

RISK MANAGEMENT PLAN

Activity: Archery	Location: Mountain Trails	Supervision ratio: 1:15, + teacher present
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Experience of participants: Varied – novice to intermediate

AIMS OF THE ACTIVITY	QUALIFICATIONS AND EXPERIENCE OF ACTIVITY GUIDES	STUDENT REQUIREMENTS AND SAFETY
1. To provide students with a safe experience of archery. 2. To assist students to establish a good pattern of shooting. 3. For students to understand archery as a sport not just a game, requiring a degree of skill.	What are the current experience, competencies or qualifications needed for this activity? ✧ In-house instruction ✧ Conduct Archery Session Training (Desirable) ✧ Current first aid certificate	How will the students be supervised? Maximum 1:15 (no more than 6 shooting at a time)
		How will the staff be deployed? Close supervision and tuition at the archery range.
		Over what area will students be spread? 100m ²
		What activities will students do as preparation for this activity? Safety briefing, technique demonstration and eye dominance test.
		Have the students been tested for any pre-requisite skills? (eg swimming) NA

EQUIPMENT USED IN THIS ACTIVITY

Equipment / Protective clothing	Industry Standard	Are there safety checks carried out?		Is the equipment appropriate for age group?	What can go wrong? Action in event of failure	
		Yes	No			How often
Bows / Arrows	Manufacturers spec.	Yes		every setup and pack up	Yes	faulty gear – replace immediately
Targets	FITA approved	Yes		every setup and pack up	Yes	NA
Arm guards	FITA approved	Yes		at equipment issue	Yes	NA
Finger tabs	FITA approved	Yes		at equipment issue	Yes	NA

IDENTIFY THE RISKS (Potential loss – physical, emotional, etc.) AND SCORE (Using accompanying model)

#	RISK	SCORE	#	RISK	SCORE
1	Equipment failure	Low	5	Dangerous fauna	Low
2	Arrow injury	Low	6	Unauthorised use	Low
3	Poor weather	Low	7	Bruising / Soreness	Low
4	Poor facilitation	Moderate	8	Injury to non participants	Low

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IDENTIFY THE CONTRIBUTING FACTORS AND MANAGEMENT STRATEGIES TO COMBAT THOSE FACTORS

CATEGORY	CONTRIBUTING FACTORS	MANAGEMENT STRATEGY
PEOPLE Attributes people bring to an activity such as skills, attitudes, age, physical fitness, health numbers, etc.	2. participants unaware of dangers 4. Unresponsive participants, work stress of activity guide 7. students unfamiliar with equipment and correct style <ul style="list-style-type: none"> • Participant ridicule • Peer pressure 	2. adequate briefing, demonstration and monitoring 4. responsible rostering, teaching staff briefing 7. ensure participants wear properly adjusted arm guards and monitor technique <ul style="list-style-type: none"> • Maintain participants group 'Full Value Contract' • conduct session in 'Challenge by Choice' framework
EQUIPMENT Resources that impact on the activity such as clothing, helmets, ropes, harnesses, tents, hardware, etc.	1. fatigue of strings / stress of bow arms	1. checks carried out prior to and immediately after use
ENVIRONMENT Factors that impact on the activity such as weather, terrain, water, tides, fire, flora, fauna, wind, etc.	3. Stormy conditions and extreme temperatures 5. Season, poor site maintenance	3. pre activity weather check and in the field observations 5. site preparation / setup and in the field observations
OCCUPATIONAL HEALTH AND SAFETY Factors which might arise if a regulation or safety guideline was not followed	6. wandering participants in free time 8. physical situation of range and scheduling of other groups	6. 'deny access' procedures and monitoring of site boundaries 8. barriers and appropriate signage to restrict access

EMERGENCY MANAGEMENT PLAN

1. Keep group together	How remote is the activity from sources of assistance?	on site
2. Implement Emergency Management Plan	How would help be called?	phone, messenger
3. Alert teaching staff to Management Plan	How long would it take to get help after an accident?	other staff – 2 mins ambulance – 12 mins

REPORT PREPARED BY: __Bronwyn Pye__ DATE: __12/05/2015__ REPORT APPROVED BY: **Malcolm Bennett**