the target when loading arrows, only collect arrows when instructed) Vigilant supervision is maintained at all times 	Rare	Major	Satisfactory
3. Non group member being shot	<ul style="list-style-type: none"> No other activities are to be conducted near the Archery areas Supervisor is to ensure participants stop firing if anyone approaches 	Rare	Major	Satisfactory
4. When firing an arrow	<ul style="list-style-type: none"> During the briefing, participants are instructed to not overdraw the arrow past the bow arm. The arrow head needs to be at least 10cm clear of the arrow rest. Participants are instructed how to inspect arrows before shooting 	Rare	Moderate	Satisfactory
Friction Bruising on arm from string after the arrow had been fired	<ul style="list-style-type: none"> Arm guards, long-sleeved clothing or both must be used by all participants Participants are instructed / coached in the correct shooting technique to minimize friction 	Possible	Minor	Satisfactory
Equipment Failure Injury caused by; 1. Broken bow or bowstring	<ul style="list-style-type: none"> Program staff are trained to recognise worn or faulty equipment Equipment is used, maintained, stored and replaced in accordance with recommended guidelines Regular equipment checks are completed and recorded by site program staff 	Unlikely	Minor	Satisfactory
2. Broken arrow	<ul style="list-style-type: none"> Program staff are trained to recognize worn and/or faulty equipment Equipment is inspected before and during each session Participants are instructed to give arrows a visual inspection before every shot 	Rare	Moderate	Satisfactory

	<ul style="list-style-type: none"> Participants are instructed to not overdraw the arrow past the bow arm. The arrow head needs to be at least 10cm clear of the arrow rest. 			
Structure Failure Injury caused by; Shelter or target stands damage	<ul style="list-style-type: none"> Thorough periodic in-house maintenance checks are completed by trained program staff If the equipment structure is damaged or unsafe the area is not used until appropriate repairs have been completed 	Rare	Moderate	Satisfactory

Risk Rating - Archery

All identified risks are recorded in the Risk Matrix according to the Likelihood and Consequence. The purpose of this matrix is to provide a snapshot of all identified risks and establish the level of risk associated to determine if further treatment is required.

X		Likelihood				
		Almost Certain	Likely	Possible	Unlikely	Rare
Consequence	Catastrophic	80	64	48	32	16 <ul style="list-style-type: none"> Environmental Exposure 4 Environmental Hazard 3
	Major	40	32	24	16 <ul style="list-style-type: none"> Environmental Hazard 1 Inappropriate use after hours People – Instructor 1 & 2 People – Group leader 2 	8 <ul style="list-style-type: none"> Stabbing/Puncture 2 & 3
	Moderate	20	16	12 <ul style="list-style-type: none"> People – participant behaviour 	8 <ul style="list-style-type: none"> Stabbing / Puncture 1 Environmental Exposure 2 	4 <ul style="list-style-type: none"> Structure Failure Environmental Exposure 3 Stabbing Puncture 4 Equipment Failure 2
	Minor	10	8	6 <ul style="list-style-type: none"> Friction Slip-Trip-Fall (General) Environmental Exposure 1 Environmental Hazard 2 People – participant ability 	4 <ul style="list-style-type: none"> Equipment Failure Slip-Trip-Fall (Archery) Entanglement Cutting / Scratching Striking People – Group Leader 1 	2
	Insignificant	5	4	3	2	1

NB: All risks in **bold** are Archery specific risks. All other risks are from the General Activity Hazards RMP and are therefore relevant for all activities.

For grading risks, scores obtained from the risk matrix are assigned grades as follows;

HIGH 20 – 80	MEDIUM 10 – 16	LOW 1 – 8
Unacceptable risk which requires immediate action to reduce or remove the hazard. Senior management must be notified. Item should be TAKEN OFF LINE until risk reduced.	Conditionally acceptable, requires short term controls and continuous monitoring.	Acceptable risk, however monitoring required ensuring risk does not escalate. Review in 12 months or if situation changes.