

RISK ASSESSMENT					
Form No:	1200-F-01	Version:	1	Risk Assessment Conducted Date:	
Revised Date:	30/09/2025	Replaces Version:	New	Risk Assessment Review Date:	
Review Date:	30/09/2027	Pages	7	Reviewing Responsibility:	



Likelihood	Consequence					Likelihood		Consequence	
	Extreme	Serious	High	Low					
	Likely	High-16	High-14	Medium-12	Medium-10	Likely	Will occur at every archery event	Extreme	Death or permanent disability Serious injury requiring long rehabilitation Financial loss over \$100,000 Major loss of reputation for the sport nationally
	Possible	High-15	High-13	Medium-11	Low-5	Possible	Could occur once a year		Loss of government funding Committee member charged in relation to Club activities
	Unlikely	Medium-9	Medium-8	Low-4	Very Low-2	Unlikely	Could occur once in 5 to 10 years		Serious
Remote	Medium-7	Medium-6	Low-3	Very Low-1	Remote	Could occur once in 10 to 100 years	High		
Action	High Priority	Immediate action required					Low	Minor injury requiring only on-site first aid Financial loss under \$5,000 Negative media story about the Club	
	Medium Priority	Action needed as soon as reasonably practicable							
	Low Priority	Monitor and manage as needed							
	Very Low Priority	Acceptable risk – no immediate action required							

Hazard	Possible Outcome	Existing Hazard Controls	Risk Rating	Additional Hazard Controls	Residual Risk Rating	Action by
Weather during Events						
High fire danger in the area – notified previously	Smoke health hazard	Contact local fire brigade to get status update		Warn archers of potential hazards, consider cancelling event		Club President
High fire danger in the area - unexpected	Uncontrolled fire in close proximity	Constant review for Watch and Act directives. Develop an evacuation plan. Pre-advise members of evacuation plan. Post evacuation plan around clubrooms		Communicate evacuation plan and evacuation		Club President and Director of Shooting
		Prepared maps to evacuation areas, places of last resort. Info for GPS/phone directions		Communicate address, set up convoy in small groups		Club President
Fire in area adjacent to club grounds	Inhalation of smoke, smoke effecting eyes	Plan to move potentially affected people indoors or to evacuation centre		If people are moved inside turn off air conditioning, keep windows closed		
	Injury to people due to burns	Constant review for Watch and Act directives. Develop plans to move people to evacuation centre		Communicate evacuation plan and evacuation		
	Injury to people due to collision with vehicle while trying to leave grounds	Communicate evacuation plan to members and visitors. Develop traffic control for car park exits. Allocate and train club members as wardens				
	Damage to members property or equipment	Develop plan to direct archers and visitors to pack up equipment well in advance of evacuation				
	Damage to club equipment	Maintain a list of essential equipment to remove in case of evacuation. Develop fire suppression plan.				

