

Archery2U

Risk management plan

Issue date 6 December 2014

Introduction

Archery2U is archery instruction on wheels to schools, organizations, birthday parties and much more. I offer awareness training programs to introduce people from age 8 upwards to experience the excitement of archery.

My aim is to increase awareness of Archery as a sport, by taking archery to schools, youth organizations, outside school programs and charities that see the benefits of archery to participants. My training structure is low impact and therefore provides an easy and relaxed environment for both children and adults to enjoy and gain skills.

Philosophy

Archery2U is committed to the health, welfare and safety of all persons participating in the sport of archery target shooting.

Objectives

To provide a fun, healthy and safe environment for participants to enjoy and learn archery as a sport.

The Australian Standard

The Risk Management methodology adapted by Archery2U was developed by Archery Australia (A.A). the governing body of archery in Australia, to which archery2U is affiliated. The A.A. methodology is based on the Australian Standard on Risk Management AS/NZS 4360:1999 and the National Risk Management Guidelines developed by the standing committee on Sport and Recreation (SCORS) risk management working party.

This Risk Management methodology seeks to simplify the steps set out in the Australian Standard, and includes the following stages:

- Risk Identification
- Risk Assessment
- Risk Management Plan (this document)
- Monitoring and Review
- Communication

RISK IDENTIFICATION

Archery2U will conduct a Risk Assessment of site before booking is confirmed. The risks identified along with historical risks associated with the sport of archery are detailed below.

The risks are grouped into four risk categories:

- **Pre and Post Event/Activities.** Risks associated with the setting up and pulling down of the field and preparation activities of the event.
- **Adjacent Environment.** Risks associated with the nearby environment including areas where archers and members of the general public will traverse or use.
- **Physical Environment.** Risks associated with the immediate field where the archery activity will take place.
- **Personnel.** Risks associated with archers, officials, parents, and spectators who may be involved in archery activities.

RISK ASSESSMENT

Consequences

very likely

likely

unlikely

very unlikely

could happen any time

could happen some time

could happen, but very rarely

could happen, but probably never will

Likely

1

1

2

3

Possible

1

2

3

4

Unlikely

21221

3

4

Remote

5

3

4

5

6

The numbers show you how important it is to do something:

1 top priority: do something immediately, to 6 low priority: do something when possible

RISK MANAGEMENT ACTION PLAN

Sign in sheet

All participants will be required to sign in prior to shooting. People under 18 years will be signed in by parent/guardian.

These records will be kept for 7 years.

Field Layout

The layout of the archery range is critical for safety. While there are many ways to layout a target field, it is proposed by Archery Australia to use a layout which allows for up to ten (10) targets at varying distances to be shot simultaneously, while maximising the safety zones around the targets. In this layout, all archers will shoot at the same time in a Northerly direction from a common shooting line located at the Southern end of the field. The common shooting line also avoids the need for additional safety zones between archers shooting different distances.

The field layout will be set up to ensure a clear safety zone on no less than 10m either side of the field of play. This area will be suitably fenced and sign posted.

Temporary Barriers and Signage

A temporary barrier fence will be setup by Archery2U when needed to stop general public and stray animals from wandering onto the Field of Play and potentially into the Safety Exclusion Zone around the targets.

Car Parking Area

Barrier

Fencing
(Temporary)
Multiple Clout Targets

100m

125m

50m

145m

The **target** areas are also flat areas. The location of the targets are measured from the shooting line up to a maximum distance of 90m to the centre of the target.

Control of Shooting

The Director of Shooting (DOS) will be located near the shooting line at the Southern end of the field and will have a clear view of the Field of Play and the access points to the field.

The DOS will use the following whistle blasts to control the shooting:

- **Two (2) Blasts:** Come to shooting line.
- **One (1) Blast:** Load and shoot.
- **Three (3) Blasts:** retrieve arrows
- **Multiple Blasts:** Danger, stop shooting immediately.

Shooting will not commence until the Field of Play is clear. Shooting must cease if the Field of Play is not clear or if so directed by the DOS.

First Aid Officer

At least one member trained in basic first aid will be designated as the first aid officer and will be present at events. The first aid officer shall have a well stocked first aid kit.

Archer Safety

All archers are to be suitably attired. This includes a hat, closed in shoes and close fitting clothes. Sandals or open toed shoes are not permitted while shooting or on the Field of Play. Sun lotion should be applied before shooting and re-applied at regular intervals if shooting for long periods in the sun.

Archers are advised to provide sufficient drinking water for their own use.

Alcohol and prohibited drugs (refer to AA anti-doping policy) must not be consumed by anyone prior to or while shooting. No person may shoot while under the influence of alcohol or prohibited drugs. Smoking is not permitted within the Field of Play.

Headphones or ear coverings must not be worn while shooting on the Field of Play, as this may prevent an archer hearing any warning signals.

Archers should take care when approaching the targets and be mindful of arrows lodged in the ground.

Monitor and Review

Archery2U will regularly monitor and review this document to ensure it is kept up to date and relevant to the risks identified in this document.

Communication

It is essential that all client participants in programs at Archery2U are familiar with this document. A copy shall be kept in the mobile unit and on the website www.archer2U.com.au

Risk Identification & Assessment