

Risk Assessment Documentation



**Active Life Ministries
Shed 11 Industrial Ave
Caboolture South, Q 4510**



**Initial Assessment Completed: July 2016
Reviews completed every 6 months and if an incident occurs**



V2

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Activity Information

<p>Activity Description and Itinerary: Archery</p>	<ul style="list-style-type: none"> • School group shoots, 1 hour sessions – including equipment distribution, safety induction, and up to 5 round shoot • Beginner and Intermediate lessons, 1 hour sessions - – including equipment distribution, safety induction, and 5 round shoot • Social group shoots, 2 hours sessions – including equipment distribution, safety induction, and 10 round shoot • Individual range, lane hire, 2 hour sessions – including equipment distribution, safety induction, and 10 round target practice • Tournaments and Competitions – conducted according to standard tournament rules and procedures
<p>Description of who will Attend (e.g. number/age):</p>	<ul style="list-style-type: none"> • Public groups – beginner, intermediate and advanced group sessions; shooters are 12 years old and over, all under 18 year olds supervised by an adult. Max 27 participants per session • School groups – 12 years old and over, all groups supervised by a qualified teacher. Max 18 participants per session
<p>Other Information (e.g. equipment needed):</p>	<ul style="list-style-type: none"> • The centre maintains and provides bows and arrows for all ‘social/beginner shoots’ and ‘school groups’ • Bows and arrows are available for hire by individuals • Individuals may bring their own equipment, however these shooters are responsible for their own equipment maintenance and safety checks



Terms and Definitions

Range – the area designated for archery practice

Centre/Facility – the premises where the range is located

Session – a designated time period allocated for a group shoot

Patron – a member of the public who has paid to use the facility

Shooter – a person who is using the range and participating in an archery session

Visitor/Observer – a member of the public who is observing such as the legal guardian of an a child who is participating in a shooting session

Staff – a person who works in the centre

Range official – the staff member who is overseeing/in charge of the range and shooting session

Public – any person outside the centre/facilities that may be visiting other businesses in the area

Bow – generic term which refers to any type of archery bow used, such as a recurve, compound or bare bow

Arrow – Refers to a shaft (constructed primarily of wood, fibreglass, carbon, or aluminium), consisting of a nock on one end to attach the shaft to the string and a metal point on the other end. This covers both bare shafts and fletched shafts.

Target – Name of the piece of equipment comprising of a butt, stand and target face/s

Target Butt – the part of a target designed to stop and hold the arrows

Target Faces – the coloured paper attached to the front of a butt

Risk Register

Risk	Description
General – Trips, Slips and Falls	Trips, slips and falls can occur from: slippery surfaces, such as surfaces where water has spilled or been tracked in from outside; dirty surfaces such as surfaces that are dusty or muddy and therefore slippery; from furniture, equipment, etc. that is obstructing pathways; and from collisions with equipment, furniture, etc. or other people.
General – Cuts, Grazes, and Abrasions	Cuts, Grazes and Abrasions can occur from: sharp objects; damaged or broken equipment; or as a result of trips, slips and falls
General – Bruises and Grazes	Bruises and Grazes can occur from: blunt objects; collisions with equipment, furniture, etc or other people; or as a result of trips, slips and falls
General – Bites and Stings	Bites and stings can occur from: insects, spiders or animals in and around seating, on targets and stands, and on equipment
General – Medical Conditions	Medical conditions can occur from: Staff or patrons that have a pre-existing medical condition such as asthma, diabetics, heart conditions, allergies, etc.
General – Other Miscellaneous Injuries	Other miscellaneous injuries could occur from: hair not tied back; loose clothing catching on equipment; inexperience of the shooter; immaturity of the shooter; over confidence of the shooter; intoxication or drug use; abusive or unruly patrons; noise causing the inability to hear instructions and signals

Arrow – Shooting or Piercing Injury	A shooting or piercing injury from an arrow could occur from: A shooter walking in front of the safety/shooting line while others are still shooting; a shooter or bystander walking across the path of another shooter; another shooter pointing a drawn bow/arrow in a direction other than at the target
Arrow – General Injury such as a Poke, Scratch or Graze	A general injury from an arrow, such as a poke, scratch or graze, could occur from: Arrows rebounding off targets, walls or ceiling; arrows not pulled from target in correct manner; walking behind a target that has arrows poking through; broken arrows or damaged arrows pulled from quiver; a shooter walking around with an un quivered arrow; a shooter drawing an arrow back across the face when firing

