

# South Queensland Archery Society Inc Hazard/Risk Management Register

Version Date: 12.02.09

## 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"> <li>1. Safety incidents reported to DOS are immediately attended to, advised to the Field Captain and discussed for actioning at Management Committee meetings</li> <li>2. Incident Register</li> </ol> |
| 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"> <li>1. First aid kit</li> <li>2. First aid officers</li> <li>3. Mobile phone for communication</li> <li>4. Motor vehicle transport</li> </ol>   |
| <b>1.2 Processes</b> |   |  |              |   |       |  |
| 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"> <li>1. Shooting rules</li> <li>2. Archer training</li> <li>3. DOS control, whistle or lights</li> <li>4. Marked shooting line</li> </ol>  |
|                      |   | Person strays on to the field  | Arrow        | Death or injury                                     | 5x1=M | <ol style="list-style-type: none"> <li>5. Warning signage</li> <li>6. DOS control</li> </ol>   |
|                      |   | Archer strays into arrow template while shooting is                              | Arrow        | Death or injury                                     | 4x1=M | <ol style="list-style-type: none"> <li>7. Field design - marked shooting line and shooting templates</li> </ol>  |
|                      |   | Arrow comes off the rest and is mis-directed                                     | Arrow        | Death or injury                                     | 3x2=M | <ol style="list-style-type: none"> <li>8. Archer training - let down</li> <li>9. Arrows long enough</li> </ol>   |
| 1.2.2                | Person stabbed by arrow                         | Trip with arrow in hand  | Arrow        | archer injury                                       | 3x2=M | <ol style="list-style-type: none"> <li>1. Rules - no running</li> <li>2. Minimize trip hazards</li> </ol>  |
|                      |   | Drawing arrow from target  | Arrow        | injury to fellow archer                             | 4x2=M | <ol style="list-style-type: none"> <li>3. Rules</li> <li>4. Beginner training</li> </ol>   |

|            |   |  |            |                                |       |  |
|------------|---|--|------------|--------------------------------|-------|--|
|            |   | 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<br>public injury | 3x2=M | 6. Appropriate footwear<br>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<br>2. Correct archer technique<br>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<br>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<br>2. Archers to use stringing equipment   |
| <b>1.3</b> | <b>Equipment</b>                                    |  |            |                                |       |  |
| 1.3.1      | Archer injured by bow "exploding"                   | Dry fire bow   | Bow        | archer injury or fellow archer | 5x1=M | 1. Rules<br>2. Archer training   |
|            |   | Cables/string breaks   | Bow        | archer injury or fellow archer | 2x3=M | 3. Archer responsible to inspect and maintain their own equipment<br>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<br>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<br>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<br>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<br>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<br>2. If top heavy secure targets  |
| <b>1.4 Natural</b> |  |   |                |                                |       |   |
| 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<br>2. Shades available for use in hot weather<br>3. Hold frequent breaks in hot weather<br>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"> <li>1. Recommend archers wear a hat</li> <li>2. Recommend archers use sun lotion</li> <li>3. Erect sun shades in hot weather</li> <li>4. Long sleeves option available for club shirt</li> </ol> |
| 1.4.3                            | Archer struck by lightning  | Archer struck by lightning                                      | Storm                       | archer injury or death         | 1x5=H | <ol style="list-style-type: none"> <li>1. Rule prohibits shooting during and at the approach of a storm</li> </ol>  |
| 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"> <li>1. Archers are not to stand under trees during high winds</li> </ol>   |
| 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"> <li>1. Archer vigilance</li> <li>2. First aid kit</li> <li>3. First aid officers</li> <li>4. Mobile phone to communicate</li> <li>5. Motor vehicle transport</li> </ol>                          |
| <b>1.5 Maintenance Equipment</b> |   |   |                             |                                |       |   |
| 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"> <li>1. Bow press only to be operated by experienced operators authorised by Club Coach</li> </ol>  |

|       |  |   |                    |                           |       |   |
|-------|--|---|--------------------|---------------------------|-------|---|
| 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"> <li>1. Gas burners, hot melt and gules (superglue) to be used away from other archers</li> <li>2. Archer to take extreme caution when doing this work</li> </ol> |
|-------|--|---|--------------------|---------------------------|-------|---|

**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"> <li>1. Fire extinguishers</li> <li>2. Insurance of content and building</li> <li>3. Exit signs and evacuation points</li> </ol> |
|-------|------|--|--------------------|-------|-------|--|

|       |               |       |                  |                  |       |   |
|-------|---------------|-------|------------------|------------------|-------|---|
| 1.6.2 | Electrocution | Fault | Electrical fault | Electrical shock | 2x3=M | <ol style="list-style-type: none"> <li>1. Earth leakage device on major power leads used for indoor night shoots</li> </ol> |
|-------|---------------|-------|------------------|------------------|-------|---|

|       |                  |                               |           |           |       |  |
|-------|------------------|-------------------------------|-----------|-----------|-------|--|
| 1.6.3 | Chemical storage | Unsecured access to chemicals | Chemicals | Poisoning | 1x3=M | <ol style="list-style-type: none"> <li>1. Chemicals and poisons locked away</li> </ol> |
|-------|------------------|-------------------------------|-----------|-----------|-------|--|

