## RISK ANALYSIS & MANAGEMENT SYSTEM

### NAME:-
Tony Bellette

### DATE:-
6th February 2012

### ACTIVITY/SITUATION:-
Archery

### STAFF : STUDENT RATIO:-
1 : 6 – 2 Visiting Staff accompany Activity AT ALL TIMES

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#### ANALYSIS

<table>
<thead>
<tr>
<th>RISK</th>
<th>DESCRIPTION</th>
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<tr>
<td>Accident, Injury other forms loss</td>
<td>1. Non-participating students running around the Archery Activity Area</td>
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<td>2. Students not listening to or following the safety instructions</td>
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<td>3. Students pretending to fire arrows at each other or local wildlife</td>
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<td>4. Students going forward of the firing safety rope before it is safe</td>
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<td>5. Students carrying their bows onto the range when collecting arrows</td>
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<td>6. Students being injured as a result of incorrect technique</td>
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#### CASUAL FACTORS Hazards, perils, dangers

- Students with Special Needs
- Poor Communication
- Poor Group Control
- Young & Inexperienced
- Inappropriate behaviour

#### People

- Equipment unsafe
- Tree debris Hazard
- Equipment worn out
- Equipment missing
- Activity site requiring repairs
- Sunburn
- Outdoor under trees
- High or low temperatures
- Possible storms
- High Winds
- Slippery when wet

#### Equipment

- Check all Archery Equipment prior to use
- Check all Archery Equipment during use
- Check all Archery Equipment after use
- Place unsafe equipment aside for repair or disposal
- Check & clear Archery Activity Site during activity set-up
- Tie back long hair
- Remove jewellery, watches
- Ensure students follow BSSOEC sunsmart policy
- Ensure Activity Site is a safe
- Ensure non-participating students are seated AT ALL TIMES
- Check past & current weather conditions
- Be prepared for a change in the weather

#### Environment

- Staff experienced in supervising groups in outdoor recreation activities
- Archery to be implemented ONLY by BSSOEC Staff
- Visiting Staff to fully supervise Activities at all times
- Students allocated times when they can access the Activity
- Non-participating students to remain seated AT ALL TIMES
- Monitor the welfare of students
- Students should remove jewellery & tie back their hair prior to participation
- BSSOEC Staff give clear & concise safety instructions, goals & dangers
- Implement ‘Challenge by Choice’ Contract

#### POLICIES & GUIDELINES RECOMMENDED

- Instructors to have observed the exercise carried out by a senior member of staff previously
- Carry First Aid Kit & Emergency Management Plans on file
- Students are not to:-
  - Run
  - Push
  - Jump over equipment or other participants
  - Throw equipment
  - Fight and / or argue over access to Archery Equipment
  - Any damage to equipment MUST BE reported to BSSOEC Staff

#### SKILLS REQUIRED BY STAFF

- Instructors first aid qualified
- Instructors able to set up and dismantle Activity
- Instructors able to safely prepare the Activity for participation
- Instructors trained in group dynamics and communication skills
- Instructors trained in education
- Instructors know, comprehend & confidently implement the following Project Adventure Concepts:-
  - The Full Value Contract, and
  - Challenge by Choice

#### MANAGEMENT STRATEGIES

- Normal Operation
  - Staff skilled at communication
  - Staff skilled at group control
  - Activity implemented by BSSOEC Staff only
  - Give full instructions
  - Full supervision
  - Define boundaries
  - Demonstrate & ensure correct use of Equipment AT ALL TIMES
  - Allow challenge by choice.

- Emergency
  - Have first aid kit on site
  - Instructor qualified in first aid
  - Instructor skilled at group skills & communication to handle emergency
  - BSSOEC has prepared an emergency plan for injuries/accidents
  - Follow Emergency Response Plan

#### FINAL DECISION ON CONDUCTING ACTIVITY

- Choose One
  - Safe and challenging activity with precautions listed above

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Choose One

- ACCEPT
- REJECT