Hazard	Possible Outcome	Existing Hazard Controls	Risk Rating	Additional Hazard Controls	Residual Risk Rating	Action by
Lightning strike or potential strike	Electrocution, severe burns or death.	Develop procedures to cancel event, include how placings will be determined.				
Strong to severe wind gusts	Injury due to archer being struck by falling target.	Ensure all targets are securely fixed to stands and that stands are secured to ground.				
	Injury to archer or others being struck by wayward arrow.	Determine wind speeds that could cause danger. Call off event when that wind speed is reached. Determine how wind speed will be calculated.				
	Damage to targets by falling over.	Ensure all targets are securely fixed to stands and that stands are secured to ground.				
	Damage to archer's arrows by target falling over.	Ensure all targets are securely fixed to stands and that stands are secured to ground.				
	Damage to archer's equipment due to being blown over (tripods).	Advise archers when to lay down or secure equipment.				
	Injury to archers or visitors due to flying debris or equipment.	Advise archers and visitors when to lay down or secure equipment. Ensure that Club surrounds are free of rubbish, debris and loose articles.		Conduct a review of the surrounds and secure or remove		
Heat exposure	Dehydration due to lack of fluid intake.	Plan to provide water containers, ice etc. Regular reminders to archers to drink appropriate amounts.				
	Heat stroke or heat exhaustion.	Provide shade structures, take regular breaks out of heat, provide water spray bottles.		Provide spray tents		
	Severe sunburn due to exposure to sun.	Provide sun shade, consider rescheduling the event to time when sun isn't as hot. Provide sunscreen. Regularly remind archers to cover up.				
Extreme cold	Hypothermia due to prolong exposure to cold.	Remind archers to rug up, use hand warmers.		Provide heat sources (fire drums, etc.) (conduct risk assessment into fire drums prior to use) Cancel, postpone or reschedule the event		
Excessive heavy rain	Injury due to equipment failure due to being excessively wet, slippery or malfunction.	Advise archers to keep equipment dry by covering or towelling.				
	Electrocution due to contact with wet electric leads connectors used for lights, timing, etc.	Use battery powered timing and lights. If leads must be used use appropriate connector covers.				
	Electrocution due to contact with electrical equipment while standing in pooling water.	Use battery powered timing and lights. If leads must be used use appropriate connector covers. Barricade off water pools.				
Heavy frost	Injury due to equipment failure due to being excessively cold, slippery or malfunction.	Advise archers to keep equipment protected by wrapping, heating or towelling prior to use.				
Member Protection						
Prohibited behaviour (bullying, harassment, etc.) towards club official at an event	Intimidation creating mental anguish, anger or fear.	Archery Victoria Member Protection Policy. Induction of club members about policy. Posters on notice boards about code of conduct.		Regular updates on acceptable behaviour at club meetings. Reminder at event briefings	4	Club President and Director of shooting
Prohibited behaviour (bullying, harassment,	Intimidation creating mental anguish, anger or fear.	Archery Victoria Member Protection Policy. Induction of club members about policy. Posters on notice boards about code of conduct.		Regular updates on acceptable behaviour at club meetings. Reminder at event briefings		

Hazard	Possible Outcome	Existing Hazard Controls	Risk Rating	Additional Hazard Controls	Residual Risk Rating	Action by
etc.) towards an archer or club member at an event						
Prohibited behaviour (bullying, harassment, etc.) by a spectator, parent or visitor	Intimidation creating mental anguish, anger or fear.	Archery Victoria Member Protection Policy. Induction of club members about policy. Posters on notice boards about Code of Conduct. Posters around club about Club's expectations spectators and parents.				
Member's equipment/valuables stolen by another member	Loss of equipment/money, could result in assault. Club may be expected to reimburse the cost.	Statement in Induction that Club accepts no responsibility. Members are advised to secure or monitor their equipment/valuables.				
Member suspected of being under the influence of alcohol or another drug	Injury to themselves or others, verbal or physical abuse of others, bad publicity for Club.	Archery Victoria Member Protection Policy, Safeguarding Children and Young Person Policy Induction of club members about policy. Posters on notice boards about code of conduct.				
Inappropriate behaviour towards a child or young person	Long- or short-term trauma mental anguish, anger or fear. Assault. Civil action against Club/individual. Bad publicity for Club.	Archery Victoria Member Protection Policy, Safeguarding Children and Young Person Policy Induction of club members about policy. Posters on notice boards about code of conduct. Club officials to be vigilant. Young people instructed what to do if they feel threatened. Age and gender taken into account when allocating shoot groups (field).				
Initiating sexual misconduct or relationships	Long- or short-term trauma mental anguish, anger or fear. Assault. Civil action against Club/individual. Bad publicity for Club.	Archery Victoria Member Protection Policy, Safeguarding Children and Young Person Policy. Induction of club members about policy. Posters on notice boards about code of conduct. Club officials to be vigilant. Young people instructed what to do if they feel threatened.				
Use, possession or supply of drugs or alcohol to children	Possible harm to child. Civil action against Club/individual. Bad publicity for Club.	Archery Victoria Member Protection Policy, Safeguarding Children and Young Person Policy. Induction of club members about policy. Posters on notice boards about code of conduct. Club officials to be vigilant. Young people instructed what to do if they feel threatened.				
Alleged assault of another member, spectator or visitor	Personal injury, Police charges. Bad publicity for Club.	Archery Victoria Code of Conduct posted in Clubrooms. Induction of members.				
Unacceptable behaviour from one young person to another	Intimidation creating mental anguish, anger or fear.	Induction of club members about policy. Posters on notice boards about Code of Conduct. Club officials to be vigilant. Young people instructed what to do if they feel threatened.				
Cheating or suspected of cheating	Wrong person presented awards. Physical or verbal abuse.	Archery Victoria Rules. Investigation process determined. Judges/officials to be vigilant.				
Suspected gambling or result fixing at an event	Bad publicity for Club.	Competition Manipulation and Sports wagering Policy.				
Use of inappropriate conduct or language	Intimidation creating mental anguish, anger or fear. Loss of	Archery Victoria Member Protection Policy and Code of Conduct. Induction of club members about policy.				

