



AUCKLAND ARCHERY CLUB RISK ASSESSMENT

03/12/2023

Events: Auckland College Sport League Competition

: Auckland Matchplay Championships

- Weekly after-school round-robin archery tournament held at an outdoor range and one day weekend event
- A regional sporting competition
- Less than 250 Athletes and supporters at any one time
- Multiple teams from each school could be present
- Spectators / supporters may be present
- Each event managed by an appointed Director of Shooting (DoS)
- School teams managed by a teacher (or parent) appointed by the school.

Stakeholders:

- Athletes
- Supporters
- Members of Public
- Other users of the venue
- Venue Owner (Auckland Archery Club)
- Owners of stray pets / animals / stock
- School Team manager (responsible adult or teacher appointed by the school to manage its team)
- Range captain (person appointed by Auckland Archery Club to manage the event)

Risk Assessment:

Harm / Risk	Causes	Responsibility	Control	Risk after control
<p>People/animals injured by flying arrows or damage to property</p>	<p>People wandering into shooting area.</p>	<p>Range captain</p>	<p>Clearly defined no go danger area. Use of warning flags, rope and Danger signs. Watchers to warn if people wander into danger area. Range captain to stop shooting immediately if someone is at risk.</p>	<p>low</p>
	<p>Poor range set up</p>	<p>Range captain</p>	<p>Adequate and visible overshoot area clear of buildings, car parks, other public or private areas etc.</p>	
	<p>Pets wandering into shooting area</p>	<p>Pet owners</p>	<p>Dogs on leash at all times per park requirements. Range Captain to stop shoot if animals enter field of play.</p>	
	<p>Inexperienced athletes unable to shoot correctly</p>	<p>Team manager</p>	<p>Team members must have shown competence before selection for the team, and have at least one terms shooting experience.</p>	
	<p>Arrows shot outside of control periods</p>	<p>Range Captain</p>	<p>Shooting to be according to World Archery and Archery NZ rules and Etiquette (no sky drawing, bow drawn only on shooting line and facing the targets, clearly defined range closed and range open periods and shooting periods under the control of the range captain). Rules explained to all, and whistles used at all times.</p>	

Harm / Risk	Causes	Responsibility	Control	Risk after control
People injured while using equipment	Incorrect technique (string hits arm, muscle injury due to poor technique)	Team manager	Team manager to ensure all team members have demonstrated good basic technique and competency at archery. Bows should be of a low enough poundage that injury is highly unlikely, even with poor technique. Arm guards / finger tabs should be used.	low
People injured by arrows left in ground or target	Walking into unseen arrows (foot / shin or eye/facial injury)	Athletes	Athletes briefed to look for arrows in ground and to approach targets from the side. No running allowed at venue. No open toed footwear; archers without closed footwear will not be permitted to shoot.	low
People injured by arrows while removing from target	Standing too close when another is removing arrows (eye/facial or upper body injury)	Athletes	Athletes to be briefed on arrow removal. Only one person to remove arrows at a time, all others to stand clear.	low
People injured by arrows left/lost in the ground after the event	Arrows left buried in the turf and not recovered	Athletes Range captain	All lost arrows to be reported to the range captain. Range captain should search for all lost arrows before the range is packed up.	low
People injured by targets falling or blown over	Insecure target butts	Range captain	Range captain to check stability of targets before the shoot, and ensure targets are secured with ground pegs. Call shoot off if winds high enough to blow targets over.	low

Harm / Risk	Causes	Responsibility	Control	Risk after control
People injured by equipment failing under use (bows, arrows and other equipment)	Broken or damaged bows / arrows / rests	Athletes, Team captains, range captain	Athletes, Team captains briefed to check /ensure all equipment is in good working order - Particularly carbon arrows. Range captain to remove suspect equipment where appropriate.	low
Sun Burn	Exposure to sun	Athletes, Team managers	Use good sun smart practices. Protect exposed skin against UV exposure (shirts, hats, sun block)	low
Dehydration	High ambient temperatures	Athletes/ Team manager	Athletes should bring or have access to adequate water	low
Athletes/ supporters lost or otherwise exposed to undesirable risk of any sort.	Inadequate supervision and accounting of team members	Team manager	Team manager to be entirely accountable for the whereabouts and activities of their school team members and supporters.	low
Sickness / Hypothermia from extreme cold or inclement weather	Very cold or wet conditions	Range captain	Event must be cancelled in the event of extreme inclement weather (generally rain alone is no cause to cancel the event).	low
Injury as a result of extreme weather	Lightning strike, extreme wind and rain, tornado	Range captain	Event must be abandoned under extreme weather conditions, e.g. arrows being blown off arrow rest, or lightning.	low

SAFETY MANAGEMENT PLAN

(TO BE INCLUDED IN COMPETITION RULES)

Supporters are responsible for:

- Following safety rules, managing pets/children
- Staying outside the field of play (only Athletes at target butts for scoring unless an approved assistant by the DOS)

Athletes are responsible for:

- Sun protection
- Footwear (no open toes)
- Equipment check
- Reporting of lost arrows
- Reporting near miss incidents (as in safety)
- Hydration

Team Managers are responsible for:

- Ensuring athlete competency

- Team/supporter management (people accountability)
- Equipment check
- Hydration
- First Aid Kit/support for their team

Range Captains are responsible for:

- Range layout , warning flags etc, spectator / public control
- Target stability
- Lost arrow reporting / recovery
- Shooting management
Competition Briefing (see below)
- Shoot abandonment (extreme weather)
Near miss recording and reporting to Archery in Schools Co-ordinator or event co-ordinator

Competition Briefing at the start of each event (range captain)

- Event outline (what is going to happen, how will the competition progress)
- Whistle commands for range control
- Shooting control instructions (only draw bow when on the line, no sky drawing, shooting period)
- Arrow retrieval (watch for arrows in ground, approach target from the side, one at a time drawing of arrows, don't run)
- Report all injuries or near misses (what, where, when, how)