**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"> <li>1. Independent contractors or council used for slashing.</li> <li>2. Experienced people used for mowing and wiper-snipping</li> </ol> |
|-------|--------|------------------------|-------------------------|--|-------|--|

|       |                       |                     |         |                  |       |   |
|-------|-----------------------|---------------------|---------|------------------|-------|---|
| 1.7.2 | Needle stick injuries | Needles left around | Needles | Contract disease | 3x3=H | <ol style="list-style-type: none"> <li>1. Regular opening up inspections</li> </ol> |
|-------|-----------------------|---------------------|---------|------------------|-------|---|

**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<br>2. First aid kit<br>3. First aid to be applied until ambulance arrives   |  |
| <b>2</b>   | <b>Financial</b>  |   |  |   |       |   |  |
| <b>2.1</b> | <b>Financial</b>  |   |  |   |       |   |  |
| 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<br>2. Public Liability Insurance for the club (exposure is to the value of the excess)<br>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<br>2. Finances are audited annually and presented to the AGM<br>3. Club fees are set annually<br>4. Annual budget is drawn up<br>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"> <li>1. Two signatories to the cheque account</li> <li>2. Cash held at club house from fees and sales is collected each weekend</li> <li>3. Major expenditure is approved or ratified by the Management Committee</li> </ol>  |
| 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"> <li>1. Club security by multiple locks</li> <li>2. Night light</li> <li>3. Security grids</li> <li>4. Club bows and other important gear locked away in strong room/cupboards</li> <li>5. Little cash held at club house</li> <li>6. Valuable items (i.e. bows) are engraved</li> <li>7. Asset Register</li> </ol> |
| 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"> <li>1. Insurance of clubhouse and contents</li> <li>2. Fire extinguisher</li> </ol>  |

**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"> <li>1. Member Protection Information Officer appointed and identity advised to members</li> <li>2. Codes of behaviours displayed</li> <li>3. Information booklets provided to members on joining the club</li> </ol>   |
| 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"> <li>1. Code of Behaviours - Parents and Visitors</li> <li>2. Code of Behaviours Participants</li> <li>3. Code of Ethics - Coaches</li> <li>4. Code of Ethics Officials</li> <li>5. Codes of behaviours etc displayed</li> <li>6. Information booklets provided to members on joining the club</li> </ol> |
| 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"> <li>1. Offensive material is not permitted on the club grounds or in the club house</li> <li>2. Internet connections are to be monitored by a club official</li> </ol>   |
| 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"> <li>1. Rules</li> <li>2. Process to hear complaints</li> <li>3. Appeal process</li> </ol>  |

### 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"> <li>1. Office Bearers keep private information files secure</li> <li>2. Complaints files available only to authorised Officers</li> </ol> |
|-------|--|---|--|------------------|-------|--|

**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"> <li>1. Club Coaches to have Blue Cards</li> <li>2. Coaching of juniors (under 18yrs) to be only undertaken with a second adult in attendance</li> <li>3. Beginner Courses to have mixed ages (including adults) and genders</li> </ol> |
|-------|------------------------|--|-------|-------------|-------|---|

|       |                                |  |               |             |       |  |
|-------|--------------------------------|--|---------------|-------------|-------|--|
| 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"> <li>1. Management Committee members to have Blue Cards</li> <li>2. Position Descriptions for Management Committee to require possession of Blue Card</li> <li>3. Blue Card register maintained</li> </ol> |
|-------|--------------------------------|--|---------------|-------------|-------|--|

|       |  |  |                                  |                    |       |   |
|-------|--|--|----------------------------------|--------------------|-------|---|
| 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<br>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 | 1. Rules prohibiting smoking in the club house or on or near the archery line or field of play<br>2. No Smoking signage |
|-------|---|--|---------------|---|-------|---|

|       |   |                            |                |  |       |  |
|-------|---|----------------------------|----------------|--|-------|--|
| 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 | 1. Alcohol is not permitted on the club grounds without the approval of an Executive Member of the Management Committee<br>2. Where a club holds a license, alcohol is not to be sold to a minor |
|-------|---|----------------------------|----------------|--|-------|--|

**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 | 1. Regular backup disks by all Office Bearers of important material<br>2. Hardcopy kept of data needing ready access i.e. Membership Register, Financial Reports and Club Records |
|-------|------------------------------|------------------|----------------|-----------------------------------|-------|---|

**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 | 1. Position Descriptions written for key roles |
|-------|---|--|----------------|-----------------|-------|--|

**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<br>2. Management committee Reviews<br>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<br>2. Code of Behaviours Participants<br>3. Code of Ethics - Coaches<br>4. Code of Ethics Officials |
|-------|-------------------------------|-------------------------------------|----------------------|-----------------|-------|--|

**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 |
|-----|-------------------------|--|----------------------|-----------------|-------|---------------------------------|

**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  |
| <b>8</b>   | <b>Environmental</b>           |   |                        |   |       |  |
| <b>8.1</b> | <b>Rubbish</b>                 |   |                        |   |       |  |
| 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   |