UPCC

Archery RMP

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To be reviewed

04/08/2027 (1 year default)

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Activity overview

The Archery Risk Management Plan contains the specific risks, control measures and gradings for this activity, as well as the gradings of all general risks relevant for all Upper Plenty Conference Centre activities. Please refer to the General Activity Hazards – Risk Management Plan for general risks and control measures.

Risk register

Risk description	Existing control measures	Likelihood	Consequence	Risk rating
Slip – Trip – Fall. Tripping over pole, boundary markers or target stands.	• Appropriate footwear must be worn at all times. • Participants are instructed to walk at all times when in the archery area. • Participants must walk at all times when they are holding archery equipment.	Unlikely	Minor	Low
Stabbing / Puncture. 1. When retrieving arrows.	• During the briefing, participants are instructed in the correct manner to approach the target, collect the arrows and return the arrows to the shooting line.	Unlikely	Moderate	Medium
Stabbing / Puncture. 2. Group member being shot.	• All participants waiting / watching are located away from the archers in the waiting area. • Participants are instructed in the correct shooting technique and safety (face the target when loading arrows, once you finish shooting put the bow down on the resting cone, step back and wait till all participants have finished shooting, only collect arrows when instructed by the group leader). • Vigilant supervision is maintained at all times.	Rare	Major	Medium
Stabbing / Puncture. 3. Non group member being shot.	• No other activities are to be conducted near the Archery areas. • Supervisor is to ensure participants stop firing if anyone approaches the archery area.	Rare	Major	Medium
Friction. Bruising on arm from string after the arrow had been fired.	• Arm guards, thick long-sleeved clothing or both must be used by all participants. • Participants are instructed / coached in the correct shooting technique to minimize friction.	Possible	Minor	Medium
Equipment Failure. Injury caused by; Broken bow or bowstring.	• Program staff are trained to recognize worn or faulty equipment. • Equipment is used, maintained, stored and replaced in accordance with recommended guidelines. • Regular equipment checks are completed and recorded by site program staff.	Unlikely	Moderate	Medium
Structure Failure. Injury caused by; Shelter or target stands damage.	• Thorough periodic in-house maintenance checks are completed by trained program staff. • If the equipment structure is damaged or unsafe the area is not used until appropriate repairs have been completed.	Rare	Moderate	Medium

Likelihood and consequence matrix

Likelihood \ Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	**Medium**	**High**	**High**	**Extreme**	**Extreme**
Likely	**Medium**	**Medium**	**High**	**Extreme**	**Extreme**
Possible	**Low**	**Medium** • Friction. Bruising on arm from string after the arrow had been fired.	**Medium**	**High**	**Extreme**
Unlikely	**Low**	**Low** • Slip – Trip – Fall. Tripping over pole, boundary markers or target stands.	**Medium** • Stabbing / Puncture. 1. When retrieving arrows. • Equipment Failure. Injury caused by; Broken bow or bowstring.	**High**	**High**
Rare	**Low**	**Low**	**Medium** • Structure Failure. Injury caused by; Shelter or target stands damage.	**Medium** • Stabbing / Puncture. 2. Group member being shot. • Stabbing / Puncture. 3. Non group member being shot.	**High**

Emergency procedures

Follow site emergency procedures. Stop the activity if unsafe, administer first aid, and notify camp staff immediately.

Review

Review this plan before each use and after incidents or near misses.