

Sunset Coast Archers Incorporated



Risk Management Plan

Lake Monger Recreation Club
Corner of Gregory Street &
Lake Monger Drive, Wembley, W.A.

Table of Contents

INTRODUCTION	3
Philosophy	3
Duty of Care	3
Objectives.....	3
The Australian Standard	3
Scope of this Document	3
Sunset Coast Archers Inc.....	4
RISK IDENTIFICATION.....	4
Field Location	4
RISK ASSESSMENT.....	5
RISK MANAGEMENT ACTION PLAN.....	6
Attendance Book	6
Field Layout.....	6
Temporary Barriers and Signage.....	8
Field Preparation	8
Control of Shooting.....	8
First Aid Officer.....	8
Archer Safety.....	9
Initial Sight Settings	9
Crossbows.....	9
Monitor and Review	10
Communication.....	10
Shade Structures.....	10
Appendix A - Risk Identification & Assessment	11

INTRODUCTION

Philosophy

Sunset Coast Archers Inc is mindful of the risks associated with conducting archery activities and events at club level. In an effort to minimize these risks, Sunset Coast Archers Inc has developed a risk management plan, which will provide a safer sporting environment and experience for club archers and the general public.

Duty of Care

Sunset Coast Archers Inc and club officials owe a duty of care to participants and spectators in archery events and activities where there is a reasonably foreseeable risk of harm or injury to participants and spectators as a result of their actions. In exercising this duty of care, the law requires officials to take reasonable steps to reduce the likelihood of injury to participants and spectators as a result of those risks, which are foreseeable.

This is the rationale underpinning the Risk Management Plan of Sunset Coast Archers Inc– in this case, the process of identifying risks involved in conducting archery competitions and activities, and then adopting strategies and actions designed to reduce these risks wherever possible.

Objectives

- To reduce the incidents of injury to participants, officials, spectators and other persons associated with club archery competitions and activities.
- To provide a fun, healthy and safe sporting environment for individuals to participate and enjoy the sport of archery.
- To minimise potential club liability as a result of poorly managed archery competitions and activities.

The Australian Standard

The Risk Management methodology adapted by Sunset Coast Archers Inc was developed by Archery Australia (A.A). the governing body of archery in Australia, to which Sunset Coast Archers Inc 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

Scope of this Document

This document contains the output of Risk Identification and Risk Assessment stages, and details the proposed Risk Management Plan.

Sunset Coast Archers Inc.

Sunset Coast Archers promotes both social and competitive archery. Sunset Coast Archers Inc is an affiliated club of Archery Australia and Archery Western Australia.

Sunset Coast Archers Inc has its club house and a target field located at Lake Monger Recreation Club - Cnr Gregory Street & Lake Monger Drive, Wembley.

RISK IDENTIFICATION

Sunset Coast Archers Inc conducted a Risk Assessment of the site. The risks identified along with historical risks associated with the sport of archery are detailed in appendix A.

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, club members, parents, and spectators who may be involved in club archery activities.

Field Location

The area for Target Archery activity is located on the southern end of Lake Monger Recreation Club. See Figure 1.

The area is a flat grassy field, rectangular in shape, facing North-South, and approximately 300m x 90m in size. The field is bounded on the East by the lake, the Southern end by more open field leading to Lake Monger Drive and sealed road along the West boundary known as Gregory Street. The Sunset Coast Archers Inc shared club house and toilets are located at the Northern end of the field.



Figure 1. Target Field Location

Lake Monger Recreation Club is bounded by Gregory Street and Lake Monger Drive. Access to the field is via the LMRC car parking as is an access point for council vehicles to enter the field.

The field is not used for any other organised activity. The field appears to be well drained.

RISK ASSESSMENT

Having identified risks they are then rated according to the following HazPak table:

1. How severely could it hurt someone? or how ill could it make someone?	2. How likely is it to be that bad?			
	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
kill or cause permanent disability or ill health	1	1	2	3
long term illness or serious injury	1	2	3	4
medical attention and several days off work	2	3	4	5
first aid needed	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				

Table 1. HazPak table.

RISK MANAGEMENT ACTION PLAN

While the sport of archery may at first glance appear to be an inherently dangerous sport, the safety record of the sport is excellent. This is largely due to careful planning, training and the implementation of specific safety measures. The specific safety measures to be implemented in addition to the generic safety measures already in place, to address the identified risk associated with target archery activities at the Lake Monger Recreation Club are detailed here.

Attendance Book

All archers, coaches and officials will be required to sign the attendance book prior to shooting. Only Sunset Coast Archers Inc members and official visitors of Sunset Coast Archers Inc are permitted to shoot.

Only archers, coaches and officials will be permitted onto the Field of Play and only after the explicit direction of the DOS. All other parents, spectators and general public will be restricted to the areas outside the caution signs and barrier fencing.

