

Northern Archers of Sydney Incorporated



**Pennant Hills Park,
Brittania Street, Pennant Hills, NSW, 2120. Australia**

Risk Management Plan



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INTRODUCTION

Philosophy

Northern Archers of Sydney Inc. is mindful of the risks associated with conducting archery activities and events at Club and State level. In an effort to minimize these risks, Northern Archers of Sydney 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

Northern Archers of Sydney Inc., Club officials and members 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 Northern Archers of Sydney Inc. – in this case, the process of identifying risks involved in activities such as casual/social shooting, practice, and the 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 range users, participants, officials, spectators and other persons associated with the use of the range in the archery activities mentioned above.
- To provide a fun, healthy and safe sporting environment for individuals to participate and enjoy the sport of archery.
- To minimize potential club liability as a result of poorly managed range usage during the activities mentioned above.

The Australian Standard

The Risk Management methodology adapted by Northern Archers of Sydney Inc. was developed by Archery Australia (A.A), the governing body of archery in Australia, to which Northern Archers of Sydney Inc. is affiliated. The Archery Australia “Risk Management Resource for Clubs” policy Nov 2013 Version 2 is used here and has been adopted based on Australian and International Standard on Risk Management AS/NZS ISO 31000:2009.

This Risk Management methodology seeks to simplify the steps set out in the Australian Standard, and includes the following stages:

- Risk Identification
- Risk Analysis
- Risk Treatment (action plan)
- 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.

Northern Archers of Sydney Inc.

Northern Archers was formed in 1953 and has been active in its present location since 1962. The range is one of the best available in NSW and includes disability access and facilities. The range has been continually improved by members over the years. It is one of the few archery clubs where shooting access is available to members seven days a week.

Northern Archers of Sydney Inc. is an affiliated club of Archery Australia and Archery NSW, and is also one of the largest archery clubs in NSW.

Northern Archers of Sydney Inc. has its club house and a target range located at Pennant Hills Park, Britannia Street Pennant Hills. Northern Archers of Sydney Inc. has competition archers both past and present that have achieved much over the years, including many State and National champions, and Olympians.

RISK IDENTIFICATION

Northern 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 Range activity is located on eastern end of the access road within Pennant Hills Park. See Figure 1.

The area is a flat grassy field, rectangular in shape, facing south east, and approximately 300m x 90m in size. The field is bounded on the northern and southern sides by thick native vegetation. The Northern Archers Inc. club house and 2 of its storage containers are located at north-western end of the range. The 3rd storage container is located on the South east edge of the range. Beyond the line of target butts is the Clout pitch.

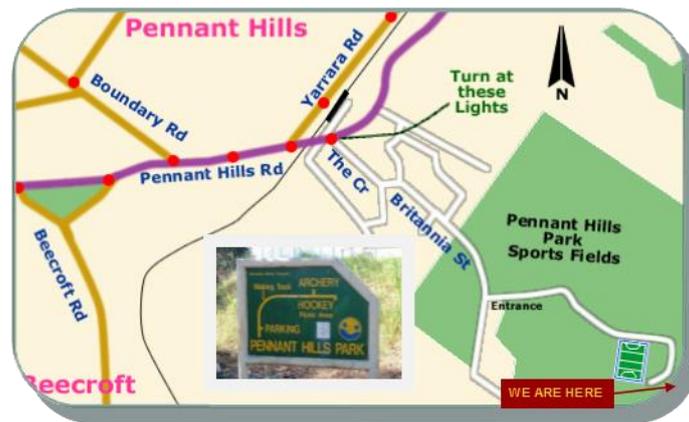


Figure 1. Target Range Location

There is one vehicle access point to the field: Parking is provided in the Cul de sac at the end of the access road adjacent to the clubhouse. The access point for emergency and council vehicles to enter the field is also adjacent to the clubhouse and is signposted.

