

## BCV RISK MANAGEMENT PROCEDURE



### ARCHERY – MILL VALLEY RANCH

USE RATING: A

- 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
Slip, Trip, Fall	Possible	Moderate	MEDIUM	1.Participants fall over when collecting arrows from range.	1. Clearly define activity space 2. Point out areas of uneven ground.	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.Do not run activity in temperatures above 34°C 3.Cease activity when thunder is audible. 4.Participants should wear clothing appropriate to conditions 5.Do not conduct activity if deemed unsafe due to weather conditions 6. Encourage adequate fluid intake.	LOW
Bites & Stings	Possible	Major	MEDIUM	1.Participants may be bitten by wildlife	1.Warn participants of potential risk. 2.Staff must have first aid kit with them at activity 3.Reduce risk by filling in ant holes 4.Reduce leaf litter and ground coverage that may attract snakes 5. Ensure grass is maintained short prior to use.	LOW
Cut or Stabbed	Possible	Moderate	MEDIUM	1.Participants walk into or are poked by arrow.	1. Clear instructions regarding handling and retrieval.	LOW
Struck, crushed or entangled	Possible	Moderate	MEDIUM	1.Shed collapsing on participants	1.Regular inspection and maintenance of structure.	LOW
Ergonomic injury	Possible	Minor	LOW	1.Participants or staff injure themselves moving the target.	1.Staff only permitted to move targets 2.Staff to use correct lifting techniques.	LOW
String Slap	Possible	Minor	LOW	1.String slaps forearm through incorrect use	1.Instruct Participants with correct technique 2.Observe and correct technique as necessary 3. Ensure long hair is tied up and badges removed or moved to dominant hand side of chest.	LOW
Impalement	Possible	Major	MEDIUM	1.Arrow pierces body if participant is in line of shot	1.Clearly define safe space 2.Ensure safe shooting range for participants capability 3.Set rule that no can shoot until permitted to do so by instructor.	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
<b>Health and Safety</b>	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
<b>Almost certain</b>	Is expected to occur; almost inevitable
<b>Likely</b>	Will occur in most circumstances; not surprising if it happens
<b>Possible</b>	Possible or likely to occur in some circumstance
<b>Unlikely</b>	Could occur in some circumstances; surprised if it happens
<b>Rare</b>	May occur only in rare or exceptional circumstances, but would be highly unexpected