Field Layout

While there are many ways to layout a target field, it is proposed to use a layout which allows for up to fifteen (15) 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 Southerly direction from a common shooting line located at the Northern 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 20m either side of the field of play. This area will be suitably fenced with bunting and sign posted.

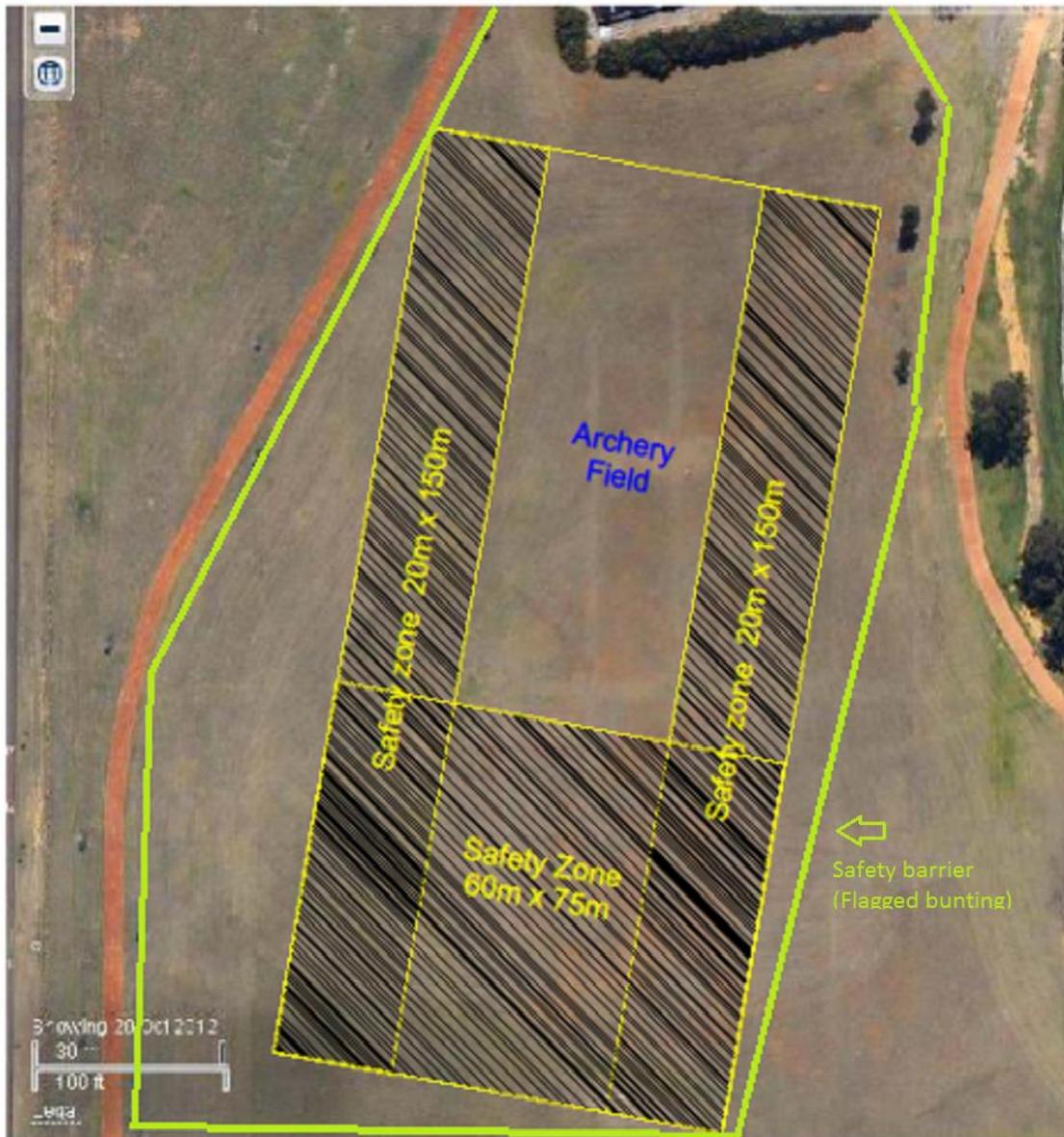


Figure 2. Target Field Layout

Temporary Barriers and Signage

A temporary barrier fence will be setup by Sunset Coast Archers Inc at the Southern end of the field as shown in Figure 3, to stop general public from wandering onto the Field of Play and potentially into the Safety Exclusion Zone around the targets. The barrier fencing will consist of bunting suspended by posts every 30m. The barrier will extend around the complete Eastern, Southern and Western edges of the outer perimeter area.

In addition to the bunting fencing, safety signs stating “**Caution Archery**” will also be erected along the three boundaries of the Field of Play.

Sunset Coast Archers Inc will arrange for the installation and removal of the temporary barrier fencing and warning signage at every shoot.

