



Archery Victoria			
Title:	Policy and Procedures Manual		
Subject:	Risk Management Policy		
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## **0521. Risk Management Policy**

Please read this document in conjunction with Form 0622 Risk Analysis Checklist and Document 0523 Risk Analysis Examples.

### **1. Philosophy**

Archery Victoria is mindful of the risks associated with conducting archery activities and events at club level.

Archery Victoria is committed to a safe and incident free environment for its members.

In an effort to assist volunteer club officials to minimize these risks, Archery Victoria has developed a basic risk management tool.

All clubs are encouraged to regularly conduct risk management assessments of their club grounds, infrastructure, activities and events.

These assessments are intended to provide a safe sporting environment and provide the clubs with the tools to identify potential risks and hazards.

### **2. Duty of Care**

Clubs and club officials owe a duty of care to members and participants 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 which underpins any risk management program – 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.

### **3. Objectives**

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

#### **4. What is Risk Management?**

Risk management is the process of systematically eliminating or minimizing the adverse impact of all activities, which may give rise to injurious or dangerous situations. This requires the development of a framework within which risk can be monitored and controlled. Risk management is a tool by which persons involved in sport can seek to meet their duty and thus avoid liability.

Risks, which can be covered by a risk management program, include:

- 4.1. Legal risks – losses and costs arising from legal actions for breach of a common law or statutory duty of care;
- 4.2. Physical risks – injuries to participants, officials and the public;
- 4.3. Financial risks – increased insurance premiums, costs associated with injuries for business reasons, loss of financial stability and asset value, replacement costs and earning capacity and increased external administrative costs;
- 4.4. Moral and ethical risks – loss of quality of participants experience and confidence, adverse publicity and damage to image and reputation.

#### **5. Which risks need to be managed?**

Importantly, the law does not require clubs to provide a completely risk free environment. Indeed, by agreeing to participate in archery activities, participants will be taken to have consented to those risks, which form an inevitable aspect of the activity. Clubs will not be required to take steps to counter risk where it would be unreasonable to expect a club to do so in the circumstances. Clubs will however be expected to adopt reasonable precautions against risk which may result in injuries or damages which are reasonably foreseeable.

#### **6. The Australian Standard**

The approach adopted in this resource 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 resource has sought to simplify the steps set out in the Australian Standard, and includes the following stages:

- 6.1. Risk Identification
- 6.2. Risk Assessment
- 6.3. Risk Treatment (action plan)
- 6.4. Monitoring and Review
- 6.5. Communication

## **7. This Document – scope and limitations**

This resource has been developed specifically for the archery component of archery club activities. As such it does not address risk management considerations for other elements of archery club operations such as governance, administration, finance, insurance, planning, etc.

The Resource is not a “be-all-and-end-all” resource, which will make your club litigation proof or completely fail-safe, however if followed, it may serve as a useful defence to claims for breach of duty of care.

Risks will vary from club to club depending upon the circumstances and the ways in which each club operates. It is up to the Committee and key people in your club when using this Resource to think about other risks not identified here, and plan for their treatment accordingly. Such other local risks should be included in this process where indicated in the Risk Management Tables.

## **8. Who should be involved?**

It is important that all key people from the Committee to event officials and volunteers, are involved in each step of the risk management process.

Key people such as your head coach or senior event official have the training and knowledge that is required when risk questions regarding archery events and activities are asked.

Do not try to complete the risk management process in this Resource without involving other key people in your organization. This may result in the responses being flawed.

## **9. Risk Identification**

The first step in our risk management program is to identify what risks exist (or may exist in the future) within our archery programs and competitions. It is important that people who are regularly involved in the sport are involved in identifying risk areas. Officials, coaches and even participants should be consulted. There is no substitute for actual practical experience in working out why accidents occur, or what presents a potential problem.

There are a number of things that must be considered in identifying risks:

- 9.1. The age of the participants;
- 9.2. The type of activities conducted;
- 9.3. Injury history (including type and cause);
- 9.4. How operational procedures are conducted, and whether there have been any previous problems.

For the purpose of the present project, we have identified four risk categories. We have also identified a number of common risks, which fall within these categories. Your task is to assess and treat where necessary these risks in the context of your club activities. Space has also been provided under each category for you to identify and add additional risks which are particular to your club.

## **10. Risk Categories**

In Document 0523 Risk Analysis Examples are some categories that relate to broad areas.

These may refer to the risks involved in activities, which immediately precede and follow archery events. Setting up of fields and preparation activities of event. Organizers should all be aware of this policy in this regard.

