

South Queensland Archery Society Inc Hazard/Risk Management Register

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Safety is our absolute priority - zero harm is our policy

This Hazard/Risk Management Register has been constructed for use by clubs in their management of their affairs and for use by those hosting archery events. The register was adopted by the SQAS Management Committee for issue to clubs for use as a template for managing risks in their operations.

The Register is a template only and needs to be validated for each user, along with the refinement of the definitions for Likelihood, Consequence and Risk. The controls that are to be implemented are to ensure safety by eliminating the hazard or preventing the risk, and if this is not possible to substitute the hazard, to isolate the hazard from people, to implement engineered controls, to apply rules or other administrative procedures, to use personal protective equipment.

Refer to AS/NZS Standard HB 246-2004 "Guidelines for Managing Risk in Sport and Recreation" for non-safety risks.

For further information also refer to AS/NZS 4360-2004 "Risk Management" and the Qld Government CCYPCG publication "Child Protection - Managing the Risks"

No.	Risk	Cause	Hazard	Consequence	Inherent Risk	Controls	Additional Treatment	Action Plan
	Something at risk x source x effect		Potential to harm		LxC=R		Add any additional treatments or new controls to further mitigate the risk to achieve zero harm.	Who, What, When

- 1 **Safety**
- 1.1 **General Safety Management**

1.1.1	Failure to learn from incidents and near misses	Repeat of an incident because incident learnings and actioning is not effective.	All hazards	archer or public injury	4x1=M	<ol style="list-style-type: none"> 1. Safety incidents reported to DOS are immediately attended to, advised to the Field Captain and discussed for actioning at Management Committee meetings 2. Incident Register
1.1.2	Inadequate injury treatment	First aid treatment not available	All injuries	treatment of injury not effected in a timely manner	2x3=M	<ol style="list-style-type: none"> 1. First aid kit 2. First aid officers 3. Mobile phone for communication 4. Motor vehicle transport
1.2	Processes					
1.2.1	Person shot by arrow	Archer goes forward while shooting is in progress	Arrow	Death or injury	1x3=M	<ol style="list-style-type: none"> 1. Shooting rules 2. Archer training 3. DOS control, whistle or lights 4. Marked shooting line
		Person strays on to the field	Arrow	Death or injury	5x1=M	<ol style="list-style-type: none"> 5. Warning signage 6. DOS control
		Archer strays into arrow template while shooting is	Arrow	Death or injury	4x1=M	<ol style="list-style-type: none"> 7. Field design - marked shooting line and shooting templates
		Arrow comes off the rest and is mis-directed	Arrow	Death or injury	3x2=M	<ol style="list-style-type: none"> 8. Archer training - let down 9. Arrows long enough
1.2.2	Person stabbed by arrow	Trip with arrow in hand	Arrow	archer injury	3x2=M	<ol style="list-style-type: none"> 1. Rules - no running 2. Minimize trip hazards
		Drawing arrow from target	Arrow	injury to fellow archer	4x2=M	<ol style="list-style-type: none"> 3. Rules 4. Beginner training

		Walk into arrow protruding from target	Arrow	archer injury	4x2=M	5. Beginner training
		Walk on or into arrow in the grass	Arrow	archer injury public injury	3x2=M	6. Appropriate footwear 7. Archers required to retrieve lost arrows
1.2.3	Archer bruised arm	Bow string strikes forearm	Bow string	archer injury	5x1=M	1. Arm guard worn 2. Correct archer technique 3. Beginner training
1.2.4	Bow string catches on person	Long hair not tied back, ear rings dangling, studs in place to catch etc	Bow string	archer injury	4x2=M	1. Shooting rules 2. Archer training
1.2.5	Archer injured by limb slipping while stringing bow	Archer not stringing or unstringing the bow by a safe	Bow limb	archer injury	3x2=M	1. Archers training 2. Archers to use stringing equipment
1.3	Equipment					
1.3.1	Archer injured by bow "exploding"	Dry fire bow	Bow	archer injury or fellow archer	5x1=M	1. Rules 2. Archer training
		Cables/string breaks	Bow	archer injury or fellow archer	2x3=M	3. Archer responsible to inspect and maintain their own equipment 4. Club Equipment Officer or Coach checks club hire equipment