Bow – General Injury such as a Poke, Bump or Graze	A general injury from a bow, such as a poke, bump or graze, could occur from: a shooter not holding the bow correctly; a shooter carrying a bow around inside the complex; a damaged bow that breaks while in use
Bow – String Injury and Bruising	A string injury and bruising could occur from: A string snapping; the string hitting the elbow or arm when firing; the string rubbing on the fingers when pulling back on the string
Bow – Other Muscular Injury	Other muscular injuries could occur from: Over exertion and over use of muscles that are not properly warmed up; using equipment that is an inappropriate size for the shooter

Emergency – Fire Evacuation	An emergency fire evacuation could occur from: a fire weather accidentally or deliberately lit in the centre; a fire in surrounding businesses or buildings; smoke
Emergency – Lock Down	An emergency lock down could occur from: unruly, intoxicated or threatening patrons; uninvited unruly, intoxicated, or threatening public



Likelihood Scale Rating

The likelihood is related to the potential for a risk to occur; how often could the Risk eventuate; and is there a history at the centre for this risk.

Rating	Description
Likely	Will occur at each archery event
Possible	Could occur once annually
Unlikely	Could occur once in 10 years
Remote	Could occur once in 100 years

Consequence Scale Rating

The consequence of a risk refers to the amount of loss or damage that may result from the risk's occurrence. Is the consequence an injury to someone, a financial loss, or a loss of reputation etc.

Rating	Description
Extreme	Death / serious injury requiring significant rehabilitation / permanent disability Financial loss in excess of \$100,000 Legal prosecution resulting in criminal charges
Serious	Serious injury requiring rehabilitation Financial loss in excess of \$50,000 Legal prosecution
High	Injury requiring time off work Financial loss in excess of \$5,000 Loss of reputation of Centre
Low	Injury requiring on-site First Aid Financial loss less than \$5,000 Negative Story of centre in Media

Risk Matrix

		Consequence			
		Extreme	Serious	High	Low
Likelihood	Likely	RED	RED	AMBER	AMBER
	Possible	RED	RED	AMBER	GREEN
	Unlikely	AMBER	AMBER	GREEN	GREEN
	Remote	AMBER	AMBER	GREEN	GREEN
		RED – Immediate action Required			
		AMBER – Action required within 6 months			
		GREEN – No action required other than to monitor and communicate risk			

Risk Assessment Report

Risk	General – Trips, Slips and Falls		
Existing Controls	<ul style="list-style-type: none"> • Non slip mats at entrances • Non slip paint on the centre’s concrete floors • Regular cleaning schedule in place • Adequate storage space for equipment • Clearly marked and defined equipment areas • Checks at the beginning of each session and regular checks during sessions of walkways, thoroughfares and activity areas for obstructions or spills • Induction program includes information for stowing equipment and walk, don’t run instructions • Safety signs clearly displayed (e.g. KEEP CLEAR; NO RUNNING; etc. signs) 		
Likelihood	<i>Rating:</i> POSSIBLE <i>Justification:</i> though this could occur, it is unlikely to occur every event		
Consequence	<i>Rating:</i> LOW <i>Justification:</i> the most likely consequence will be the need for on-site first aid, if first aid is required at all; in a very rare occasion a person might need extra medical attention		
Risk Matrix	<i>Rating:</i> GREEN	Action Needed	No

Risk	General – Cuts, Grazes, and Abrasions		
Existing Controls	<ul style="list-style-type: none"> • Clearly marked and defined equipment areas • Checks at the beginning of each session and regular checks during sessions of walkways, thoroughfares and activity areas for obstructions and sharp objects • Induction program includes information for stowing equipment and general safety • Centre facilities and equipment are inspected regularly for damage; all centre shooting equipment is inspected before being issued to a shooter • Sharp objects are not permitted on site, other than official archery related equipment • Personal archery equipment brought on site by patrons is to be maintained and inspected by patrons and is their personal responsibility; patrons declare responsibility for personal equipment in their ‘Activity Consent Form’ 		
Likelihood	<i>Rating:</i> POSSIBLE <i>Justification:</i> though this could occur, it is unlikely to occur every event		
Consequence	<i>Rating:</i> LOW <i>Justification:</i> the most likely consequence will be the need for on-		

	site first aid, if first aid is required at all; in a very rare occasion a person might need extra medical attention		
Risk Matrix	Rating: GREEN	Action Needed	No

