

Archery Risk Management Plan

The Risk Matrix used by KCC is as shown below:

Likelihood		Consequences					
		Risk Assessment Matrix	1 Noted and treated	2 Minor	3 Moderate	4 Major	5 Catastrophic
		Assessing the level of risk associated with a hazard before applying management strategies.	Dealt with by staff First Aid	Treatment by medical professional / hospital outpatient	Significant non-permanent injury Overnight hospitalization	Extensive permanent injury e.g. loss of fingers Extended hospitalization	Permanent disabling injury e.g. blindness, quadriplegia, loss of hand/s Death
5	Almost certain to occur in most circumstances	High	High	Extreme	Extreme	Extreme	
4	Likely to occur frequently	Moderate	High	Extreme	Extreme	Extreme	
3	Possible and likely to occur at some time	Moderate	High	High	Extreme	Extreme	
2	Unlikely to occur but could happen	Low	Moderate	High	High	Extreme	
1	May occur but only in rare and exceptional circumstances	Low	Low	Moderate	Moderate	High	

Archery

Activity Or Location	Hazard Identification	Like-lihood	Conse-quences	Management Strategy	Who	When	Managed Risk Assessment
Archery (Archery Range)	Shot by an arrow	2	3	<ul style="list-style-type: none"> StayKCC activities staff to give safety briefing before the start of each session, covering: <ul style="list-style-type: none"> Bow handling Arrow handing Safety zones and lines Safe removal of arrows from targets Communication method e.g. Whistle or Words. No running allowed on the archery range Participants advised not to cross the firing line to pick up arrow if they drop it. Participants advised to place bow down when finished shooting and wait for “collect your arrows” command from StayKCC activities staff. Guest Group Leader to monitor participants and ensure they are following rules and instructions of StayKCC activities staff. 	StayKCC activities staff Participants Guest Group Leaders	Whenever an activity is in process	Low
	Injury during arrow retrieval e.g. to eye or body while approaching a target for arrow retrieval	3	1	<ul style="list-style-type: none"> StayKCC activity staff warn participants that running on the archery range is not allowed. Guest Group Leaders to help enforce this. StayKCC activities staff to advise participants to carry arrows with the sharp tip pointing towards the ground. StayKCC activities staff inform participants to always approach the targets from the side or between, never straight on StayKCC activities staff to give instructions and demonstration on the correct procedure of removing arrows from targets. 	StayKCC Activities staff Guest Group Leader Participants	Before activity and Whenever an activity is in process	Low
	Hit by falling target	2	1	<ul style="list-style-type: none"> StayKCC activities staff to give instructions and demonstration on the correct procedure of removing arrows from targets. 	StayKCC Activities Staff Guest Group Leader Participants	Before Activity and Whenever an activity is in process	Low
	Damaged or broken equipment	2	1	<ul style="list-style-type: none"> StayKCC maintains archery gear in line with current standards. Any damaged or broken equipment is immediately taken out of service. 	StayKCC activities staff	Before the activity and Ongoing	Low

	Arm injury from bow string during shooting			<ul style="list-style-type: none"> StayKCC activities staff give safety instructions and demonstration on the correct use of bow StayKCC to provide arm guards to participants as required 	StayKCC activities staff	Before the activity and Ongoing	Low
	Dangers to moving around site.	2	1	<ul style="list-style-type: none"> All other staff and public on the site to be made aware of an archery session in progress Signs on roof or both sides of the fence saying archery in progress 	StayKCC Staff Guests	Before the activity and Ongoing	Low
	Arrows deflecting back after hitting the target stand	2	1	<ul style="list-style-type: none"> StayKCC activities staff to place targets at safe distance from the firing line to avoid any knock back endangering participants Participants not to cross the firing line until instructed by StayKCC staff 	StayKCC activities staff. Guests	Before the activity and Ongoing	Low
	Incorrect setup of bows	2	1	<ul style="list-style-type: none"> StayKCC staff to string the bows before use and destring after use. 	StayKCC activities staff.	Before and after activity	Low
	Joining in on the activity after the induction/safety briefing	3	1	<ul style="list-style-type: none"> Guest Group Leaders to ensure all participants are present at the start of the activity for the safety briefing. Late arrivals will not be allowed to join and will be shown to a safe position they can watch from by StayKCC staff 	Guest Group Leader StayKCC activities staff.	Before the activity and Ongoing	Low