Field Preparation

The field is in reasonable condition for use as a target field. The only areas that really play any active role in the activity are: the shooting line where archers stand to shoot their arrows and the targets where arrows land.

The **shooting line** is a flat area approximately 30m long and 3m wide. This will allow sufficient room for up to 40 archers (if required) and their equipment. This area is usually clear and mowed (by Town of Cambridge) for the comfort of the archers and their equipment. A line is marked on the ground by a rope and represents the shooting line. The distance to the targets is measured from this line.

The **target** area is also a flat area. The location of the targets is 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 and prepare to shoot
- **One (1) Blast:** Commence shooting.
- **Three (3) Blasts:** Stop shooting, score & 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. Officials will be courteous at all time to members of the public when directing them from the Field of Play.

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 major events. The first aid officer shall have a well stocked first aid kit.

Archer Safety

New archers cannot shoot on outside targets unless they have completed the Sunset Coast Archers Inc beginner's course or are supervised by a Club official.

All archers are to be suitably attired. This includes a hat, closed 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. Toilet facilities are available in the Club house.

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 or the Club house.

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.

Initial Sight Settings

Once an archer has a sight setting for a particular distance the arrows will land very close to the target area. Archers without initial sight settings will be required to aim at the shorter targets first to ensure that any arrow overshoot is within the safety exclusion zone. Once the sight setting for the short target is established they can then increase the setting for the longer targets.

Crossbows

Sunset Coast Archers do not support the use of crossbows at its shoots.

Monitor and Review

Sunset Coast Archers Inc shall regularly monitor and review this document to ensure it is kept up to date and relevant to the risks identified in Appendix A Risk Identification & Assessment.

Communication

It is essential that all club members and participants in club programs at Sunset Coast Archers Inc are familiar with this document. A copy shall be kept in the club house and on the Club's website 'About' page.

Membership of archery clubs is constantly changing and as such all members should ensure that new members are introduced to the risk management policy and obligations as part of their introduction into club life.

New members should also be familiar with the Sunset Coast Archers Inc Members' Handbook which includes general safety and equipment safety issues relevant to ensuring that the club's archery activities are conducted safely at all times.

Shade Structures

There are no natural or permanent shade facilities at the shooting field. To provide refuge from heat and rain Sunset Coast Archers will erect 6m x 3m pavilions to meet the needs of the participating archers. It is essential that all pavilions are pegged at the base of the poles and all 6 guy ropes are also pegged. Appropriate length pegs are to be used to secure both poles and guy ropes.



Care must be taken when erecting and folding the pavilions. A minimum of four people will be involved in both setup and folding activities.

Appendix A - Risk Identification & Assessment

Risk No.	Risk Description	Risk Assessment	Risk Mitigation Action	Risk Assessment after Mitigation
1	Unauthorised access to Field of Play during shooting.	1	<p>The field layout shall be designed to maximise the safety exclusion zone around the targets as prescribed in Archery Australia Safety Guidelines, p 9-12. The safety zone will be a minimum 30m behind the longest target, and a minimum 20m to each side of the field of play. This is the likely area where an arrow will hit the ground under the worst case conditions.</p> <p>All archers will shoot from a common shooting line separated by a minimum 10m from the flight-path of arrows shot at the longer distances. No archers, spectators or members of the public will be allowed within the Field of Play while shooting is in progress.</p> <p>A <i>barrier fence</i> and <i>caution signs</i> will be installed at the Southern end of the Field of Play, and approx 30m along the Eastern and Western side of the field.</p> <p>Shooting is controlled by the DOS at all times. Shooting shall stop immediately if a person or animal enters the Field of Play.</p>	6
2	Arrows overshooting Field of Play.	2	Initial sight setting shall be done on shorter targets first. Officials will check initial sight settings prior to first arrow.	6
3	High Winds or Poor Visibility	2	The DOS will continually check shooting conditions and will stop shooting if conditions deteriorate to the extent that arrows might land outside the safety exclusion zone.	6
4	Archer Inexperience	3	<p>Only experienced archers will be allowed to shoot longer distances.</p> <p>Beginners, new to archery, will shoot shorter distances only following the successful completion of a beginner's course.</p>	6

5	Field Damage	1	Archery activities will have negligible impact on the physical field.	6
6	Lost arrows	3	Archers are to advise the DOS should an arrow be lost in the field of play. All archers are to assist with finding any lost arrows. A metal detector is kept in the club house to help locate lost arrows. If the arrow cannot be located the DOS shall inform a member of the executive including an approximate location of the lost arrow.	6
7	Field Setup and Dismantle	3	Bunting posts for barrier fencing will be installed using a hammer. Bunt posts located in open areas will be removed at end of shooting. All rubbish will be removed from the field after shooting.	6
8	Archer Health	3	Archers shall wear appropriate attire, hats, tight fitting clothes and closed shoes. Sun lotion and eye protection shall be used when appropriate.	6