



Risk Assessment and Management Sheet

Risk Assessment: **Archery**

Version: **# 1.0**

Date: **January 2019**

What could go wrong?	Hazard Why would this happen?	Risk Rating? How serious is this?	Controls How can it be prevented? First try to eliminate, then minimise the risk – substitute, isolate, engineer, admin, PPE	Adults Needed	Check: Controls implemented? By who?
				3 Activity Leaders	
Injury to ... Body Hands Arms Death	Incorrect supervision of the activity, allowing activity to get out of control	Moderate	M-A) MBCC staff to induct group into using archery. A Activity Leader from that group may be trained by staff if observed to show competency and ability to take charge of the activity. (Activity Leader –AL) M-A) Adequate Adult: Child ratios Ensure supervisors are trained by staff on correct usage of archery Camp Director & MBCC staff will randomly observe observation of activity and step back in if required. This Activity Leader must read Archery RAM's Sheet & Rules, and are clear on safety issues and guidelines.		MBCC Staff To A.L To users
	Hit by arrow through accidental release	Moderate	M-S) Activity Leader to demonstrate correct process M-A) No one is allowed in the target area while shooting is in progress. No one is allowed to touch the bows while retrieving arrows. All bows to be put down M-I) Barrier is put between targets and users, barriers around firing area		A.L To users
	Hit by arrow through deliberate pointing of bow	High	M-A) Activity Leader to demonstrate correct process M-A) All Activity Leaders briefed on users, especially in regards to higher risk users. M-A) One Activity Leader to sit with users in firing area, has responsibility for bow in front of users . M-E) Under NO circumstances will groups attending Marsden Bay Christian Camp use their own bows and arrows on site. (e.g. High powered compound bows)		MBCC Staff To A.L To user
	Equipment faulty	Moderate	M-E) Equipment and target area regularly undergo maintenance.		MBCC Staff
	Sore arms from bow string hitting arm	Low	M-A) Activity Leader to demonstrate correct process		MBCC Staff
	Bystander walks through target area	Moderate	M-I) Barrier is put between target and shooting area and users to stop bystander crossing area. M-A) 2 nd Activity Leader to be aware of anyone approaching archery range		A.L To users To bystanders
Emotional & Self Esteem issue	Person pushed to do something they aren't comfortable with Unique needs of users User behavior becomes nervous and irrational	Low	M-E) Have clearly defined area for people who don't want to be involved. M-A) Activity Leaders to maintain awareness of where they are... E) Challenge by Choice approach to instruction of activity		MBCC Staff To A.L To users
IF OTHER HAZARDS ARE NOTICED <p>(please state alongside)</p>					

In reading this RAM's I will carry out the task safely and where practicable use these identified controls to do so.

MBCC Staff		Date:		Group Activity Leader		Next Review:	2020
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In the case of an Accident or Emergency

Please refer to MBCC Emergency Response Plan --- Copy in lounge, kitchen, shed, Flying Fox & with Director

This activity should only be supervised by an instructor who has taken Archery Training and signed the Competency Sheet.

Activity Leader Info

- ✓ The children and their safety is your responsibility for the entire duration of the session. Do not allow any child to leave the group without your permission.
- ✓ Please ensure you are signed off for competence with the Activity Instructions and the RAMS form for your activity prior to beginning the session. One Activity Leader must be 18+
- ✓ Camp director will have briefed supervisors as to any special needs/at risk children.
- ✓ If you have any concerns about the activity, the equipment or your level of ability in this activity, please speak with the camp director immediately.
- ✓ If the weather changes during a session it is your responsibility to make a decision about whether it is safe to continue the activity, or stop it if necessary.
- ✓ Normal precautions for child safety apply such as:
 - Ensure adequate clothing and footwear are worn especially if outdoors.
 - Maintain group control at all times.
 - Be aware of emergency procedures.
 - Encourage full group participation and have fun together!
- ✓ Please note: Any firing of the archery other than at the archery targets will result in that person being requested to leave the activity and meeting with the Camp Director
- ✓ When carrying the bow, please don't carry by the string.
- ✓ The Activity Leader is the only one who is allowed to hold and hand out arrows.
- ✓ **NEVER** point an bow at people or animals, even if it is not loaded.
- ✓ If an arrow becomes lodged in the grass, please remove by the end closest to the tip

Any breakage's or equipment concerns need to be noted and reported to MBCC Staff immediately.

MBCC Archery Instruction sheet

Loading the Arrows

- Ensure the arrows and bows at all times are pointing away from the waiting area and from any person.
- Place the arrow on the rest with the nock (end) secured into the strings below the gold bead. Always make sure the different coloured vane is facing outwards, at a right angle to the bow.

- **Shooting**

- Stand with your body at a right angle to the target, with your left shoulder closest to the target (reverse if left-handed).
- Stand up straight with your feet shoulder-width apart.
- Hold the bows hand-grip with your left hand and place 3 fingers of your right hand on the string around the nock, ensure your fingers don't touch the arrow.
- Pull the string back towards you, keeping your right arm level with your shoulders. Bring the nock back as far as your ear. Ensure that your left arm is slightly bent to avoid the string grazing it.

- **Collecting Arrows**

- The bows must not be touched while collecting arrows.
- Grab the arrow as close to tip as possible to prevent it bending or snapping, then place your other hand on the target for support and tug firmly until it comes out.
- Walk back with the arrow tips over your shoulder for safety.

- **Important notes**

- Under NO circumstances will groups attending Marsden Bay Christian Camp use their own bows and arrows on site. (e.g. High powered compound bows)
- Only two participants may shoot at one time.
- It is very important that the remainder of the group stand behind the barrier provided. It is recommended that they play some kind of game to keep them occupied. (i.e. play games in a safe area)
- It is recommended that you rotate the participants by letting two shoot 3 arrows each. Then collect the arrows and give the next pair their turn and so on until they have all had an equal amount of turns.
- Never pull back the string and release without an arrow.