Organised sporting activities such as junior football training in conjunction with Pennant Hills Football Club may be conducted in the future. The risk assessment plan will be re-evaluated in the event this. It is envisaged that afternoon/evening and night training under lights (when installed) will take place from Tuesday to Thursdays from 6.00pm to 9.00pm. The field is well turfed and well drained due to recent renovations. Better drainage and irrigation plans are being considered by Council for when football may be given access.

RISK ANALYSIS

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

The likelihood is related to the potential for a risk to occur. How often could the risk eventuate? Is there a history at the Club for this risk?

	Likelihood
Likely	Will occur at each archery event
Possible	Could occur once annually
Unlikely	Could occur once in 10 years
Remote	Could occur once in 100 years

Table 1: Likelihood scale rating

Consequence of a risk refers to the amount of loss or damage which may result from the risks occurrence. It is the consequence of an injury to someone, financial loss, a loss of reputation etc.?

	Consequences
Extreme	<ul style="list-style-type: none"> Death or serious injury requiring significant rehabilitation or permanent disability Financial loss in excess of \$100,000 Loss of reputation
Serious	<ul style="list-style-type: none"> Serious injury requiring rehabilitation Financial loss in excess of \$50,000 Legal prosecution
High	<ul style="list-style-type: none"> Injury requiring time off work Financial loss in excess of \$5,000 Loss of reputation to Club
Low	<ul style="list-style-type: none"> Injury requiring on-site First Aid Financial loss less than \$5,000 Negative story on Club in media

Table 2: Consequence Scale

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

		Consequences			
		Extreme	Serious	High	Low
	Likely	RED	RED	AMBER	AMBER
Likelihood	Possible	RED	RED	AMBER	GREEN
	Unlikely	AMBER	AMBER	GREEN	GREEN
	Remote	AMBER	AMBER	GREEN	GREEN
	Red	Immediate action required			
	Amber	Action required within 6 months			
	Green	No action required, monitor and communicate risk			

Figure 2. Risk Matrix.

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 Northern Archers of Sydney Archery Range are detailed here.

1. Attendance Book

All club members and visitors, which are archers, coaches and officials will be required to sign the attendance book prior to shooting. All temporary members, that is, those members of the public attending Club run beginners courses and "Come and Try" events must sign in also on the Archery Australia group sign in sheets. Only Northern Archers of Sydney Inc. members, associate members and official visitors of Northern Archers of Sydney 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 or Committee member of the Club. All other parents, spectators and general public will be restricted to the areas outside the

caution signs and barrier fencing. Animals are to be kept on leads at all times. Parents must act responsibly in relation to behaviour of small children.

2. Field Layout

Northern Archers Target and Clout range is configured with 16 permanent target butts on the south eastern end of the range with a safety mound 5m behind to catch arrows that have missed the target butts. The elevated clout pitch behind will be able to have at least 2 or 3 clout rings setup for shooting on those occasions when Clout events are being shot. Northern Archers generally operates off the staggered shooting line principle for practice and social shooting. A common shooting line is used were possible for organised competitions. The staggered shooting line requires the use of additional safety zones between archers shooting different distances. For inter- club events, a common shooting line is used. This avoids the need for additional safety zones between archers shooting different distances. Temporary target butts are set up to cater for those archers that are required to shoot shorter distances.

The 6 practice butts located on the southern western boundary closer to the club house are primarily for Beginners classes, Come and Try events and short distance practice. Use of any vacant butts whilst classes etc. are on is at the discretion of the supervising Coach. However all archers using the area must conform to shooting instructions of that supervising coach. The safety curtain must be used during classes to prevent overshoots/missed shots from entering the bushland behind and assist in preventing lost arrows. The safety curtain is intended to stop arrows from the low poundage beginners' equipment only.

The range is setup with safety signage attached to the perimeter fence and a shooting flag to indicate that Archery is in progress and that entry to the range is restricted.

3. Permanent and Temporary Barriers and Safety Signage

A fence in front of the Club house with one access point outlines the boundary of the target range. Controls will be setup by Northern Archers Inc. at the south western 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 behind the beginner targets.

In addition to the barrier fencing, safety signs stating "**Caution Archery**" have been installed on the fencing.

