

BCV RISK MANAGEMENT PROCEDURE



USE RATING: C

ARCHERY - BURNSIDE

- Use:
- A Must be operated by Baptist Camping Victoria qualified staff
 - B In house training at Baptist Camping Victoria required before using this equipment
 - C Safe operating procedures must be read and adhered to by all users of this equipment
 - D Does not apply

Risk	Likelihood	Consequences	Initial Level of Risk	Description of risk	Risk management strategy	Revised level of risk
Sharp end of arrow and carrying arrow	Unlikely	Major	MEDIUM	1.Participants may trip when carrying arrows and impale themselves 2.Participants may stab other participants while carrying arrows	1.Ensure no tripping hazards are present at the beginning of each session 2.Reduction by instruction, participants should always walk and carry arrow with sharp end pointing down 3.Activity leader should have adequately supplied first aid kit	LOW
Target fall on participants	Rare	Moderate	LOW	1.Target may fall on participant when removing arrow from target	1.Activity leader should ensure participant is aware of risk, and puts hand on target prior to removing arrow to ensure it won't fall 2.Participants should remove arrows one at a time	LOW
Injury from bow	Possible	Minor	LOW	1.Participant may have bow shatter whilst holding it if they <i>dry fire</i> 2. String from bow may hit participants arm when shooting arrow	1.Reduction by instruction, participants should not dry fire bow during activity 2.Ensure proper instruction when talking to participants about holding bow, offer arm guard when necessary	LOW
Exposure to elements	Possible	Moderate	MEDIUM	1.Participants may suffer heatstroke or sunstroke in extreme heat, especially children or elderly 2.Risk of electrocution in storms 3.Risk of hypothermia in cold conditions 4.Risk of slipping in wet conditions	1.Wear sun protection in hot weather 2.Encourage adequate water consumption. 3.Cease activity in temperatures above 34°C 4.Cease activity when thunder is audible. 5.Participants should wear clothing appropriate to conditions 6.Do not conduct activity if deemed unsafe due to weather conditions	LOW
Being hit by an arrow	Rare	Major	LOW	1.Participants may be hit by another participant shooting an arrow 2.Animals may be hit by shooting arrows 3.People passing by or doing another activity may be shot by an arrow	1.Ensure all participants are in <i>safe zone</i> prior to anyone shooting an arrow 2.Reduction by instruction, all participants should only shoot towards target 3.If animals are passing by, stop shooting until they are gone	LOW

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					4. Activity leader should put up bunting to eliminate risk of participants running past in front or behind target	
Shelter falling on participants	Rare	Critical	LOW	1. Shelter above the targets may fall on participants	1. Shelter should be checked in quarterly check by programming team, and daily prior to use	LOW



RISK ASSESSMENT MATRIX

Baptist Camping Victoria prioritises safety for all activities and uses this Risk Matrix as a tool to assess and manage risk effectively.

		Consequence				
		Minor	Moderate	Major	Critical	Catastrophic
Likelihood	Rare	Low	Low	Low	Low	Medium
	Unlikely	Low	Low	Medium	Medium	Medium
	Possible	Low	Medium	Medium	High	High
	Likely	Medium	Medium	High	High	Extreme
	Almost Certain	Medium	High	High	Extreme	Extreme

Consequence	Minor	Moderate	Major	Critical	Catastrophic
Health and Safety	Injury treatable in workplace (First aid)	Minor injury requiring professional medical attention or lost time from workplace	Injury requiring hospitalisation	Major Injury requiring prolonged hospitalisation and rehabilitation.	Injury causing significant permanent disability or death

Likelihood	Definition
Almost certain	Is expected to occur; almost inevitable
Likely	Will occur in most circumstances; not surprising if it happens
Possible	Possible or likely to occur in some circumstance
Unlikely	Could occur in some circumstances; surprised if it happens
Rare	May occur only in rare or exceptional circumstances, but would be highly unexpected