Hazard	Possible Outcome	Existing Hazard Controls	Risk Rating	Additional Hazard Controls	Residual Risk Rating	Action by
	membership. Bad publicity for Club.	Posters on notice boards about Code of Conduct.				
Inappropriate use of Club/AV electronic communications or social media.	Intimidation creating mental anguish, anger or fear. Bad publicity for AV/Club.	Archery Victoria Member Protection Policy and Code of Conduct. Induction of club members about policy. Posters on notice boards about Code of Conduct.				
Governance						
Lack of financial governance	Club becomes insolvent, owing money to creditors.	Monthly report by Treasurer to Committee, Annual auditing. Bi monthly review of club finances by President				President and Treasurer
Financial controls not adequate to prevent loss	Club becomes insolvent, owing money to creditors.	Club rules and procedures set minimum requirements for financial controls.				
Financial reporting to Club is inadequate	Club Committee cannot plan for financial stability.	Club rules and procedures set minimum requirements for Financial Officer.				
Money stolen by Club Official or member	Club functions may not be able to continue in the short-term, Club may become insolvent if loss is significant.	Rules about Club signatories. Club to have a Schedule of Delegation for finances. Procedures about accepting and handling cash				
Equipment stolen by Club Official, member or other	Club functions may not be able to continue in the short term.	Equipment Register and Borrowing Register. Security of buildings/facilities/assets that is as adequate as practicable.				
Member using AV/Club for personal financial gain	AV/Club reputation damaged. Revenue may be directed away from Club profits.	Archery Victoria Code of Conduct. Conflict of Interests to be recorded at each Club meeting. Conflict of Interests Registered maintained by Club. Issues affecting AV reported to AV Secretary.				
Policies are non - compliant	Breaches may result in harm to members, poor publicity, Civil claims, warnings, fines or prosecutions.	Policies are reviewed bi-annually. Clubs can use AV policies as is or modified to suit Club requirements. Monitor and review process set up within Club.				
Policies are not implemented effectively through-out the Club	Breaches may result in harm to members, poor publicity, Civil claims, warnings, fines or prosecutions.	Implementation information is integral to all policies. Some policies have on line training to support them.				
Club is not affiliated with AV	Club will not be able to be an Incorporated body, no insurance coverage, members unable to shoot in AA/AV/WA events.	Annual re-affiliation process is established by AV. Secretary is responsible to complete process annually.				
Club does not meet AV affiliation requirements	Club will be required to meet AV requirements. Worst case Club may be de-registered.	Club to work with AV Secretary to meet requirements.				
All members who require it do not have WWCC	Person/s will be unable to continue in position/s until they get one.	Regular checks are required by Club Secretary or AV Official. Requirements are included in Safeguarding Children and Young People policy.				
Club official WWCC is not current or has been withdrawn	Person will be unable to continue in position.	Regular checks are required by Club Secretary or AV Official.				

