

## Archery Risk Assessment - Management Plan

### Activity Content

Archery is a great activity to learn and has been a favourite outdoor activity as participants take aim with recurve bows at target. Archery encourages participants in developing coordination, skill, understanding boundaries and being supportive in a group.

Learning outcomes can just be fun or can facilitate teaching persistence and how our mental attitude can influence outcomes in our lives.

This document contains the specific risks, control measures and grading for the archery activity, list of general risks and control measure relevant for all Benedict XVI Retreat Centre's activities as well as risk rating information.

<b>Personal Protective Equipment Used</b>	None
<b>Overall Safety</b>	Overall activity safety is the responsibility of the staff members facilitating the activity. At any point during the activity they can choose to stop or cancel the activity due to safety concerns. At any time, they can contact the Activity Manager for assistance.
<b>Ratios</b>	Minimum 10 participants, Maximum 13 participants. Staff: 1 Activity Supervisor and 1 Outdoor Specialist

Name	Date	Signature

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
<b>Set up and pack up</b>	Carrying or Handling equipment inappropriately causing Manual Handling Injury	3	Staff are aware to only carry what they can safely carry Activity Log Staff can ask for help if required Incident Report Staff Training	5	None
	Slips trips and falls from carrying equipment causing injury	3	Staff are aware to only carry what they can safely carry Activity Log Staff can ask for help if required Incident Report Staff Training First aid kit Enclosed shoes	4	None
	Bites, stings or irritation from plant allergy or animal bite	3	First aid kit Enclosed shoes Staff can ask for help if required	4	None
	Muscle strain from using bow stringer incorrectly.	3	Staff can ask for help if required Incident Report Staff Training	4	None
<b>Participating in Activity</b>	Participant or staff member being shot by arrow.	1	Archery briefing and activity run according to Archery SOP. Clear rules relating to when to shot, firing range safety, loading bow and shooting bow, staff to ensure that participants are accounted for at all times throughout activity. Vigilant observation of people around archery range.	3	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
			<p>Staff member to ensure safety barriers for exclusion zone is set up prior to activity.</p> <p>First aid kit</p> <p>Staff training</p> <p>Enclosed shoes</p> <p>Staff trained in First Aid</p> <p>Appropriate supervision, facilitation and briefing of activity</p> <p>Emergency Procedure</p>		
	Participant/ Staff member slipping/ trip/ walking into/ falling on equipment, structure, branches, trees causing injury	3	<p>Monthly Activity and Equipment Checks</p> <p>Appropriate location for activity chosen</p> <p>First aid kit</p> <p>Staff training</p> <p>Enclosed shoes</p> <p>Staff trained in First Aid</p> <p>Appropriate supervision, facilitation and briefing of activity</p> <p>Emergency Procedure</p> <p>Participants briefed to walk with arrows in a safe manner.</p> <p>Participants are briefed to walk to side of target to collect arrows.</p> <p>Archery SOP</p>	4	None
	Damaged or broken equipment causing injury	4	<p>Monthly Activity and Equipment Checks</p> <p>Checking of equipment during set up</p> <p>Not using any broken equipment</p> <p>Returning broken equipment to Activity Office</p> <p>Labeled</p>	6	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
	Bow string irritating arm	3	<p>Monthly Activity and Equipment Checks</p> <p>Briefing includes demonstrating how to keep elbow out of way of the string.</p> <p>First aid kit</p> <p>Staff training</p> <p>Staff trained in First Aid</p> <p>Appropriate supervision, facilitation and briefing of activity</p> <p>Appropriate technique briefed and supervised when required.</p>	4	None
	Sore fingers from bow string	3	<p>Monthly Activity and Equipment Checks</p> <p>First aid kit</p> <p>Staff training</p> <p>Staff trained in First Aid</p> <p>Appropriate supervision, facilitation and briefing of activity</p> <p>Appropriate technique briefed and supervised when required.</p> <p>Appropriate bow choice for size of participant</p> <p>Emergency Procedure</p>	4	None
	Client becomes anxious about activity	5	<p>Staff facilitates activities valuing emotional safety of participant</p> <p>Briefing outlines challenge by choice principles</p>	6	None
	Tree branch falling on participant or staff member causing injury or death	2	<p>Monthly Activity and Equipment Checks</p> <p>Appropriate location for activity chosen considering weather</p> <p>Arborist Audit of trees</p>	3	None

Specific Task/ Activity	Potential Hazards associated with the specific task/ activity	Risk Score before Controls	Control Measures	Risk Score after controls	Additional Controls Required
			First aid kit Staff training Staff trained in First Aid Emergency Procedure Severe Weather Procedure		

All identified risks are recorded in the following risk matrix according to likelihood and consequence. The purpose of this matrix is to provide a snapshot of all identified risks and established the level of risk to determine if further treatment is required.

Risk Assessment Conducted by: Activity Manager, Benedict XVI Retreat Centre

Date of Risk Assessment: 3rd September 2018

Date of Review: September 2018

## Risk Assessment Matrix

Likelihood	Consequences 2. How likely is it that someone will be harmed?			
1. How severely could it hurt someone or how ill could it make someone?	very likely Could happen any time (extreme)	likely Could happen some time (moderate)	unlikely could happen, but very rarely (moderate)	very unlikely Could happen, but probably never will (low)
<b>Kill or cause permanent disability or death</b>	1	1	2	3
<b>Long term illness or serious injury</b>	1	2	3	4
<b>Medical attention and several days off work</b>	2	3	4	5
<b>First aid needed</b>	3	4	5	6
<p>The numbers can help to show you: How severe the risk is;</p> <ul style="list-style-type: none"> <li>• Whether any existing control measures are effective;</li> <li>• What action you should take to control the risk; and</li> <li>• How urgently the action needs to be taken.</li> </ul> <p><b>The most severe risks are rated 1. These risks must be controlled immediately.</b></p> <p><b>The least severe risks are rated 6. These risks should also be controlled but it is less urgent.</b></p>				
<p style="text-align: center;"><b>Legend</b></p> <p><b>1</b>            Extreme risk; deal with the hazard immediately</p> <p><b>2, 3 and 4</b>    Moderate risk; deal with the hazard as soon possible</p> <p><b>5 and 6</b>      Low risk; deal with the hazard when able.</p>				