		Cracked limbs or riser	Bow	archer injury or fellow archer	2x2=M	5. Archer responsible to inspect and maintain their own equipment 6. Club Equipment Officer checks club hire equipment
1.3.2	Archer injured by broken arrow on release	Cracked arrow or nock breaks on release	Arrow	archer injury or fellow archer	4x1=M	1. Archer training 2. archer responsible to inspect arrows
1.3.3	Archer injured by arrow coming off string improperly	Arrow nock too loose on string	Arrow	archer injury or fellow archer	4x1=M	1. Archer training 2. archer responsible to check arrow fit on string
1.3.4	Broken arrow strands of carbon penetrate the skin	Carbon arrow broken and handled inappropriately	Arrow material	archer injury	2x3=M	1. Archer training 2. Archer responsible to take extreme care with broken arrows
1.3.5	Target topples over on to competitor	Targets being shifted or in place topples in the wind	Target	archer injury	4x3=H	1. Only able body people of sufficient strength to shift targets 2. If top heavy secure targets
1.4 Natural						
1.4.1	Archer suffers heat stroke	Over heating of the body in hot weather conditions	Heat	heat stroke	4x2=M	1. Water available at club house 2. Shades available for use in hot weather 3. Hold frequent breaks in hot weather 4. Recommend archers wear a hat

1.4.2	Archer suffers sunburn	Exposed skin to sun	Sun	sunburn	5x1=L	<ol style="list-style-type: none"> 1. Recommend archers wear a hat 2. Recommend archers use sun lotion 3. Erect sun shades in hot weather 4. Long sleeves option available for club shirt
1.4.3	Archer struck by lightning	Archer struck by lightning	Storm	archer injury or death	1x5=H	<ol style="list-style-type: none"> 1. Rule prohibits shooting during and at the approach of a storm
1.4.4	Archer struck by falling tree branch	Tree rot and age or strong winds dislodge	Strong winds	archer injury	2x3=M	<ol style="list-style-type: none"> 1. Archers are not to stand under trees during high winds
1.4.5	Archer bitten by bee or other insect, spider or snake		Insect, spider or snake etc	illness from bite	4x2=M	<ol style="list-style-type: none"> 1. Archer vigilance 2. First aid kit 3. First aid officers 4. Mobile phone to communicate 5. Motor vehicle transport
1.5 Maintenance Equipment						
1.5.1	Archer or fellow archer injured when changing cables or string or adjusting bow	Bow in press slips or bow press malfunctions or stringer breaks	Bow press or stringer	archer or fellow archer injury	3x2=M	<ol style="list-style-type: none"> 1. Bow press only to be operated by experienced operators authorised by Club Coach

1.5.2	Archer burned or injured from hot melt or glue	Melted or chemical glues contact person	Hot melt and glues	Burns and chemical in eye	4x2=M	<ol style="list-style-type: none"> 1. Gas burners, hot melt and gules (superglue) to be used away from other archers 2. Archer to take extreme caution when doing this work
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1.6 Club House

1.6.1	Fire	Fire traps people or fire fighters burnt while fighting fire	Paper and building	Burns	1x2=L	<ol style="list-style-type: none"> 1. Fire extinguishers 2. Insurance of content and building 3. Exit signs and evacuation points
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1.6.2	Electrocution	Fault	Electrical fault	Electrical shock	2x3=M	<ol style="list-style-type: none"> 1. Earth leakage device on major power leads used for indoor night shoots
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1.6.3	Chemical storage	Unsecured access to chemicals	Chemicals	Poisoning	1x3=M	<ol style="list-style-type: none"> 1. Chemicals and poisons locked away
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1.7 Target Field

1.7.1	Mowing	Inexperienced operator	Tractor or mower blades	Cuts, slashes, collisions or rollovers	3x2=M	<ol style="list-style-type: none"> 1. Independent contractors or council used for slashing. 2. Experienced people used for mowing and wiper-snipping
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1.7.2	Needle stick injuries	Needles left around	Needles	Contract disease	3x3=H	<ol style="list-style-type: none"> 1. Regular opening up inspections
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1.8 Emergency

