

**CYC The Island**  
**Archery – Risk Management Plan**

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

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 specific risks, control measures and gradings for this activity, 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
<b>Slip-Trip-Fall</b> Tripping over pole or target stands	<ul style="list-style-type: none"> <li>Walking only in archery range</li> <li>Appropriate footwear must be worn at all times</li> </ul>	Unlikely	Minor	Satisfactory
<b>Stabbing/Puncture</b> 1. When retrieving arrows	<ul style="list-style-type: none"> <li>Participants are instructed to gently pull the arrows out of the target and ensure nobody is behind them</li> <li>Participants are to approach the target from the side</li> </ul>	Unlikely	Moderate	Satisfactory
2. Group member being shot	<ul style="list-style-type: none"> <li>All waiting participants are to remain under the shelter and behind the barrier</li> <li>Participants are instructed in the correct shooting technique and safety (face the target when loading arrows, only collect arrows when instructed)</li> <li>Vigilant supervision is maintained at all times</li> </ul>	Rare	Major	Satisfactory
3. Non group member being shot	<ul style="list-style-type: none"> <li>No other activities are to be conducted near the Archery areas</li> <li>Supervisor should cease participants firing if anyone approaches</li> </ul>	Rare	Major	Satisfactory
<b>Friction</b> Bruising on arm from string after the bow has been release	<ul style="list-style-type: none"> <li>Arm guards, long sleeved clothing or both must be used by all participants</li> <li>Participants are instructed in the correct shooting technique to minimize friction</li> </ul>	Possible	Minor	Satisfactory
<b>Equipment Failure</b> Injury caused by; Broken bow or bow string braking	<ul style="list-style-type: none"> <li>Program staff are trained to recognise worn or faulty equipment</li> <li>Weekly equipment checks are completed and recorded by trained site staff</li> <li>Equipment is used, maintained, stored and replaced in accordance with manufacturer guidelines</li> </ul>	Unlikely	Minor	Satisfactory
<b>Structure Failure</b> Shelter or target stands failure resulting in injury	<ul style="list-style-type: none"> <li>Thorough periodic in-house maintenance checks are completed by trained program staff</li> <li>If shelter or target stands are unsafe the activity is not to be undertaken until appropriate repairs have been completed</li> </ul>	Rare	Moderate	Satisfactory

**Risk Rating - Archery**

All identified risks are recorded in the Risk Matrix according to the Likelihood and Consequence ratings. 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"> <li>• Environmental Exposure 4</li> <li>• Environmental Hazard 3</li> </ul>
	Major	40	32	24	16	8	<ul style="list-style-type: none"> <li>• Environmental Hazard 1</li> <li>• People – Camp Instructor 1 &amp; 2</li> <li>• Inappropriate use after hours</li> <li>• People – Group leader</li> <li>• <b>Stabbing/Puncture 2 &amp; 3</b></li> </ul>
	Moderate	20	16	12	8	4	<ul style="list-style-type: none"> <li>• People – Participant behaviour</li> <li>• People – participant ability</li> <li>• <b>Stabbing / Puncture 1</b></li> <li>• Environmental Exposure 2</li> <li>• <b>Structure Failure</b></li> <li>• Environmental Exposure 3</li> </ul>
	Minor	10	8	6	4	2	<ul style="list-style-type: none"> <li>• Slip-Trip-Fall (General)</li> <li>• <b>Friction</b></li> <li>• Environmental Exposure 1</li> <li>• Environmental Hazard 2</li> <li>• <b>Equipment Failure</b></li> <li>• <b>Slip – Trip – Fall (Archery)</b></li> <li>• Entanglement</li> <li>• Cutting / Scratching</li> <li>• Striking</li> <li>• People – Group Leader 1</li> </ul>
	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. <b>Senior management must be notified.</b> Item should be <b>TAKEN OFF LINE</b> 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.