

SQAS RISK REGISTER

REF	RISK / EVENT: WHAT can happen & HOW it can happen	CONSEQUENCES Of the Event occurring	CONSEQUENCE RATING	LIKELIHOOD RATING	Suggested CONTROLS	CURRENT RISK RATING	Is further treatment needed	RECOMMENDED TREATMENT	RESIDUAL RISK RATING (after treatment)
1.1.1	Failure to learn from incidents and near misses	Repeat of an incident because incident learnings and actioning is not effective.			<p>Safety incidents reported to DOS are immediately attended to, advised to the Field Captain and discussed for actioning at Management Committee meetings</p> <p>DOS completes Incident Register after each Shoot</p> <p>Incident Register discussed by Management Committee at each of its meetings</p> <p>Risk Register to be reviewed by appropriate members each 12 months.</p> <p>Controls to be relied upon to mitigate Risks should be monitored each 12 months to ensure they remain effective.</p>				
1.1.2	Inadequate injury treatment	First aid treatment not available			<p>First aid kit</p> <p>First aid officers</p> <p>Mobile phone for communication</p> <p>Motor vehicle transport</p>				

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1.2.1	Person shot by arrow	Archer goes forward while shooting is in progress Person strays on to the field Archer strays into arrow while shooting is underway. Arrow comes off the rest and is misdirected into the archers hand / arm or at another person			Shooting rules Archer training 3. DOS control, whistle or lights Marked shooting line Warning signage DOS control Field design - marked shooting line and shooting Templates Archer training - let down 9. Arrows long enough				
1.2.2	Person stabbed by arrow	Trip with arrow in hand Drawing arrow from target Walk into arrow protruding from target Walk on or into arrow in the ground			Rules - no running 3. Rules Beginner training Minimize trip hazards Appropriate footwear Archers required to retrieve lost arrows Advise archers that arrows should be quivered when walking. If this is not possible then archers should hold the arrows with the points towards the ground.				

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1.2.3	Archer bruised arm	Bow string strikes forearm			Arm guard worn Correct archer technique Beginner training				
1.2.4	Bow string catches on person	Long hair not tied back ear rings dangling studs in place to catch Items in shirt pockets Items hanging around neck etc			Shooting rules Beginner training				
1.2.5	Archer injured by limb slipping while stringing bow	Archer not stringing or unstringing the bow in a safe procedure			Beginner training Archers to use stringing equipment				
1.3.1	Archer injured by bow "exploding"	Dry fire bow Cables/string breaks Cracked limbs or riser			Shooting rules Beginner training Archer responsible to inspect and maintain their own equipment Club Equipment Officer or Coach checks club hire equipment				

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1.3.2	Archer injured by broken arrow on release	Cracked arrow or nock breaks on release			Shooting rules Beginner training Archer responsible to inspect and maintain their own equipment Club Equipment Officer or Coach checks club hire equipment				
1.3.3	Archer injured by arrow coming off string improperly	Arrow nock too loose on string			Shooting rules Beginner training Archer responsible to inspect and maintain their own equipment Club Equipment Officer or Coach checks club hire equipment				
1.3.4	Broken arrow strands of carbon penetrate the skin	Carbon arrow broken and handled inappropriately			Archer training Archer responsible to take extreme care with broken arrows				
1.3.5	Target topples over on to person	Targets being shifted and topple Targets in place topple in the wind Target falls when arrows being pulled			Only able bodied people of sufficient strength to shift targets Secure targets in high winds Archer training in correct procedure to pull arrows DOS to ensure targets are appropriately secured before and during shoot				

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1.3.6	Archers skin pieced by the rachis of feather.	Feather becomes partially / fully detached from arrow before / during release.			Beginner training Archer responsible to inspect and maintain their own equipment Club Equipment Officer or Coach checks club hire equipment Club hire arrows should not be fletched with feathers, rather vanes.				
1.4.1	Archer suffers heat stroke	Over heating of the body in hot weather conditions			Water available at club house Shades available for use in hot weather Hold frequent breaks in hot weather Recommend archers wear a hat				
1.4.2	Archer suffers sunburn	Exposed skin to sun			Recommend archers wear a hat Recommend archers use sun lotion Erect sun shades in hot weather Long sleeves option available for club shirt				
1.4.3	Archer struck by lightning	Archer struck by lightning			1. Discontinue shooting during and at the approach of a storm				

