

Risk Id.	Risk Title	Risk Category	Venue	Risk Description	Probability	Consequence	Priority	Mitigation Action	Action Req By	R.Probability	R.Consequence	R.Priority
1	Missing broken or lost arrows	On Field/Range (Physi)	All	Arrows missing the target butt and becoming embedded in the ground, or in parts of the indoor range building structure. Arrows or broken pieces of arrows constitute a hazard to members, visitors, and the general public.	Likely	High	Red	Locate arrows before you leave. Archers are to advise DoS should an arrow be lost in the field of play. All archers are to assist with finding any lost arrows. Archers should take care when approaching the targets and be mindful of arrows lodged in the ground. If not found add to Lost Arrow Register before leaving the venue. A metal detector, hooks and rakes are kept in the main club shed to help locate lost arrows.	Archers, DoS	Possible	Low	Green
2	Target Butt moving or flipping during shoot	On Field/Range (Physi)	Outdoor	Target Butts may be disturbed by strong winds and if they are flipped will cause broken arrows or potential for injury should people be nearby at the time.	Likely	Low	Green	Members to ensure Target Butts are pegged down securely, particularly when windy. Occasional warnings from DoS.	Archers, DoS	Possible	Low	Green
3	Persons or animals entering range during shooting activities	On Field/Range (Physi)	All	There is a danger of persons or animals being hit by an arrow if they enter the field of play during shooting activities.	Likely	High	Red	Range layouts are designed to comply with AA/WA safety guidelines. Outdoor range is not shared with other users. Indoor range is not shared during operation. Warning signs at entry points to field of play on outdoor range. Single entry point for indoor range when in operation. Members/archers to be familiar with shooting rules and abide by DoS directives and signals. Non shooting visitors to be excluded from the shooting area via signage/instructions on entry. Shooting to stop immediately should a person or animal enter the field of play.	Archers, DoS, Instructors	Unlikely	High	Green
4	Shooting direction/loaded bow or crossbow	On Field/Range (Physi)	All	A bow or crossbow which is shot pointing in an unsafe direction (not towards the target) may result in injury to persons or damage to property that is not on the field of play.	Possible	High	Red	Shooting rules are part of archer training. For the indoor and outdoor target range, bows or cross-bows are only to be loaded after the archer to the line signal has been given by the DoS. When drawing and aiming the bow or cross bow, the bow should always be pointed toward the target or the ground in front of the target. Archers observed with excessively high draws will be cautioned and if necessary coached so that they draw, aim and shoot their equipment in a safe manner. The Director of Shooting or the Committee can exclude anyone who is not complying with shooting rules.	Archers, DoS, Instructors	Unlikely	High	Green
5	Bow sighting errors	On Field/Range (Physi)	All	Arrows under or overshooting target due to incorrect sight settings	Likely	Low	Amber	Archer must perform initial sight setting on new or changed equipment starting with shorter distances. DoS to remind archers to change sight settings when moving target butts between different distances. Inexperienced archers are required to shoot a qualifying score at 20 metres prior to shooting 30 or 40 metres.	Archers, DoS, Instructors	Possible	Low	Green
6	Adverse weather	On Field/Range (Physi)	Outdoor	Weather conditions may cause increased risk to archers, onlookers, or nearby members of the public. eg. By causing erratic aiming and release outcomes. If lightning strikes in close proximity archers are at risk of injury or death.	Possible	Extreme	Red	DoS/Committee to determine if weather conditions are safe for shooting at commencement. DoS to monitor conditions and should there be a deterioration in weather conditions leading to unacceptable risks, shooting is to be halted.	DoS, Committee	Unlikely	Extreme	Amber
7	Bushfire warning	Environment(Adjacent)	All	An approaching bushfire, or code red declaration on a shooting day may increase risk to members and visitors.	Possible	Extreme	Red	Scheduled archery activities are cancelled in the event of a code red being declared for the North East fire district. During the fire season the DoS/Committee will monitor emergency warnings and cancel shooting activities in accordance with advice from emergency authorities.	DoS, Committee	Unlikely	Extreme	Amber