1.8.1	Member of the public endangers the members or damages their equipment	Access to the grounds by members of the public	Member of the public	Injury to club members or damage of their equipment	3x2=M	1. Securing members equipment when there is reduced attendance at club	Lock down procedures to be written by club
1.8.2	Medical emergency	Slow response or inadequate first aid	Injury untreated	Treatment not effected in a timely manner worsens the condition	1x3=M	1. Mobile phones of members to call 000 2. First aid kit 3. First aid to be applied until ambulance arrives	
2	Financial						
2.1	Financial						
2.1.1	Financial loss in meeting a public liability claim	Public claim demonstrates that the club or an individual is negligent	Claim	Financial loss	1x4=M	1. Incorporate Body 2. Public Liability Insurance for the club (exposure is to the value of the excess) 3. Public Liability Insurance for members	
2.1.2	Insolvency	Insufficient funds to pay bills and future liabilities	Expenditure greater than income, reserves and borrowings	Club unable to continue to operate	1x4=M	1. Treasurer reviews finances monthly and presents to management Committee 2. Finances are audited annually and presented to the AGM 3. Club fees are set annually 4. Annual budget is drawn up 5. Regular review by Management Committee of any contracts entered into	

2.1.3	Fraud	Financial process not rigorous	People with access to club funds	Loss of funds	2x2=M	<ol style="list-style-type: none"> 1. Two signatories to the cheque account 2. Cash held at club house from fees and sales is collected each weekend 3. Major expenditure is approved or ratified by the Management Committee
2.1.4	Theft	Inadequate security of club assets	Dishonest public or club members	Loss of assets	3x3=H	<ol style="list-style-type: none"> 1. Club security by multiple locks 2. Night light 3. Security grids 4. Club bows and other important gear locked away in strong room/cupboards 5. Little cash held at club house 6. Valuable items (i.e. bows) are engraved 7. Asset Register
2.1.5	Assets destroyed by fire	Clubhouse burnt down	Arson or accidental fire	Loss of assets, clubhouse and equipment	1x4=M	<ol style="list-style-type: none"> 1. Insurance of clubhouse and contents 2. Fire extinguisher

3 Member Protection
3.1 Abuse, harassment or unfair treatment

3.1.1	Incidents go unreported and potentially reoccur	Individuals do not know their rights or how to seek support	Club official or fellow club member	Abused club member or visitor to club	3x2=M	<ol style="list-style-type: none"> 1. Member Protection Information Officer appointed and identity advised to members 2. Codes of behaviours displayed 3. Information booklets provided to members on joining the club
3.1.2	Individuals behave inappropriately	Individuals do not know their obligations	Club member	Abused fellow club member or visitor to club	4x2=M	<ol style="list-style-type: none"> 1. Code of Behaviours - Parents and Visitors 2. Code of Behaviours Participants 3. Code of Ethics - Coaches 4. Code of Ethics Officials 5. Codes of behaviours etc displayed 6. Information booklets provided to members on joining the club
3.1.3	Offensive material displayed	Offensive material displayed	Offensive material	Club member (includes junior) or visitor offended	2x3=M	<ol style="list-style-type: none"> 1. Offensive material is not permitted on the club grounds or in the club house 2. Internet connections are to be monitored by a club official
3.1.4	Unfair hearing or members complaint	Process of hearing the appeal does not follow natural justice	Unfair process	Unfair treatment to a member	2x3=M	<ol style="list-style-type: none"> 1. Rules 2. Process to hear complaints 3. Appeal process

3.2 Privacy

3.2.1	Member's private information inadvertently provided to a third party	Inadequate security on or disclosure of private information	Information registers, club files, and records	Member complaint	4x2=M	<ol style="list-style-type: none"> 1. Office Bearers keep private information files secure 2. Complaints files available only to authorised Officers
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4 Child Protection
4.1 Abuse from Club Officers