4. Field Arrangements

The field is in good condition for use as a target range being flat and facing a south easterly direction. The only areas that really play any active role in the activity are: the shooting line where archers stand, shooting lanes for each target and the targets themselves where arrows land.

The **shooting line** for general use (practice and social archery) will be staggered and for Club League and Inter-Club events will have one shooting line. This is also at the discretion of the Director of Shooting. In non - competition mode the range will allow sufficient room for up to approximately 50-60 archers at various distances. Short distances are to be shot from the right-hand side of the range (target 16), moving to the left as shooting distances increases (target 1). Classes in the Beginners area and their equipment should be able to accommodate up to 24 archers maximum (4

archers per target). Shooting at either 10m or 20m distances only. This area is usually clear and mowed (by the Club and/or Hornsby Council) for the comfort of the archers and their equipment. Lines are marked on the ground occasionally indicating distances in concert with distance signage.

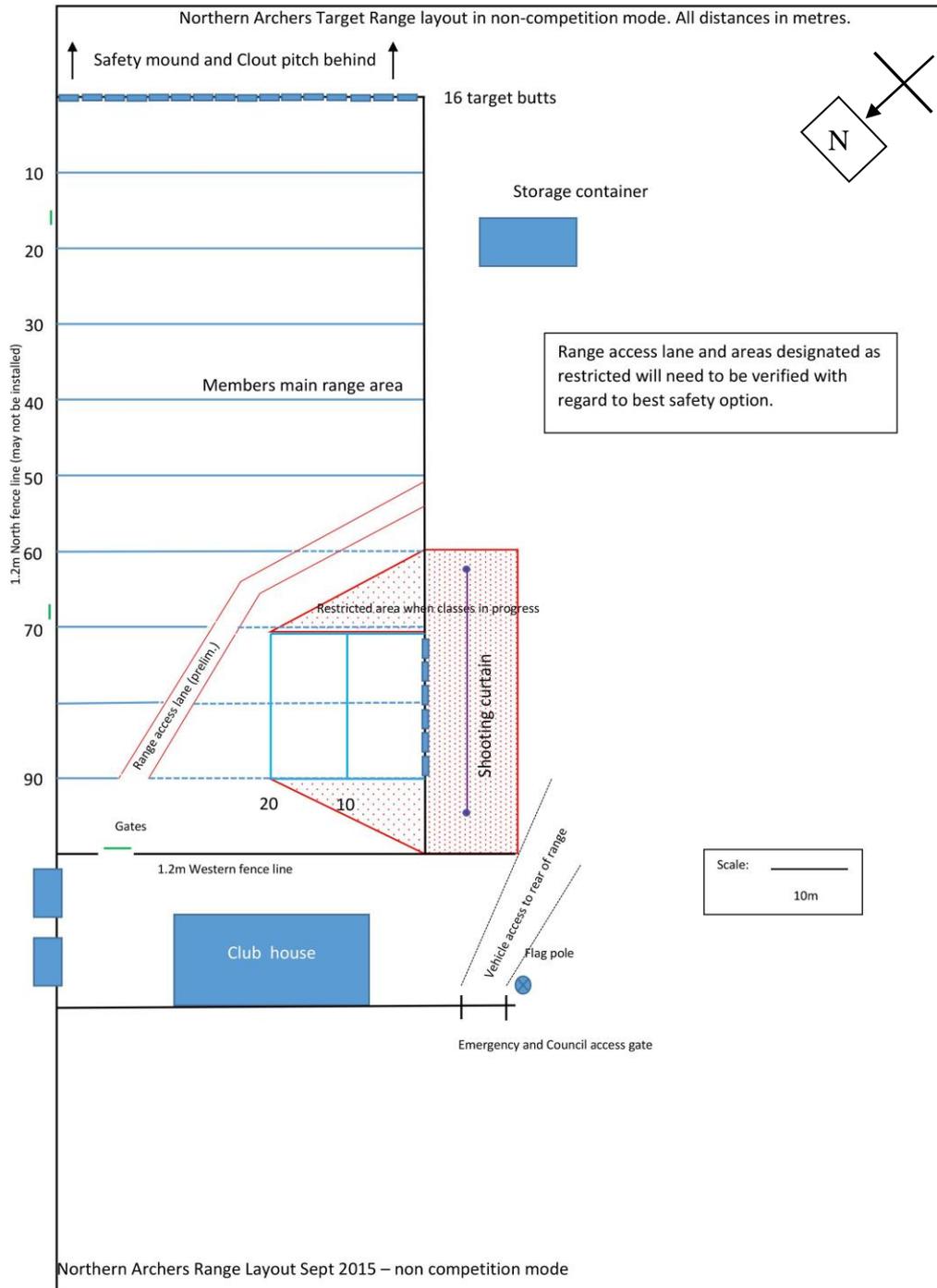


Figure 3. Range layout

5. Control of Shooting

Under controlled shooting conditions, i.e. Club leagues, Inter-Club events, Beginners classes and Falcons events, control of shooting is organised by the Director of Shooting (DOS), Instructor, coach or their delegate who may be located near the shooting line to have a clear view of the Field of Play and the access points to the field.

Under social or practice conditions (uncontrolled), control of shooting is left to individual members who must abide by the Clubs Main Range Shooting Policy, especially as it relates to distances being shot, numbers of archers on the range and safety zones for different distances.

The DOS will use the following whistle blasts to control the shooting:

- **One (1) Blast :** Come to shooting line, prepare to shoot and commence shooting.
- **Two (2) 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.

6. First Aid Officer

The club will endeavour to have at least one member trained in basic first aid and 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.

7. Archer Safety

New archers cannot shoot on the Range unless they have completed the Northern Archers of Sydney Inc. Beginner's course or are supervised by a Club official. New Club members with archery experience must demonstrate to club officials that they are competent and understand Northern Archers Safety policies and procedures.

