



# ADVENTURE ACTIVITIES RISK ASSESSMENT AND CONTROL RECORD

This Risk Assessment shall be reviewed at least every 2 years, upon identification of any new risks or whenever there is a related incident or change in a the task, process or activity which may alter risks

<b>PART A - ACTIVITY DETAILS</b>			
<b>Name of activity:</b>		<b>Risk Assessment Number:</b>	
<b>Archery</b>		<b>YMCA-AA-RAL01</b>	
<b>Activity Scope:</b>		<b>ACTIVITY RISK RATING</b>	
Target Archery is a fun and competitive activity participants enjoy by shooting arrows at a vertical target trying to achieve the best score.		<b>Overall Risk Level (without Controls)</b>	<b>Overall Risk Level (with Controls)</b>
		<b>High</b>	<b>Moderate</b>
<b>Equipment / Facility Requirements:</b>	<b>Group Size and Supervision Requirements:</b>	<b>Activity Leader Qualification Requirements:</b>	
Program staff safety equipment and Archery activity kit	Recommended Group Size: 15 Minimum number of Leaders: 1 Maximum ratio: 1 Supervising Adult :15 Participants	Lead Archery qualification or equivalent, and first aid	
<b>Prepared By:</b>	<b>In Consultation with:</b>	<b>Issue Date:</b>	<b>Next Review Date:</b>
Lynda Aldridge	Brent Greenfield, David Bailey, Angela Byrne	June 2021	June 2023
<b>WHS Advisor</b>	<b>Group Manager</b>		
Angela Byrne	Will Sambrook		
<b>Reference Information:</b> (e.g. manufacturer's instructions, operating manuals, industry information, Company Policies, CoP, Standards, Regulations)		<b>Supporting Documentation:</b> (e.g. Work Instruction, SWP, Guidelines, Manuals, Inspection Checklists, Training Records, Signage)	
Australian Adventure Activity Standard & Core Good Practice Guide (GPG), Archery Australia Safety Guidelines		Activity specific Standard Operating Procedures Activity Equipment Checklist Equipment Inspection, routine Equipment Inspection, annual	

PART B - HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL										
Hazard	Risk Event	Consequences	Initial Risk			Control Measures	Person Responsible	Current Risk		
<b>Logistics &amp; Equipment – List all risks associated with Logistics and Equipment.</b>										
Incorrect set up of equipment	Bystanders in the line of fire	Abrasions, contusions, lacerations	3	C	M	<ul style="list-style-type: none"> <li>• Correct range set up procedures to be followed, using barriers, signs and marker cones to identify exclusion zones and limit access by non-participants, including 'overshoot zone funnel' as prescribed in Archery Australia Safety Guidelines'</li> <li>• Targets positioned away from inhabited areas and/or walkways</li> <li>• Archery bows not left unattended with access to arrows</li> </ul>	Outdoor Leader	2	C	M
Personal Protective Equipment (PPE)	Not provided or not correctly fitted	Abrasions, contusions, lacerations	3	B	M	<ul style="list-style-type: none"> <li>• Demonstrate and brief on correct fitting of PPE</li> <li>• Ensure correct fitting of PPE when initially fitted</li> <li>• Double check PPE immediately before participating in activity</li> <li>• Check PPE during activity</li> <li>• Arm guards available for use by participants</li> </ul>	Outdoor Leader	2	B	M
Using damaged equipment	Equipment failure	Minor physical injury Abrasions, contusions, lacerations	3	A	M	<ul style="list-style-type: none"> <li>• Check condition and test bows during set up</li> </ul>	Outdoor Leader	2	A	L