8	Damage to parked cars	Environment(Adjacent)	Outdoor	Cars are parked adjacent to the outdoor range. There is a risk of arrows striking and damaging vehicles.	Possible	Low	Green	Shooting lanes nearest car park to be kept vacant. Shooting lanes on car park side of range to be used by more experienced archers shooting longer distances.	DoS, Committee	Unlikely	Low	Green
9	Target Butt Moving	Pre/Post Event Activiti	Outdoor	There is a risk of personal injury when lifting target butts or moving wheeled butts.	Likely	High	Red	Lifting of Target butts to be undertaken by two people where possible. Moving of wheeled butts into and out of target shed should also preferably be accomplished by two people.	Members, Visitors	Unlikely	High	Green
10	Grass Hopper target towing vehicle	Pre/Post Event Activiti	Outdoor	There is a risk of injury to members should the driver of the target towing vehicle lose control or fail to pay attention to the surrounding environment.	Likely	High	Red	Grass Hopper to be operated only by a competent adult member. Members and visitors to be made aware when target moving using the Grass Hopper is taking place. Grass Hopper operator to remain vigilant at all times when operating the vehicle.	Grass Hopper Operator, Members, Visitors	Unlikely	High	Green
11	Archer Health/Safety	Personnel	All	Archers are at risk of injury if they are not appropriately attired, or not wearing appropriate protective equipment, clothing etc.	Likely	Low	Amber	Archers and trainees to be directed to wear appropriate clothing including close toed shoes, hats, close fitting clothing and to wear sunscreen, insect repellent as necessary. Archers and trainees to wear wrist guards.	Archers, Instructors	Unlikely	Low	Green
12	Archery Equipment failure due to poor condition or lack of maintenance	Personnel	All	Archers and onlookers are at risk of injury should there be a failure of equipment. eg. disintegration of damaged carbon arrow, catastrophic failure of bow, bow string or compound bow cable breakage etc.	Possible	High	Amber	Club equipment is regularly inspected and maintained to safe standards. Archers to ensure their own equipment is maintained in a safe shootable condition. Dry firing to be avoided. Introductory training course to include instruction on basic inspection and maintenance of equipment.	Archers, Instructors	Unlikely	High	Green
13	Non registered archers participating	Personnel	All	AA insurance is voided if there are non registered archers participating in archery activities at any WAI venue.	Possible	High	Amber	Instructors to ensure all trainees have registered via temporary membership form prior to commencement of training. Committee to track financial status of members and remind members that financial membership is required to participate in shooting activities. Committee/DoS may carry out spot checks on members. Committee/DoS to ensure other club visitors have current membership card. Members to carry membership card when attending the club venues.	Members, Visitors, DoS	Unlikely	High	Green
14	Communicable disease	Personnel	All	Influenza, TB, and other diseases could be spread if a member or onlooker who is a carrier attends club activities.	Likely	High	Red	Members and visitors must not attend club events if they are unwell or have tested positive to any disease which is communicable via close proximity (eg. airborne viruses). The club has members in high risk health categories due to age and/or pre-existing medical conditions. DoS/Committee are at liberty to exclude any member or visitor who presents with obvious symptoms. Influenza, Tuberculosis, Covid 19 are examples. Members and visitors should exercise good hand and health hygiene when attending at the club. The club provides hand sanitiser in both containers. Members and visitors should maintain physical distancing of 1.5 metres where practical. The Attendance Register can be used for contact tracing in the event that is needed.	Members, Visitors, Committee, DoS	Possible	High	Amber
15	Injuries/Medical Incidents	Personnel	All	Members may suffer injuries or medical incidents such as heart attack, stroke, epileptic seizures.	Possible	High	Amber	Should this occur, there is a need to provide adequate first aid and/or request emergency assistance via 000. First Aid kits are available at both venues. A defibrillator is available at Wangaratta South Sports Grounds in the Football Club rooms. Access keys are available in the WAI containers. WAI endeavours to have at least one trained first aider at the venue on shooting days.	Committee, DoS	Possible	High	Amber