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 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 stay hydrated on during warmer months and may need to provide sufficient drinking water for their own use if the Club house is not open. Toilet facilities, tea, coffee, and cold drinks are available in the Club house for a small fee.

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.

8. Bushfire Safety

Northern Archers of Sydney Inc. has two bushfire management plans on display in the club house. Please familiarise yourself with them. Both have been prepared according to a draft received from Hornsby Council and have been submitted to Council as part of our lease / licence conditions for the site.

9. 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 shoot at the shorter distances to ensure that any arrows that overshoot are within the safety exclusion zone or mound. Once the sight setting for the short distances are established and they have qualified for each of the distances, they can then increase their shooting distances and setting for the longer targets.

10. Missing or Unfound Arrows

When shooting on the range it sometimes happens that a situations occur such as;

- Misfire
- Equipment failure
- Wrong or unadjusted sight settings

When arrows are lost on the range it is important that they are found. This can be difficult due to soft ground and long grass, especially after rain. The club has a metal detector that can be used to locate the metal parts of the arrow, points, shafts and inserts

With the introduction of Football training on the Archery Range, every attempt must be made to find the arrow before you leave the club house.

Missing arrows are to be entered into the missing arrow log in the clubhouse, stating name, date, lane no and approximate location, arrow description.

11. Crossbows

Any member wishing to shoot a crossbow must:

- Be affiliated member of Archery Australia, and
- Be at least 18 years of age, and
- Be a Club member for at least twelve months, and
- Successfully complete a course of instruction with a suitable crossbow instructor.

Any member shooting this style of bow at the Club grounds must hold a current NSW Police Prohibited Weapons Permit and must display this permit to any member of the Club executive who requests to see it. Alternatively they must be under the direct supervision of the holder of a Prohibited Weapons Instructors Permit.

Visiting arbalests' must obtain permission to shoot from a member of the Club's Executive Committee.

Any archer wishing to transfer to Northern Archers Inc. must demonstrate to a current Instructor that he/she can shoot in a safe manner and has a working knowledge of the Archery Australia crossbow rules.

Crossbows must not be left unattended. If it is necessary to leave the crossbow unattended it must be put in a secure state.

12. Monitor and Review

Northern Archers of Sydney 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.