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1.4.4	Archer struck by falling tree branch	Tree rot and age or strong winds dislodge			Archers are not to stand under trees during high winds Club officials to inspect grounds to identify at risk trees / areas. Club officials advise archers / public of at risk areas and if possible restrict access to those areas / trees (eg rope off).				
1.4.5	Archer bitten by bee or other insect, spider or snake	Illness or death			Archer vigilance Archers to advise DOS that they are allergic to insect stings and any specific actions to be taken in the event of a sting. Clubs to consider maintaining a register of member allergies. First aid kit First aid officers Mobile phone to communicate Motor vehicle transport				
1.5.1	Archer or another person injured when changing cables or string or adjusting bow	Bow in press slips or bow press malfunctions or stringer breaks			Bow press only to be operated by experienced operators authorised by Club Coach Bow press to be regularly inspected for wear / damage				

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1.5.2	Archer burned or injured from hot melt or glue	Melted or chemical glues contact skin or clothing of person			Gas burners, hot melt and glues (superglue) to be used away from other archers Archer to take extreme caution when doing this work Club to consider training sessions to teach archers the correct handling of these glues.				
1.6.1	Club house fire	Fire traps people or fire fighters burnt while fighting fire			Fire extinguishers installed and regular inspected Exit signs and evacuation points Evacuation Plan and Assembly Points tested regularly				
1.6.2	Electrocution	Wiring fault Unqualified person tampers with wiring			Earth leakage devices installed where appropriate eg clubhouse, on major power leads used for indoor night shoots Electrical wiring to be undertaken by qualified persons only All portable electrical appliances should be tested and tagged on a regular basis by a qualified person.				
1.6.3	Chemical storage	Unsecured access to chemicals			Chemicals and poisons locked away Chemicals to be handled by qualified trained persons only				

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1.6.4	Field Setup - Quick erect tents / pavillons not securely fixed to the ground and blow over.	Persons injured by flying debris. Equipment damaged by flying debris			Ensure that all tents / pavillions and the like are secured by appropriate pegs and guide ropes. (Guide ropes should be protected so as not to pose a trip hazard.				
1.6.5	Field Setup - water hazards	Drowning			where possible ensure that these hazards are secured by fencing to prevent access by children.				
1.6.6	Permanent and Semi-permanent structures on field - such as shipping containers	persons injured or property damaged due to structure movement in high winds, floods etc			All structures should be anchored into position in such a way that the structure will not move during abnormal weather conditions. Ensure that anchors etc do not cause a hazard for trips and falls.				

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1.7.1	Mowing	Inexperienced operator			Independent contractors or council used for slashing. Experienced people used for mowing and wiper-snipping Inspect grounds for mowing obstacles before maintenance begins No mowing or wiper-snipping to be performed if other people (not involved in ground maintenance) are on the field				
1.7.2	Needle stick injuries	Needles left around			Regular opening up inspections No bare feet				
1.7.3	Club BBQ - gas explosions / fires	Burn injury to members and or damage to facilities.			Ensure the Club BBQ is inspected prior to each use - pay particular attention to the Gas hose (frayed or damaged), gas bottle (within regulated usage date), condition of gas vents and BBQ frame and plate. Ensure that all connection are secure and test for gas leakage prior to igniting the BBQ.				

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1.8.1	Member of the public or Club endangers the members or damages their equipment	Access to the grounds by members of the public			Securing members and Club equipment when there is reduced or no attendance at club Lockdown plans to be tested and enunciated to Club members				
1.8.2	Medical emergency	Slow response or inadequate first aid			1. DOS and Club Committee members to have emergency phone numbers First aid kit First aid officers 3. First aid to be applied until ambulance arrives				
2.1.1	Financial loss in meeting a public liability claim	Public claim demonstrates that the club or an individual is negligent			Incorporate Body Public Liability Insurance for the club (exposure is to the value of the excess) