

FRANKLIN COUNTY ARCHERS

RISK

REGISTER

2020/2021

Please familiarize yourself with all risks before heading out to use the facilities

RISK RATING TABLE

LIKELIHOOD OF INJURY OR HARM TO HEALTH	CONSEQUENCES OF INJURY OR HARM TO HEALTH			
	INSIGNIFICANT No Injuries	MODERATE First Aid and/or Medical Treatment	MAJOR Extensive Injuries	CATASTROPHIC Fatalities
VERY LIKELY	HIGH	EXTREME	EXTREME	EXTREME
LIKELY	MODERATE	HIGH	EXTREME	EXTREME
MODERATE	LOW	HIGH	EXTREME	EXTREME
UNLIKELY	LOW	MODERATE	HIGH	EXTREME
HIGHLY UNLIKELY (RARE)	LOW	MODERATE	HIGH	EXTREME

Risk ID	Risk Description	Persons at Risk and Location	Consequence	Likelihood of Injury					Risk Rating	Control	Residual Risk				
				Very Likely	Likely	Moderate	Unlikely	Rare			Very Likely	Likely	Moderate	Unlikely	Rare
01	Slippery Rocks/footing on tracks	All persons on Range. All persons on Top and Bottom Courses.	MODERATE			X			HIGH	<p>Watch footing on slippery rocks. Be aware of fallen Ponga fronds that contain slippery gel/sap. Check if course is open or closed, If closed DO NOT enter. Use ropes to negotiate stairways and steep descents.</p> <p>GUIDELINES:</p> <p>COURSE CAPTAIN: To make sure course is negotiable for safe traversing and safety ropes are in place and secure for use on steep sections.</p> <p>To delegate to committee member to review ropes for safety yearly. And change out if required.</p> <p>ARCHERS: Wear suitable footwear for terrain, utilise safety ropes on stair and steep sections, be aware rocks will be slippery. Arrows must be carried securely between targets (in quivers).</p>			X		

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02	Trails	All persons on Range. All persons on Top and Bottom Courses.	CATASTROPHIC			X			EXTREME	<p>WARNING: You are entering a live shooting range.</p> <p>Check course is open before leaving club house.</p> <p>Flip the course sign to IN USE to show which course you are using. Check the register prior to leaving club house and flip sign back to NOT IN use if no one else is on the course when you arrive back to club house. Last person off course to make sure sign is placed back to not in use.</p> <p>Check for parties who may already be on the course ahead of you in the sign in book.</p> <p>Stay on the marked trail.</p> <p>Wear visible clothing, NO CAMOFLAUGE OR ALL GREEN ON ANY COURSE. (As per Club Rules and Regulations).</p> <p>GUIDELINES:</p> <p>ARCHERS: ALL ARCHERS must follow the blazed trail markers on Course they are utilising. ALL ARCHERS must denote which Course they are utilising in the sign in book and flip the board to say IN USE. ALL ARCHERS must follow the course (NO BACK TRACKING) NO ARCHER shall shoot at a target that isn't on the range they are currently shooting on. LAST ARCHER coming off course to check sign in book before flipping board back to NOT IN USE.</p>				X	

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03	Retrieving lost Arrows	All persons on Range. All persons on Top and Bottom Courses.	CATASTROPHIC			X			EXTREME	<p>If arrows have been lost behind or around a target, one person in the shooting group is to remain in front of a target while other in the group search for the missing arrow.</p> <p>GUIDELINES:</p> <p>ARCHERS: If arrows have been lost behind or around a target, one person in the shooting group is to remain in front of the target while the others in the group search for the missing arrow.</p> <p>Person remaining in front of the target must be wearing high visibility clothing.</p> <p>If a single archer is looking for an arrow, their bow must be left in front of the target face, and a high visibility vest draped across the target face if possible.</p>					X