4.1.1	Junior abused by coach	Junior abused because of inadequate screening of volunteers or supervision of activities	Coach	Child abuse	3x2=M	<ol style="list-style-type: none"> 1. Club Coaches to have Blue Cards 2. Coaching of juniors (under 18yrs) to be only undertaken with a second adult in attendance 3. Beginner Courses to have mixed ages (including adults) and genders
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4.1.2	Junior abused by office bearer	Junior abused because of inadequate screening of volunteers or supervision of activities	Office Bearer	Child abuse	3x2=M	<ol style="list-style-type: none"> 1. Management Committee members to have Blue Cards 2. Position Descriptions for Management Committee to require possession of Blue Card 3. Blue Card register maintained
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4.1.2	Abuse by organiser	Junior abused because of inadequate screening of volunteers or supervision of activities	Organiser	Child abuse	3x2=M	1. Planning for special events to include child protection considerations and Blue Card requirements
4.1.3	Child abduction	Parent fails to keep child under observation or does not pick up on time	Stranger or estranged parent etc	Criminal abduction	2x3=M	1. Sign out by parents/guardian before junior leaves the club
4.1.4	Junior on away team abused by team manager	Junior abused because of inadequate supervision off the field	Team manager or other person	Child abuse	2x3=M	1. Team Manager responsibilities extend only to the competition/event and the field of play and is not responsible for guardianship, transportation, accommodation etc away from the field 2. Parents retain full guardianship off the field

5 Legislative Requirements and Social Obligations

5.1

5.1.1	Smoking at the club or on the grounds causes passive health issues for other club members	Smoking occurs near other club members	Passive smoke	Complaints of smoking and possible legal action	4x2=M	<ol style="list-style-type: none"> 1. Rules prohibiting smoking in the club house or on or near the archery line or field of play 2. No Smoking signage
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5.1.2	Alcohol is served to minors or reduces safety at the club	Alcohol served at the club	Alcohol drinks	Legal action and fines, possible loss of lease	3x4=H	<ol style="list-style-type: none"> 1. Alcohol is not permitted on the club grounds without the approval of an Executive Member of the Management Committee 2. Where a club holds a license, alcohol is not to be sold to a minor
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6 Information Management and Security

6.1.1	Loss of computer stored data	Computer failure	Computer disks	Loss of records, data and systems	3x2=M	<ol style="list-style-type: none"> 1. Regular backup disks by all Office Bearers of important material 2. Hardcopy kept of data needing ready access i.e. Membership Register, Financial Reports and Club Records
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7 Governance Roles and responsibilities

7.1.1	Confusion of roles or critical tasks not undertaken	Roles and responsibilities not defined	Office Bearers	Poor governance	2x1=L	<ol style="list-style-type: none"> 1. Position Descriptions written for key roles
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7.2 Constitution

7.2.1	Constitution is not current for changing circumstances	Management Committee have not reviewed the constitution	Poor governance	Poor governance	3x2=M	1. Current Constitution 2. Management committee Reviews 3. AGM
7.2.2	Representation to other bodies does not meet the clubs needs	Inability to influence outcomes	Delegate	Best outcome not achieved	4x2=M	1. Representation to other bodies is reported back to the Management Committee for review and direction

7.3 Policy

7.3.1	Policy relevant and effective	Failure to implement policy reviews	Management Committee	Poor governance	3x2=M	1. Code of Behaviours - Parents and Visitors 2. Code of Behaviours Participants 3. Code of Ethics - Coaches 4. Code of Ethics Officials
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7.4 Procedures

7.4	Procedures not in place	Failure to develop procedures or rules that put into effect policy	Management Committee	Poor governance	4x2=M	1. Management Committee reviews
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7.5 Administration

7.5.1	Registration of Incorporation is not kept current	Failure to submit annual return	Secretary	Loss of incorporation	2x2=M	1. Annual return and fee to Office of Fair trading
7.5.2	Committee meetings decisions are not recorded	Failure to adopt normal committee meeting protocols	Secretary	Poor governance	4x2=M	1. Keep minutes of Management Committee meetings

7.5.3	AGM mismanagement	Failure to follow the constitutional requirements	Secretary	Poor governance and loss of incorporation	3x2=M	1. Nomination for and election of Office Bearers and the conduct of the AGM is held as per the constitution and normal protocols
7.5.4	Register of members	Failure to keep a register of members	Secretary	Poor governance	4x1=M	1. Register of Members
7.5.5	Communication to members	Regular communications to members is not happening or not effective in keeping members up to date	Communications officer	Members are not informed	4x1=M	1. Regular newsletters/emails
8	Environmental					
8.1	Rubbish					
8.1.1	Clean up rubbish left on field	Lack of pride in club	Members	untidy and unattractive club facility	5x1=M	1. Bins provided
8.1.2	Line marking	Inappropriate selection of line marking system/material	Grounds man	environmental damage	2x1=L	1. Line marking to be environmental acceptable