The physical area in which we conduct club events will necessarily include risks to personal safety and property damage. This category is not concerned with the on field environment, rather focuses on the club and surrounding environments which are utilized by members, participants, and in some circumstances, the general public.

There are sections that deal with the physical environment in which our sport is played, and must take into account weather conditions.

It also includes club members, officials, participants, parents and spectators who may be involved in club archery activities. The club owes a duty of care to those people who may be affected by its actions and therefore should ensure that it takes steps to manage the risks, which may confront club personnel, in addition to those risks, which may arise as a result of their conduct.

## 11. Risk Analysis Checklist

Having identified the risks involved in our archery activities we need to analyse them in terms of their likelihood to occur and the seriousness of the consequences arising from their occurrence.

Table 1. below shows a rating of the likelihood of an event happening. Use Form 0622 to rate the likelihood of the event.

Table 2. below shows a rating of the impact that event would have on the organisation and/or its personnel. Use Form 0622 to rate the impact of the event.

Table 3. below shows a rating of the risk a combination of the likelihood and the impact that event would have. Use Form 0622 to rate the risk of the event.

Measure	Likelihood	Description
5	Certain	Problem could occur several times a year
4	Likely	High probability, likely to occur once a year
3	Possible	Likelihood that it may occur over a 5 year period
2	Unlikely	Plausible, could occur over a 5 to 10 year period
1	Rare	Unlikely to occur over a 5 to 10 year period

Measure	Impact	Description
5	Catastrophic	Most objectives may not be achieved
4	Major	Most objectives threatened or one severely affected
3	Moderate	Some objectives affected with effort to rectify
2	Minor	Easily remedied, objectives can be achieved
1	Negligible	Small impact, rectified by normal processes

Measure	Risk	5	4	3	2	1
		Certain	Likely	Possible	Unlikely	Rare
5	Catastrophic	10 Very High	9 Very High	8 High	7 High	6 Medium
4	Major	9 Very High	8 High	7 High	6 Medium	5 Medium
3	Moderate	8 High	7 High	6 Medium	5 Medium	4 Low
2	Minor	7 High	6 Medium	5 Medium	4 Low	3 Low
1	Negligible	6 Medium	5 Medium	4 Low	3 Low	2 Very Low

Each identified risk is rated. These ratings describe:

- 9-10 Very High (extreme risk with serious consequences)
- 7-8 High (major risk with potentially serious consequences)
- 5-6 Medium (medium risk consequences requiring attention)
- 3-4 Low (minor risk managed by routine procedures)
- 1-2 Very Low (use this to make a note of a potential risk)

## **12. Risk Treatment (action plan)**

This stage is all about identifying and testing strategies to manage the risks that have been identified and subsequently evaluated as posing a real risk to participants.

Ideally officials will work together to brainstorm a variety of treatment strategies and then consider each strategy in terms of its effectiveness and implications. This will necessarily involve some reality testing of risk treatment strategies as officials determine what reasonable steps they must take to reduce the impact of the risk arising.

If your club has assessed a risk and the risk has been rated highly you will need to carefully consider necessary policies, procedures and strategies to treat the risk. These will include what is needed to treat risk, who has the responsibility and what is the time frame for the risk management. These elements will comprise your action plan. If your club already has a strategy in place to address or manage an identified risk, insert details of that strategy in the space provided. If not, you will have to devise a strategy.

## **13. Monitor and Review**

It is very important that officials review the risk management plan at the end of the competition, activity, program or event. The risk management plan should be a fluid document, which is regularly updated to take account of changes within the club.

The keeping of records, and the continued evaluation of the risk management plan in the light of such records is crucial. Your risk management procedures should include the documentation of any accidents, as well as information on the effectiveness of the plan. Statistics on continuing injuries or accidents should be used to determine whether there are specific activities that require either increased precautions or supervision.

Your risk management plan cannot remain static. Risk can change according to changes in the law, development of safe practices and techniques, and developing technology in the sport of archery. Constant evaluation and updating must be done to take account of developing trends and the organisations own experience.

## **14. Communication**

It is essential that all club members and participants in club programs are aware of the risk management program and are consulted in its development, implementation and evaluation.

Membership of archery clubs is constantly changing and as such the clubs should ensure that new members are introduced to the risk management policy and obligations as part of their introduction into club life. Similarly, entrants in competitions and events who are not members of your club should also be aware of the club's risk management procedures and any rules with which they must comply.

## **15. Risk Analysis Examples**

This resource is a guide. Numerous people in the archery world identified the risks that have been included in Document 0532 Risk Analysis Examples

There will always be circumstances where risks, which are particular to your club's archery activities, may not have been addressed. Please feel free contact the Chief Executive Officer and have them added into the document.