Risk	General – Bruises and Grazes		
Existing Controls	<ul style="list-style-type: none"> Clearly marked and defined equipment areas Checks at the beginning of each session and regular checks during sessions of walkways, thoroughfares and activity areas for obstructions and protruding blunt objects Induction program includes information for stowing equipment and general safety and correct use of equipment Centre facilities and equipment are inspected regularly for damage; all centre shooting equipment is inspected before being issued to a shooter 		
Likelihood	<i>Rating: POSSIBLE</i> <i>Justification: though this could occur, it is unlikely to occur every event</i>		
Consequence	<i>Rating: LOW</i> <i>Justification: the most likely consequence will be the need for on-site first aid, if first aid is required at all; in a very rare occasion a person might need extra medical attention</i>		
Risk Matrix	Rating: GREEN	Action Needed	No

Risk	General – Bites and Stings		
Existing Controls	<ul style="list-style-type: none"> Regular cleaning schedule in place Centre facilities and equipment are inspected regularly 		
Likelihood	<i>Rating: UNLIKELY</i> <i>Justification: this is unlikely to occur in a clean, indoor location</i>		
Consequence	<i>Rating: LOW</i> <i>Justification: the most likely consequence will be the need for on-site first aid, if first aid is required at all; in a very rare occasion a person might need extra medical attention due to insect bite allergies</i>		
Risk Matrix	Rating: GREEN	Action Needed	No

Risk	General – Medical Conditions		
Existing Controls	<ul style="list-style-type: none"> Patrons declare any pre existing medical conditions and special care instructions in their 'Activity Consent Form' Staff have first aid training The centre has a fully stocked first aid kit 		
Likelihood	<i>Rating: UNLIKELY</i> <i>Justification: this is unlikely to occur if patrons and staff are made aware of pre existing medical conditions</i>		

Consequence	<i>Rating: LOW</i> <i>Justification: the most likely consequence will be the need for on-site first aid, if first aid is required at all; in a very rare occasion a person might need extra medical attention as specified in their 'liability waver form'</i>		
Risk Matrix	<i>Rating: GREEN</i>	Action Needed	No

Risk	General – Other Miscellaneous Injuries		
Existing Controls	<ul style="list-style-type: none"> • Code of conduct and conditions of entry clearly displayed at entrance to centre and must be read and acknowledged on the 'Activity Consent Form' • Induction program includes information for general safety and correct use of equipment • Headphones, earphones, and personal music players are not allowed in the range area • The range instructor/officiator monitors noise levels during all shoots 		
Likelihood	<i>Rating: UNLIKELY</i> <i>Justification: this is unlikely to occur if rules are followed</i>		
Consequence	<i>Rating: LOW</i> <i>Justification: the most likely consequence will be the need for on-site first aid, if first aid is required at all; in a very rare occasion a person might need extra medical attention</i>		
Risk Matrix	<i>Rating: GREEN</i>	Action Needed	No

Risk	Arrow – Shooting or Piercing Injury		
Existing Controls	<ul style="list-style-type: none"> • 'Range Safety Rules', 'Whistle Instructions', and 'Beginners Shooting Instructions' clearly displayed on each range; and must be read and acknowledged on the 'Activity Consent Form' • Induction program includes information for general safety and correct use of equipment • Clearly marked shooting and safety areas • Restricted public access • The range instructor/officiator monitors and controls movement during all shoots 		
Likelihood	<i>Rating: UNLIKELY</i> <i>Justification: when safety policies are followed and due care is applied this is unlikely to happen</i>		
Consequence	<i>Rating: HIGH</i> <i>Justification: the most likely consequence would be need for medical treatment</i>		
Risk Matrix	<i>Rating: GREEN</i>	Action Needed	No

