



Archery : Risk Assessment

Beresford Road Activity Centre

Risk Rating Key

Very High/ High/ Medium/ Low

Activity	Hazard	Risk Assessment (Matrix)	Control Measure	Who	When
Arrival and setup of archery equipment	Children entering the setup area; equipment, bows or arrows accessible before supervision is established	Low	Establish a clearly marked exclusion/setup area. Keep all archery equipment secured and inaccessible to children until the session begins. Vendor completes safety setup before children enter the activity area.	Archery vendor / Vacation Care Coordinator	Before children enter the area
Participant registration and briefing	Children not understanding archery rules or safe behaviour	Low	Vendor provides a mandatory safety briefing covering range rules, handling of bows/arrows, waiting position, firing commands and emergency procedures. Staff reinforce expectations.	Archery vendor / Educators	Before participation
Handling bows	Incorrect handling or misuse of bow causing injury to self/others	Medium	Children only handle bows under direct vendor supervision. Demonstrate correct handling. No aiming at people. Bows remain pointed toward the designated target area.	Archery vendor / Educators	Throughout activity
Handling arrows	Arrow causing puncture, cut or eye injury	Medium	Arrows remain with the instructor until participants are instructed to collect/use them. Use age-appropriate equipment. No running or playing with arrows. Arrows are collected only on the instructor's command.	Archery vendor / Educators	Throughout activity
Shooting arrows	Arrow striking a participant, educator or other person	Medium	Establish a controlled shooting line and safe waiting area. Only one designated shooting direction. Participants shoot only on the vendor's command. Nobody enters the range while shooting is occurring.	Archery vendor / Educators	Throughout shooting
Arrow ricochet/missed target	Arrow leaving the designated target area	High	Use suitable targets/backstops and an adequate safety/exclusion zone. Vendor checks the range before commencing. Shooting stops immediately if a person enters the range or a safety issue occurs.	Archery vendor	Before and throughout activity

Children moving forward to retrieve arrows	Child entering the shooting range while another participant is shooting	Medium	Strictly enforce the "shooting line" and "waiting line". No child retrieves arrows until the vendor gives the all-clear. Vendor supervises arrow collection.	Archery vendor / Educators	Throughout activity
Crowded activity area	Child or bystander entering the range/exclusion zone	Medium	Restrict access to the activity area. Educators position themselves to monitor children who are waiting. Clearly identify boundaries using cones/barriers/signage.	Educators / Vendor	Before and throughout activity
Equipment failure/damaged equipment	Broken bow, arrow or other equipment causing injury	Low	Vendor inspects all equipment before use and removes damaged equipment immediately. Equipment must be appropriate for the children's age and ability.	Archery vendor	Before and throughout activity
Incorrect equipment for age/ability	Child unable to safely operate equipment	Low	Vendor assesses participants and provides appropriately sized/weighted equipment. Children participate only at a level suitable for their age, size and ability. Alternative activity provided if required.	Archery vendor / Educators	Before participation and throughout
Behavioural issues	Running, pushing, distracting others or ignoring instructions	Low	Explain behaviour expectations before commencing. Maintain active supervision. Stop participation immediately if a child behaves unsafely. Child can rejoin only when safe behaviour is demonstrated.	Educators / Vendor	Throughout activity
Trip/slip hazards	Trips over equipment, bags, arrows, cords or uneven ground	Low	Inspect the area before use. Keep walkways clear. Store equipment safely when not in use. Address uneven surfaces or relocate activity if the area is unsuitable.	Vendor / Educators	Before and throughout activity
Sun/heat exposure	Heat stress, dehydration or sunburn during outdoor activity	Medium	Provide access to drinking water, shade and sunscreen. Schedule breaks. Monitor children for signs of heat-related illness and modify/cancel the activity if conditions become unsafe.	Educators / Vendor	Before and throughout activity
Weather conditions	Wind, rain, lightning or extreme weather affecting safe operation	Medium	Check weather conditions before the activity. Suspend or relocate the activity if weather creates unsafe conditions. Follow the vendor's safety requirements and service emergency procedures.	Coordinator / Vendor	Before and throughout activity
Child missing from activity area	Child leaves designated area without educators noticing	Low	Maintain required educator-to-child ratios and active supervision. Conduct headcounts	Educators / Coordinator	Throughout activity

			before, during transitions and after the activity. Keep boundaries clearly defined.		
Pack-up of equipment	Children accessing equipment or arrows during pack-up	Low	Children remain outside the designated pack-up area. Vendor collects and secures all bows, arrows and equipment before children are allowed to leave. Final equipment count conducted.	Vendor / Educators	At completion
Transition to next activity	Child leaving without appropriate supervision or entering another hazard area	Low	Educators conduct headcount and supervise the group during transition. Confirm the archery area is clear and equipment has been secured before leaving.	Educators	Immediately after activity
Completed by: Tara Sheather Signature: _____ Date: 20/08/2026				Approved By: _____ Signature: _____ Date: _____	

	IMPACT					
Likelihood		Insignificant	Minor	Moderate	Major	Severe
	Almost Certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium
Likelihood			Impact			
Almost Certain	Is expected to occur in most circumstances		Insignificant	Injuries not requiring first aid		
Likely	Will probably occur in most circumstances		Minor	First aid required		
Possible	Could Occur at some time		Moderate	Medical treatment required		
Unlikely	Not likely to occur in normal circumstances		Major	Hospital admission required		
Rare	May occur only in exceptional circumstances		Severe	Death or permanent disability to one or more persons.		

Risk Assessment Communication Record -

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