

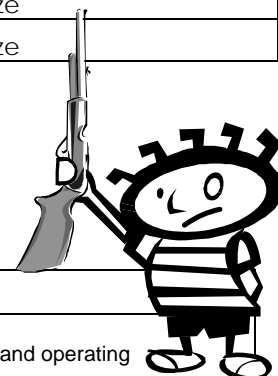
# RISK ANALYSIS MANAGEMENT PLAN

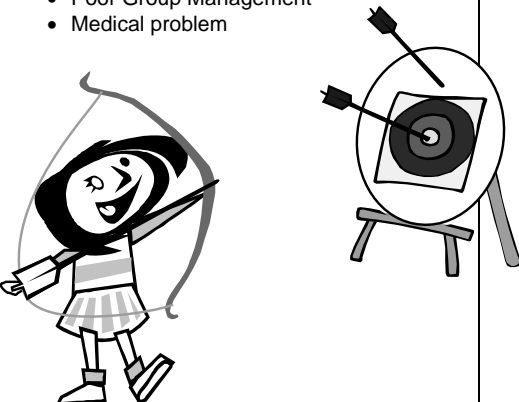
<b>Activity</b>	<b>Archery &amp; Air rifles</b>	<b>Date</b>	9 October 2008
<b>Location</b>	Living Springs range      Instructor :Client Ratio 2:30 (+ 1 adult)	<b>Other</b>	Grant Whitehead

<b>Activity</b>	<b>Archery and air rifles</b>	<b>Date</b>	October 09
<b>Location</b>	Living Springs	<b>Other</b>	Zane Scott
<b>Hazards</b>	<b>Significance (1=minor, 2=major, 3=life changing)</b>	<b>Eliminate/Isolate/Minimize</b>	
Slippery Track	Yes 1	Minimize	
Air Rifles	Yes 2	Isolate	
Arrows	Yes 2	Minimize/Isolate	
Creek	Yes 1	Minimize	
Bridge	Yes 1	Minimize	

**Risks specific to activity:** (potential losses, accidents, injury, other forms of damage, risk).

1. Psychological or emotional risk
2. Loss or damage of equipment
3. Loss of structure of activity
4. Injury to person or persons.
5. Adverse environmental conditions
6. Medical conditions of students or instructors



Casual factors (lemons)	Risk reduction strategies
<p><b>PEOPLE</b></p> <ul style="list-style-type: none"> <li>• Inadequate briefing.</li> <li>• Inadequate clothing worn.</li> <li>• People operating the equipment without adequate supervision.</li> <li>• People standing in the incorrect shooting position for the archery and air rifles.</li> <li>• People standing in the shooting range instead of in the safe seating zone.</li> <li>• Poor Group Management</li> <li>• Medical problem</li> </ul> 	<ul style="list-style-type: none"> <li>• An adequate briefing will be given. This will cover all safety and operating procedures relating to the air rifle and archery range.</li> <li>• Students should be dressed appropriately to suit the conditions – covered footwear should be worn.</li> <li>• Living Springs' staff have to be present in order for the activity to operate.</li> <li>• People can only operate the rifle / bow once instructed to by the supervisor.</li> <li>• Students will be shown how to operate the equipment and checked as to whether they are standing in the correct stance before firing.</li> <li>• Excellent Group Management will be in place. The instructor will be aware of how many students there are and they will carry a cell phone and an RT (radio to contact base in case of an emergency or otherwise). Instructor to student ratio will be relative to the age, nature and experience of the students.</li> <li>• Students or supervisors requiring medication for specific problems should carry this with them where necessary.</li> <li>• All shooting must be at the targets and students must be sitting down to fire rifles.</li> <li>• Students should be dressed appropriately to suit the conditions</li> <li>• People are instructed that they cannot operate the rifle / bow unless instructed to.</li> <li>• No rifle / Bow is to be fired unless the supervisor has instructed.</li> <li>• Students under the age of 12 will not be allowed to load their own rifles without a supervisor.</li> <li>• Once a person has had their turn they will be instructed to leave the shooting area and sit in the safe seating zone. No one is allowed to loiter around the shooting range.</li> <li>• Supervisors will be at a competent level and be familiar with all the rules for operating at the range.</li> <li>• Once all rounds have been fired the students are instructed to put the safety catch ON and place the air rifle in a safe position</li> </ul>
<p><b>EQUIPMENT</b></p> <ul style="list-style-type: none"> <li>• People shooting equipment instead of aiming at the targets.</li> <li>• Equipment not in working order causing equipment failure.</li> <li>• Misuse of equipment causing accidents.</li> </ul>	<ul style="list-style-type: none"> <li>• Clear instructions given for the use of the equipment and where to aim at and where not to aim at.</li> <li>• Equipment checks to be carried out on a regular basis.</li> <li>• Supervision for the use of the equipment will be in place.</li> </ul>
<p><b>ENVIRONMENT</b></p> <ul style="list-style-type: none"> <li>• People disturbing the environment by shooting other targets other than the designated ones such as aiming for wildlife.</li> <li>• Adverse environmental conditions.</li> <li>• Poisonous plants</li> </ul>	<ul style="list-style-type: none"> <li>• Making sure people shoot the targets</li> <li>• Not running the activity in adverse conditions</li> <li>• Students will be made aware of any areas containing poisonous plants and any onga-onga or other poisonous plant will be cut out and poisoned to get rid of it.</li> <li>• Briefing will contain the environmental care code which outlines how the group should take care of the environment.</li> </ul>

**Emergency procedures to manage each identified risk. Emergency gear required**

1.

<b>Psychological or emotional risk</b> Reassurance, Debrief, relational skills (understanding etc). Refer for further counseling if necessary.	First aid kit, cell phone, notebook, pen, whistle.
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2.

<b>Loss or damage of equipment</b> Make good the loss or damage. Cease operation if critical equipment now unavailable or not functioning properly.	Any tools and spare parts required, whistle.
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3.

<b>Loss of structure of activity</b> Stop and Re-plan, Take action	Whistle
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4.

<b>Injury to person or persons.</b> Instructor to assess injury and provide necessary first aid. Instructor will contact programme manager to arrange evacuation of client If the injury is life threatening, instructor will contact 111 emergency services.	First aid kit, cell phone, notebook, pen, whistle.
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5.

<b>Adverse environmental conditions</b> Cease the running of the activity and leave the site to find warm shelter preferably back at Living Springs' base.	Spare clothing and rain jackets, warm sweet drinks, first aid kit with emergency blanket in, whistle.
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6.

<b>Medical conditions of students or instructors</b> Instructor to provide clients personal medication if required. Instructor to assess and monitor client's condition and provide necessary first aid. Instructor will contact programme manager to arrange evacuation of client if required.	First aid kit, cell phone, appropriate medication supplied by client prior to trip, notebook and pen, whistle.
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**National standards applicable**

Not applicable – no national standard yet

**Policies and guidelines recommended (programme specific)**

RAMS Archery / Air Rifles, Staff Training Manual, Living Springs Camp policy.

**Minimum skills required by staff/volunteers**

Living Springs Staff training, Air Rifle training, Group Management and Facilitation Skills, Current First Aid, Risk Management Training.

Final approval

Accept

Reject

Comments