Risk	Arrow – General Injury such as a Poke, Scratch or Graze		
Existing Controls	<ul style="list-style-type: none"> • ‘Range Safety Rules’, ‘Whistle Instructions’, and ‘Beginners Shooting Instructions’ clearly displayed on each range; and must be read and acknowledged on the ‘Activity Consent Form’ • Induction program includes information for general safety and correct use of equipment, including how to approach a target and safety remove arrows from a target • Centre facilities and equipment are inspected regularly for damage; all centre shooting equipment is inspected before being issued to a shooter 		
Likelihood	<i>Rating: UNLIKELY</i> <i>Justification: when safety policies are followed and due care is applied this is unlikely to happen</i>		
Consequence	<i>Rating: LOW</i> <i>Justification: the most likely consequence will be the need for on-site first aid, if first aid is required at all; in a very rare occasion a person might need extra medical attention</i>		
Risk Matrix	<i>Rating: GREEN</i>	Action Needed	No

Risk	Bow – General Injury such as a Poke, Bump or Graze		
Existing Controls	<ul style="list-style-type: none"> • ‘Range Safety Rules’, ‘Whistle Instructions’, and ‘Beginners Shooting Instructions’ clearly displayed on each range; and must be read and acknowledged on the ‘Activity Consent Form’ • Induction program includes information for general safety and correct use of equipment • Centre facilities and equipment are inspected regularly for damage; all centre shooting equipment is inspected before being issued to a shooter 		
Likelihood	<i>Rating: POSSIBLE</i> <i>Justification: this is not likely to occur more than once in a year</i>		
Consequence	<i>Rating: LOW</i> <i>Justification: the most likely consequence will be the need for on-site first aid, if first aid is required at all;</i>		
Risk Matrix	<i>Rating: GREEN</i>	Action Needed	No

Risk	Bow – String Injury and Bruising		
Existing Controls	<ul style="list-style-type: none"> • Arm guards and finger tabs are issued to all shooters hiring centre equipment and are required to be worn by school groups and beginners • Induction program includes information for general safety and correct use of equipment 		

	<ul style="list-style-type: none"> The centre has a fully stocked first aid room 		
Likelihood	<i>Rating: POSSIBLE</i> <i>Justification: this is likely to occur every session, especially for beginners, however beginners are required to wear arm guards and finger tabs for protection</i>		
Consequence	<i>Rating: LOW</i> <i>Justification: the most likely consequence will be the need for on-site first aid, (in particular the application of ice) if first aid is required at all.</i>		
Risk Matrix	<i>Rating: GREEN</i>	Action Needed	No

Risk	Bow – Other Muscular Injury		
Existing Controls	<ul style="list-style-type: none"> Induction program includes information for general safety and correct use of equipment School groups and beginners are assessed and matched to the correct size equipment 		
Likelihood	<i>Rating: UNLIKELY</i> <i>Justification: Muscular stresses and strains are unlikely if the shooter has been correctly matched to the correct size bow.</i>		
Consequence	<i>Rating: LOW</i> <i>Justification: the most likely consequence will be the need for on-site first aid, (in particular the application of ice) if first aid is required at all.</i>		
Risk Matrix	<i>Rating: GREEN</i>	Action Needed	No

Risk	Emergency – Fire Evacuation		
Existing Controls	<ul style="list-style-type: none"> Evacuation signs and diagrams displayed at all doors Fire extinguishers throughout centre No smoking aloud in the centre 		
Likelihood	<i>Rating: REMOTE</i> <i>Justification: chances of a fire are remote</i>		
Consequence	<i>Rating: HIGH</i> <i>Justification: a fire could cause property damage</i>		
Risk Matrix	<i>Rating: GREEN</i>	Action Needed	No

Risk	Emergency – Lock Down		
Existing Controls	<ul style="list-style-type: none"> Any person under the influence of alcohol or drugs is not permitted in the centre. Abusive, disruptive or offensive behaviour and language is not permitted in the centre and may result in removal from the centre. Code of Conduct displayed at entrance to centre 		
Likelihood	<i>Rating: REMOTE</i>		

	<i>Justification:</i> chances of a lockdown are remote		
Consequence	<i>Rating:</i> LOW <i>Justification:</i> unruly and threatening members of the public could cause property damage and disrupt centre patrons		
Risk Matrix	<i>Rating:</i> GREEN	Action Needed	No

