

**UPPER PLENTY CONFERENCE CENTRE  
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>

The **Archery** Risk Management Plan contains the specific risks, control measures and grading's for this activity, as well as the grading's of all general risks relevant for all UPPER PLENTY CONFERENCE CENTRE activities. Please refer to the **General Activity Hazards – Risk Management Plan** for a list of general risks and control measures relevant for all UPPER PLENTY CONFERENCE CENTRE activities.

Risk Description	Existing Control Measures	Risk Rating		
		Likelihood	Consequence	Control Effectiveness
<b>Slip – Trip – Fall</b> Tripping over pole, boundary markers or target stands	<ul style="list-style-type: none"> <li>Appropriate footwear must be worn at all times</li> <li>Participants are instructed to walk at all times when in the archery area</li> <li>Participants must walk at all times when they are holding archery equipment</li> </ul>	Unlikely	Minor	Satisfactory
<b>Stabbing / Puncture</b> 1. When retrieving arrows	<ul style="list-style-type: none"> <li>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</li> </ul>	Unlikely	Moderate	Satisfactory
2. Group member being shot	<ul style="list-style-type: none"> <li>All participants waiting / watching are located away from the archers in the waiting area</li> <li>Participants are instructed in the correct shooting technique and safety (face the target when loading arrows, once you finish shooting put the bow down on the resting cone, step back and wait till all participants have finished shooting, only collect arrows when instructed by the group leader)</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 is to ensure participants stop firing if anyone approaches the archery area</li> </ul>	Rare	Major	Satisfactory
<b>Friction</b> Bruising on arm from string after the arrow had been fired	<ul style="list-style-type: none"> <li>Arm guards, thick long-sleeved clothing or both must be used by all participants</li> <li>Participants are instructed / coached in the correct shooting technique to minimize friction</li> </ul>	Possible	Minor	Satisfactory
<b>Equipment Failure</b> Injury caused by; Broken bow or bowstring	<ul style="list-style-type: none"> <li>Program staff are trained to recognize worn or faulty equipment</li> <li>Equipment is used, maintained, stored and replaced in accordance with recommended guidelines</li> <li>Regular equipment checks are completed and recorded by site program staff</li> </ul>	Unlikely	Moderate	Satisfactory
<b>Structure Failure</b> Injury caused by; Shelter or target stands damage	<ul style="list-style-type: none"> <li>Thorough periodic in-house maintenance checks are completed by trained program staff</li> <li>If the equipment structure is damaged or unsafe the area is not used until appropriate repairs have been completed</li> </ul>	Rare	Moderate	Satisfactory

**Risk Rating - Archery**

UPPER PLENTY CONFERENCE CENTRE – ARCHERY RMP

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.

		Consequence				
X		Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Likelihood	Almost Certain (5)	5	10	15	20	25
	Likely (4)	4	8 • Slip-Trip-Fall (General)	12	16	20
	Possible (3)	3	6 • Friction • Environmental Exposure 1 • Environmental Hazard 2	9 • People – participant behavior • People – participant ability	12 • Inappropriate use after hours • People – Group leader 2	15
	Unlikely (2)	2	4 • Slip-Trip-Fall (Archery) • Entanglement • Striking • Cutting / Scratching • People – Group leader 1	6 • Stabbing / Puncture 1 • Equipment Failure • Environmental Exposure 2	8 • Environmental Hazard 1 • People – Camp Instructor 1 & 2	10
	Rare (1)	1	2	3 • Structure Failure • Environmental Exposure 3	4 • Stabbing/Puncture 2 & 3	5 • Environmental Exposure 4 • Environmental Hazard 3

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;

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|---|--|
|  1-4 Low Risk – minimal monitoring and reporting    |  9-12 High Risk – close monitoring and reporting            |
|  5-8 Medium Risk – regular monitoring and reporting |  13+ Extreme Risk – unacceptable, requires urgent attention |