13. Communication

It is essential that all club members and participants in club programs at Northern Archers of Sydney Inc. are familiar with this document. A copy shall be kept in the club house and on the Club's website www.northernarchers.com

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

New members should also be familiar with the Northern Archers of Sydney 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.

14. Complaints / Concerns / Suggestions

Please email the Club secretary at "secretary@northernarchers.com or speak to a member of the clubs committee.

Thank you

Secretary.

References

Archery Australia Inc. Board, Archery Australia Safety Guidelines, Jan 2011.

Archery Australia Inc. Board, Risk Management Resource for Clubs, Nov 2013.

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.	<p style="text-align: center;">AMBER</p> <p>Possible/High</p>	<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.</p> <p>During controlled events, 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>During practice or social archery members are to be familiar with Club Safety documentation and main range shooting policy are expected to act within the framework of those documents.</p> <p><i>Caution signs</i> and shooting flag will be installed at the North western end of the Field of Play.</p> <p>Shooting is controlled by the DOS at all times during controlled events. Shooting shall stop immediately if a person or animal enters the Field of Play.</p>	<p style="text-align: center;">GREEN</p> <p>Unlikely/Low</p>

Risk No.	Risk Description	Risk Assessment	Risk Mitigation Action	Risk Assessment after Mitigation
	Trespass into Beginners area from main range by archers whilst beginners area in use – persons being hit with arrow.	RED Likely/Extreme	Install 3 red plastic bollards with hazard tape between on the 65m line adjacent to the beginners' area.	AMBER Unlikely/Extreme
2	Arrows undershooting/overshooting target butts and Field of Play.	AMBER Likely/Low	Initial sight setting shall be done on shorter targets first. Officials will check initial sight settings prior to first arrow. Double check sight settings when changing distances.	GREEN Possible/Low
3	Missing or Unfound Arrows	RED Likely/Serious	<ol style="list-style-type: none"> 1) Locate arrow before you leave 2) If unfound note in missing arrow log in club house 3) Archers are to advise the Secretary or DOS should an arrow be lost in the field of play. 4) All archers are to assist with finding any lost arrows. A metal detector is kept in the club house to help locate lost arrows. 	GREEN Likely/Low
4	High Winds, Thunder and Lightning, Bushfire.	RED Lo Possible/Extreme	<p>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, or Archers safety is deemed to be at risk in accordance with AA policies.</p> <p>Bushfire - Follow all instructions from Council staff, Police or Fire Brigades. Bush fire risk management plans in clubhouse. Get out early if smoke in air.</p>	GREEN Possible/Low

Risk No.	Risk Description	Risk Assessment	Risk Mitigation Action	Risk Assessment after Mitigation
5	Archer Inexperience	<p>GREEN</p> <p>Possible/Low</p>	<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>	<p>GREEN</p> <p>Unlikely/Low</p>
6	Field Damage	<p>GREEN</p> <p>Unlikely/Low</p> <p>GREEN</p> <p>Possible/Low</p>	<p>Archery activities will have negligible impact on the physical field.</p> <p>Hornsby Council to rectify damage caused by Football to the Archery Range</p>	<p>GREEN</p> <p>Unlikely/Low</p> <p>GREEN</p> <p>Possible/Low</p>
7	Field Setup and Dismantle – Beginners area	<p>RED</p> <p>Likely/Serious</p>	<p>Temporary barriers to be used during beginners' classes to demarcate the shooting area and safety exclusion zones. Star posts or similar (plastic hazard bollards and hazard tape) for barrier fencing will be installed.</p>	<p>AMBER</p> <p>Possible/High</p>
8	Archer Health	<p>AMBER</p> <p>Likely/High</p>	<p>Archers shall wear appropriate attire, hats, tight fitting clothes and closed shoes.</p> <p>Sun lotion and eye protection shall be used when appropriate.</p> <p>Be conscious of manual handling issues when dealing with temporary target stands and butts.</p> <p>Alcohol is not to be consumed while shooting.</p>	<p>GREEN</p> <p>Unlikely/Low</p>