Risk	TEMPLATE		
Existing Controls	•		
Likelihood	<i>Rating:</i> <i>Justification:</i>		
Consequence	<i>Rating:</i> <i>Justification:</i>		
Risk Matrix	<i>Rating:</i>	Action Needed	Yes / No
Actions		Priority Level	Person to Action
Review Completed Date	Name & Signature		Position
Residual Risk Matrix	<i>Rating:</i> <i>Justification:</i>	Further Action Needed	Yes / No

Safety Policies and Procedures

General Safety
<p>Public and Visitors</p> <ul style="list-style-type: none">• Shooting will cease immediately if a member of the public, non-shooter or an animal crosses the shooting range. Shooting will not recommence until all members of the public, non-shooters or animals have reached a safe area. The range official monitors the access and movement of non-shooters, and decides when shooting can resume• All visitors to the centre are to sign in and out of the attendance book located at the entrance to the centre• Alcohol and drugs must not be consumed by anyone prior to or while attending the centre activities. No person under the influence of drugs or alcohol will be admitted to the centre
<p>Clothing</p> <ul style="list-style-type: none">• Covered footwear must be worn at all times while in the range area• Loose fitting and floppy clothing should not be worn while shooting• Hair must be tied back while shooting• Headphones or ear coverings cannot be worn in the range area, and mobile phones are not permitted in the range area• Armguards, chest protectors, and finger tabs are available for all shooters and must be worn by school groups and beginners while shooting

Equipment Safety
<p>General Equipment</p> <ul style="list-style-type: none">• Equipment is regularly checked and maintained. Equipment is inspected for cracked limbs and risers, damaged arrows, frayed strings and damaged nocks.• Equipment is inspected before being issued for hire to ensure that it is safe to be used.
<p>Bows</p> <ul style="list-style-type: none">• Never dry fire a bow (firing a bow without an arrow)
<p>Recurve Bow</p> <ul style="list-style-type: none">• The bow must be inspected, each time it is used, for damage; such as cracks or faults.• The bow should be strung only in an approved and safe manner.• The bowstring should be checked for damage, wear, or faults prior to shooting.• Arrow rests should be checked for damage or wear prior to shooting.
<p>Compound Bow</p> <ul style="list-style-type: none">• The bow must be inspected each time it is used for damage, cracks or faults.• The bowstring and cables should be checked for damage, wear or faults

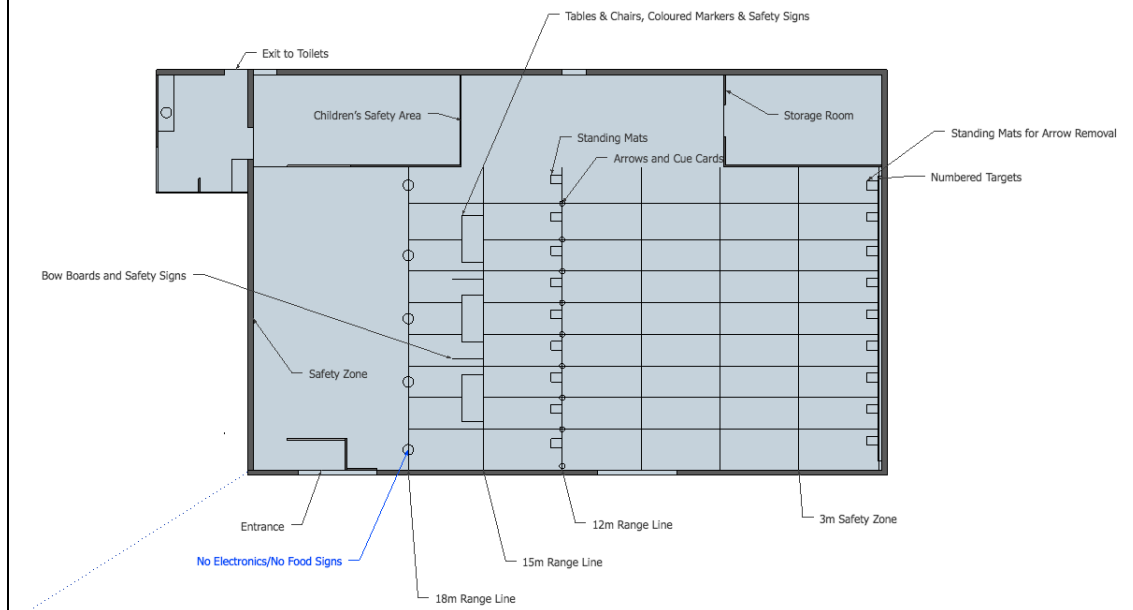
<p>prior to shooting.</p> <ul style="list-style-type: none"> • Arrow rests and accessories should be checked for damage, wear or faults prior to shooting. • An experienced and trained person should only carry out maintenance on a compound bow using appropriate equipment.
<p>Arrows</p> <ul style="list-style-type: none"> • Arrows should be inspected for damage regularly, preferably after each end, particularly carbon arrows. • Arrows should be matched being the same type, size, and length, fitted with the same points, nocks and fletches (vanes). • Only arrows designed for target shooting must be used. Hunting arrows must never be used.
<p>Release Devices</p> <ul style="list-style-type: none"> • Release devices must be of sound design, inspected regularly and in good working order. • If the release aid uses a rope to hold the string or a loop attached to the string the rope or loop must be inspected by the archer prior to commencing and on a regular basis and changed when any signs of excessive wear are found.