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04	Falling Debris	All persons on Range. All persons on Top and Bottom Courses.	MAJOR			X			EXTREME	On windy days Archers must be aware of branches, pinecones, dead wood falling from trees. GUIDELINES: COURSE CAPTAIN: To risk assess with wind conditions, closing all courses if deemed unsafe. To close courses if any of the significant pine trees fall or are hung up around or over a courses and advise committee to assess clear procedure. ARCHERS: Be mindful of conditions which may dislodge debris from trees. Adhere to courses being open or closed by the Course Captain.					X

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05	Falling Trees/Hang Ups	All persons on Range. All persons on Top and Bottom Courses.	CATASTROPHIC				X		EXTREME	<p>If a tree comes down during a round, clear the course and report tree to Course Captain or Committee Member. To clear the course during a competition, three blasts of a horn require all on field to vacate course immediately, bush telegraph yelled down the line and back so all archers are aware. All care must be taken exiting the course.</p> <p>GUIDELINES:</p> <p>COURSE CAPTAIN: To risk assess with wind conditions, closing all courses if deemed unsafe.</p> <p>To assess safety around fallen tree as to whether range can be opened and used, or work needs to be completed to remove risk.</p> <p>Report to committee regarding risk and work required.</p> <p>To close course during competition using horn blasts if deemed necessary.</p> <p>ARCHERS: Be mindful of conditions which may cause trees to fall.</p> <p>Adhere to course being open or closed by Course Captain or Committee if tree is down for further action.</p> <p>COMMITTEE: If a tree is down, Committee is to assess with Course Captain, look at risk of removal and safety, and contact appropriate firm to take action necessary.</p>					X

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06	Rock Stairs and Steep Inclines	All persons on Range. All persons on Top and Bottom Courses.	MODERATE			X			HIGH	Take your time traversing Rock Stairs. Use ropes to assist descent/assents. Secure arrows in quiver. GUIDELINES: COURSE CAPTAIN: To make sure course is negotiable for safe traversing and safety ropes are in place and secure for use on steep sections. ARCHERS: Take your time traversing steep sections and utilise ropes for descent/assent. Report any sections that require upgrading to Course Captain or Committee. Secure Arrows in quiver.					X

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07	Target 1 Marked Top Course.	All persons on Range.	CATASTROPHIC						EXTREME	Due to Senior Shooting Peg being behind tree and not visible at Target one, please check off platform prior to					

09	Target 5 on Bottom Unmarked Course	All persons on Bottom Course.	MODERATE			X			MODERATE	When shooting Target 5 on Bottom Unmarked Course, be aware of steep incline going to collect arrows, utilise rope to assist in descent/assent. Leave Bows at top of Hill as it is a walk back, and secure arrows before assent. GUIDELINES: ARCHERS: To be aware of steep incline, utilise rope to assist with descent and assent. Leave Bows at top of hill, and secure arrows in quiver.					X
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10	Target 6 on Bottom Unmarked Course	All persons on Bottom Course.	MODERATE			X			MODERATE	When shooting Target 6 on Bottom Unmarked Course, and going forward to collect arrows, be aware of footing along the edge of the drop off. If wet it will be slippery as well, secure arrows before proceeding. GUIDELINES: ARCHERS: To be aware of footing and slipperiness, secure arrows in quiver before proceeding.					X

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11	Danger Tapes	All persons on Range. All persons on Top and	CATASTROPHIC	X					EXTREME	DO NOT cross any danger tapes on the courses, unless course is closed for a working bee. GUIDELINES:					X

		Bottom Courses.								<p>COURSE CAPTAIN: To ensure Danger Tape is in place on both courses where applicable.</p> <p>ARCHERS: On course, do not cross any danger tape, and stay on designated track at all times.</p>					
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12	ATV and Trailer	Persons utilising ATV and Trailer	MAJOR			X			EXTREME	<p>Persons utilising ATV must wear Helmet.</p> <p>Persons utilising ATV must carry NO passengers.</p> <p>Persons utilising ATV and Trailer must carry no passengers.</p> <p>Persons utilising ATV and Trailer must check Trailer coupling prior to towing.</p> <p>Persons utilising ATV must have experience with ATV's and be competent in using ATV's.</p> <p>Persons utilising ATV must be over the age of 16 years old.</p> <p>Persons utilising ATV must be aware of track conditions prior to utilising.</p> <p>GUIDELINES:</p> <p>COURSE CAPTAIN: To designate driver on days of use. Tool Box Talk</p>					X