Hazard	Possible Outcome	Existing Hazard Controls	Risk Rating	Additional Hazard Controls	Residual Risk Rating	Action by
	Depending on circumstance a warning may be issued.	Requirements are included in Safeguarding Children and Young People policy.				
Meetings are not conducted or not conducted regularly	Depending on Model Rules/Constitution Club Committee may be removed.	Meeting calendar produced at the start of each year. Model Rules or Constitution outlines requirements.				
Annual meeting is not conducted	Incorporation may be withdrawn by CAV.	Model Rules or Constitution outlines requirements.				
Consumer Affairs Victoria returns not made or are late	Incorporation may be withdrawn by CAV.	CAV sets out reporting requirements.				
On-Field Risks						
Arrows going outside shooting area due to poor range set up	Potential injury or death, damage to property from arrow strike. WorkSafe investigation. Potential fines. Poor publicity for Club.					
People wandering on to shooting area while shooting	Potential injury or death from arrow strike. WorkSafe investigation. Potential fines. Poor publicity for Club.					
Pets/animals wandering onto shooting area while shooting	Potential injury or death of pet due to arrow strike. Poor publicity for Club.					
Members from cohabitating clubs wandering onto shooting area while shooting	Their members not following safety procedures. Potential injury or death from arrow strike, damage to property. WorkSafe investigation. Potential fines. Poor publicity for Club.					
Arrows being shot outside the shooting range due to poor technique or incorrect settings	Potential injury or death from arrow strike. WorkSafe investigation. Potential fines. Poor publicity for Club.					
Archer being struck by falling target	Potential injury					
Arrows being broken by falling target	Potential damage to arrows. Possible financial loss for Club.					
Equipment failure due to poor maintenance	Potential injury to user or others from arrow or equipment strike.					
Archer goes forward of the shooting line while other archers are shooting	Potential injury or death from being arrow strike. WorkSafe investigation. Potential fines. Poor publicity for Club.					

Hazard	Possible Outcome	Existing Hazard Controls	Risk Rating	Additional Hazard Controls	Residual Risk Rating	Action by
Missing or lost arrows	Injury to archer or member of the public walking into arrow. Bad publicity for Club.					
Archer behind targets when shooting commences	Potential injury or death from arrow strike. WorkSafe investigation. Potential fines. Poor publicity for Club.					
Archers back tracking on field course	Potential injury or death from being shot. WorkSafe investigation. Potential fines. Poor publicity for Club.					
Pre Event and Post Event						
Volunteer hurt moving equipment and target butts	Potential strain or back injury from lifting heavy objects. Potential target butts falling on volunteers.	Instruction about how to carry or move for new people. Two or more person coordinated lift. Mechanical lifting methods used.				
Volunteer being injured while using hand and power tools	Potential cuts to fingers from saws/drills. Potential strike to fingers, legs, toes. Foreign objects in eyes from spinning and striking tools.	Induction and supervision in tool use for those unfamiliar with tools. Leather gloves or similar to protect fingers and hands. Keeping arms, hands and toes out of strike area. Safety glasses or goggles.				
Volunteer slipping on wet or muddy ground	Strain or sprain from slipping. Injury from equipment being carried.	Slippery areas barricaded. Solid non slip footwear. Handrails or ropes to hold onto.				
Volunteer falling from height	Injury from striking hard surface.	Barricades or fencing. Cordoned off areas.				
Volunteer falling from back of utility truck or trailer	Death or injury from fall to ground. Death or injury from being struck by vehicle or trailer	No person allowed to ride external to the cab of a vehicle. Seatbelts to be worn.				
Heavy rain while setting up electrical equipment	Electrocution due to contact with wet electric leads connectors used for lights, timing, etc.	Use battery powered timing and lights. If leads must be used use appropriate connector covers. Wait until rain ceases.				
Wet areas when setting up electrical equipment	Electrocution due to contact with electrical equipment while standing in pooling water.	Use battery powered timing and lights. If leads must be used use appropriate connector covers. Barricade off water pools.				
Around the Club						
Club member scalded using the urn	Burn requiring first aid. Burn requiring hospital/clinic visit	Ensure members are inducted into the use of urn. Establish clear area around urn. Develop walk ways to ensure people aren't bumped while carrying hot beverages. Stock First Aid Kit with "Burn Aid" or similar.				