Individual Practice
<p>Bows</p> <ul style="list-style-type: none"> • Bows must never be drawn back with an arrow fitted unless the bow is pointed toward the targets and the range is clear of other shooters and officials. The range official will indicate when it is safe to do this. • Bows may not be raised higher than the top of a target butt when shooting • Bows must never be aimed, loaded or otherwise, at another person • When shooting barebow, an arrow must not be drawn above the cheekbone as this is a potential eye hazard
<p>Range</p> <ul style="list-style-type: none"> • Never run in the range area, walking pace only • When crossing the range area, shooters must walk behind the shooting zone and in the safety zone. Never cross the shooting line until the range official has indicated it is safe to do so
<p>Individual Equipment</p> <ul style="list-style-type: none"> • Archers must regularly check and maintain their own equipment. Archers should inspect equipment for cracked limbs and risers, damaged arrows, frayed strings and damaged nocks. It is the archer's responsibility to ensure their equipment is safe to be used.
<p>Shooting Etiquette</p> <ul style="list-style-type: none"> • At no time can a person cause any interference to an archer or their equipment whilst they are shooting

Range Layout

- The target range is setup with a permanent shooting line and staged targets with archers shooting and moving forward to score together.
- There is an established shooting line and safety zone
- Archers may only enter and exit the field course via an approved entry / exit point and must keep to the marked areas

RANGE SETUP SHOWN BELOW IS FOR BEGINNERS GROUPS



Shooting Sessions

Participation

- All shooters must complete the induction program and sign the liability waver form before they are permitted to use the range.
- School groups and beginners must complete the induction program every time they come for a shoot
- All shooters must sign in and sign out of the attendance book each time they visit the centre

Session Procedures

- All sessions are under the control of the Range Official
- Instructions given by the Range Official must be followed at all times. Failure to follow instructions may result in removal of the offender from the centre
- Shooting is controlled by the Range Official by sound signals (whistle or hooter blasts)
 - Two Blasts – come to the shooting line (all shooters are to wait in the safety zone until this call)
 - One Blast – commence shooting
 - Three Blasts – stop shooting, retrieve and score arrows
 - Five or more Blasts - danger, stop shooting immediately

<ul style="list-style-type: none"> • Never move forward to collect arrows before directed to do so by the Range Official
<p>Retrieving Arrows</p> <ul style="list-style-type: none"> • Approach the target from the sides to avoid arrows lodged in the target • When pulling arrows from the target, ensure there is no one standing in front of the arrows and always pull arrows out while standing to the side of the target butt • A maximum of two archers are to remove the arrows at a time, one from each side (one person removes from the left side, one from the right). • Never pull an arrow from the target butt toward your face. • Always use two hands when drawing arrows from the target

Centre Maintenance & Management
<p>Risk Assessments</p> <ul style="list-style-type: none"> • A risk analysis of the facilities and activities will be undertaken at least once every 6 months to identify any potential risks and hazards. • If there is an identified risk or an incident occurs the centre will develop an action plan to manage the identified risk. • Safety, rules and procedures are publicly displayed
<p>Emergency Procedures</p> <ul style="list-style-type: none"> • An evacuation procedure for fire and lock down has been developed and is publicly displayed • Evacuation signs and diagrams are displayed on doorways
<p>Cleaning</p> <ul style="list-style-type: none"> • Regular cleaning schedules are in place
<p>Staff</p> <ul style="list-style-type: none"> • Staff have blue card checks and first aid training • The range official has archery qualifications
<p>Centre Access</p> <ul style="list-style-type: none"> • All access doors to the range area and centre will be either locked so that they open only from the inside, or have warning signs displayed so that the public cannot enter other than by the designated entry
<p>First Aid</p> <ul style="list-style-type: none"> • The centre stocks and maintains a first aid kit • Emergency Contact numbers are clearly displayed in the first aid kit

Incident Register

Activity:	TEMPLATE		
This report is for (✓):		an incident	
			a potential safety incident
What happened/ could happen			
How did it / could it happen			
INCIDENT REPORT (for actual incidents)			
Date:			Time:
Were Injuries Sustained	Yes/no	Who was injured	
Injury Sustained (✓)	<input type="checkbox"/> Minor (less than a week lost) <input type="checkbox"/> Major (more than a week lost) <input type="checkbox"/> Serious (more than a month lost)	Description:	
Action Undertaken (✓)	<input type="checkbox"/> 1 st Aid <input type="checkbox"/> Ambulance <input type="checkbox"/> Hospital <input type="checkbox"/> Doctor <input type="checkbox"/> Other	Description:	
Incident reported to / overseen by:	Name: Signature: Date:		
Incident reported / witnessed by:	Name: Signature: Date:		
Actions undertaken to investigate cause / remedy			
Risk Management Assessment Completed:	Name: Signature: Date:		
Reported to Work Health and Safety?	Yes/No (If yes attach a copy of the 'Incident Notification Form')		

Appendix A – Conditions of Entry

General Conditions

Active Life Ministries – Ministry and Activity Centre is a non smoking facility.

Any person under the influence of alcohol or drugs will not be permitted into the centre.

Abusive, disruptive or offensive behavior and language is not permitted and may result in removal from the centre.

Instructions given by 'Active Life Ministry' staff must be followed at all times. Failure to follow instructions may result in removal from the centre.

Pets and animals are not permitted in the centre.

Do not run.

Management reserves the right to refuse entry.

Archery Specific Conditions

Children under 18 years must have adult supervision at all times. Children under 12 years are not permitted to participate in archery, and are not permitted in the archery range area at any time.

Covered shoes must be worn by anyone entering the archery range area. Hair must be tied back and clothes should not be loose or floppy if participating in archery activities.

The maximum number of participants in an archery shooting session is 27 and cannot be exceeded.

Entrance fees must be paid, activity consent form signed, and the induction session completed before being permitted into the archery range area.

Mobile phones are not permitted in the archery range area.

Appendix B – Range Safety Rules & Whistle Instructions

- ✓ Check your equipment for any faults or damage.
- ✓ Wear firm fitting clothing while shooting, and wear footwear with enclosed toes.
 - ✓ Remove all jewelry and tie back long hair.
 - ✓ Wear the appropriate finger and arm protectors.
- ✓ Obey the all instructions given by the 'range official and director of shooting' and Active Life Ministry staff.
 - ✓ Treat other archers with respect.

- x DO NOT point a loaded bow at any person (drawn or not drawn).
- x DO NOT dry fire a bow (shoot without an arrow, this could damage the bow).
- x DO NOT draw and shoot an arrow while people are in front of the shooting line.
 - x DO NOT run with arrows in your hand.
- x DO NOT interfere with other archers or their equipment.
- x DO NOT turn your bow horizontal on the shooting line.

WHISTLE INSTRUCTIONS

2 Whistles – Get Bow

1 Whistle – Shoot

3 Whistles – Collect Your Arrows

5 Whistles – STOP EMERGENCY

Appendix C – Range Etiquette for Shooters

Do not talk to or disturb other archers during shooting.

When finished shooting, quietly step back from the Shooting Line to the Waiting Line to give other archers a chance to finish without interruption.

Never remark on another archer's shooting during their turn, unless there is a safety issue.