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13	Entering and Exiting the Bottom Range	All persons on Top and Bottom Course.	CATASTROPHIC		X				EXTREME	Upon Entering and Exiting Bottom Range, ALL archers must check shooting lane of Target 14 on Top Course before crossing Lane, Both on Entry which is at Target 14 Target Butt, and on Exiting, which is half way down the Shooting Lane of Target 14. GUIDELINES: ARCHERS: To check sign in book to see if there are any archers on Top Course prior to proceeding out from Club House. To adhere to Warning Sign on Target 14 shooting lane. Stopping and Checking before proceeding to Bottom Course. To adhere to Warning Sign exiting Bottom Course prior to walking onto Shooting Lane of Target 14. Stop at Stop Sign and call to make sure it is clear.					X

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14	Unauthorised Access to Restricted Areas	Visitors to the Grounds	CATASTROPHIC			X			EXTREME	<p>All visitors on site must have Safety Induction before being able to utilise the facilities.</p> <p>All Boundaries of property must be sign posted as Danger Archery In Progress Do Not Enter.</p> <p>GUIDELINES:</p> <p>ARCHERS: All visitors to Range/Courses must be Safety Inducted, Signing that they have read and understand the Hazards on the Ranges/Courses, and signed into the Registrar book upon arrival at the range and prior to commencing shooting.</p> <p>REGISTRAR AND HEALTH AND SAFETY OFFICER: To check Health and Safety Induction book is being used, and Procedures are being followed.</p>					X

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15	Hazardous Chemicals	All Persons on the Course, All Persons helping with Working Bees	MODERATE				X		MODERATE	Read sign in Club House to see if any spraying has been completed or baits have been laid. GUIDELINES: ARCHERS: To be aware on courses of sprayed areas, and stay away from bait stations. PERSONS CARRYING OUT SPRAYING: All spray instructions to be read and followed. No spraying to be done on windy days. Anyone spraying must be over the age of 16. Committee to be informed of spraying dates and areas via email. Safety equipment to be worn if spraying.					X

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16	Vehicles on driveway	All persons utilising Drive Way	MODERATE				X		MODERATE	Speed limit of 10 km p/hr to be adhered to coming or going from club house.					X

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17	Tree Stand	All persons utilising Tree Stand	MODERATE			X			Not LIKELY	1 Person at a time on Tree Stand Be aware of slipperiness GUIDELINES: COURSE CAPTAIN: To delegate to committee member to review structure for safety yearly. ARCHERS: To take care on ramp up to Tree Stand and be aware of slipperiness. One person at a time on ramp and tree stand. If mobility is an issue do not attempt to climb ramp.					X

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18	Working Bees	All persons involved in working bees	MODERATE			X			MODERATE	ALL PERSONS: ALL PERSONS attending working bee must have tool box talk pre starting working bee. Plan of which working groups to which area to be made prior to work commencing. All equipment utilised during working be to be utilised by capable people, with correct safety equipment in place (Ear Muffs, Safety Glasses)					X

Annual Check Register

NAME	STRUCTURE CHECK DATE AND REPORT	PERSON CHECKING
TREE STAND	July 2019 Structure checked, no loose nails, rungs on ramp still intact, Structure still firmly attached to tree. Chicken Mesh reapplied to ramp.	Jannie de Vos
Ropes Top Course	Nov 2019 Ropes intact, no frays, knots still viable, not to much stretch, look at replacing in 2021 on rock staircase.	Tom
Ropes Bottom Course	Nov 2019 Ropes intact, no frays, knots still viable, not too much stretch, look at replacing in 2021 on steep downhill on bottom course	Tom
Steep Stairs T5 Bottom Course	July 2019 Stairs were re dug and made safer and rope was checked	Jill Gillette July 2019
Top of Native Unmarked Stairs	July 2019 New stairs were dug in on slippery bank to negate slippery hill	Jill Gillette July 2019