Always pass encouraging remarks and never be disparaging.

Always signal the 'Range Official' if a problem occurs and never bother another archer.

Never touch or remove other archer's arrows in the target unless asked to remove them.

If asked for advice, never presume the duties of an Instructor or Official.

Always pay attention to and co-operate with officials.

Never upset other archers on the field by complaining.

Never touch, move or alter equipment belonging to someone else without his or her prior consent.

Always exercise the greatest care when scoring and removing arrows from the target.

Appendix D – Beginners Instructions: Basic Steps

There are 10 basic steps to follow when learning to shoot a bow...

Step 1 is Stance:

- Place your feet on the mat so that you straddle the shooting line and your feet are shoulder width apart. (like this)

Step 2 is Nocking the Arrow:

- Take an arrow from the quiver, ensuring the point is always toward the target
- Place the arrow onto the arrow rest (here)
- Rotate the arrow so that the index fletch (here) is on top (like this)
- Engage the arrow's nock onto the bow string so that the nock is under the nocking point (like this)

Step 3 is String Hand

- Place 3 fingers on the string below the arrow nocking point (like this)
- The string should be behind the first joint of your fingers (like this)

Step 4 is Bow Hand

- Grip the handle in a relaxed manner (like this)
- Do not lock the elbow, and beware of string strike on the arm (here)

Step 5 is Drawing the Bow

- Stand tall the string hand will pull towards your face (like this), don't lower your head towards your string hand (like this)
- When you draw your elbow will be up and at 90 degrees to your body (like this)
- When you draw the bow, the bow and hand, arrow and draw arm elbow should be in line with each other (like this)

Step 6 is Anchor

- The anchor is the term used to describe the position where the drawing hand makes contact with the face
- The index finger of the string hand should make contact with the corner of the mouth (like this)

Step 7 is Target Alignment

- Aiming is achieved by aligning the point of the arrow on a pre determined position for a given distance;
- A bit of practice is required to determine where the point of the arrow needs to be placed for a given distance

Step 8 is Releasing the Arrow

- The release is the most critical and the most important step in achieving good arrow flight

- Relax the fingers in the string hand and allow the weight of the bow to pull the string from your fingers (like this)

Step 9 is Follow Through

- The follow through occurs after the arrow has left the bow and is the bodies reaction to the release
- It is important to maintain focus by looking at the target until you hear the arrow strike the target (like this)

Step 10 is Relaxing

- After the arrow has hit the target, lower the bow arm and the drawing hand to the side
- This is the time to relax, to recover from the physical effort of the shot, to analyse the shot and to prepare to shoot the next arrow (like this)

Appendix E - Liability Waiver & Consent Form

Name of Shooter / Participant	TEMPLATE		
Address:			
Phone:		Age	
Ability Level:	School Group or Beginner / Intermediate / Advanced		
Medical conditions: (e.g. asthma / allergies / etc			
Name of Parent/ Guardian OR Name of Emergency Contact			
Contact Phone:			

Please Initial

	I have read, understood, and agree to abide by the 'Conditions of Entry'	
	I have read, understood, and agree to abide by the 'Rules and Procedures for Shooters'	
	I have read, understood and agree to abide by the 'Range Etiquette for Shooters'	
	I have completed the Induction Program: <ul style="list-style-type: none"> - Equipment Safety - Range Safety - Shooting Safety 	Range Officials – Signature & Date
Yes/No	I am using centre equipment (if no complete the equipment segment below)	

Personal Equipment Declaration

	I am using my own equipment and have checked it for cracks or damage. My equipment is safe to use.	
	I understand I am responsible for my own equipment. <ul style="list-style-type: none"> - Please list all personal archery equipment that you are bringing into the centre on the reverse of this form. 	

Shooter / Participants Signature & Date		
Parent / Guardians Signature & Date		

Websites and Links

Archery Australia – Risk Management Resource for Clubs
<http://www.archery.org.au/Portals/22/documents/1022.pdf>

Archery Australia – Safety Guidelines
<http://assets.imgstg.com/assets/console/document/documents/1018.pdf>

Department of Education, Training and Employment – Archery Guidelines for Schools
<http://education.qld.gov.au/curriculum/carmg/pdf/archery.pdf>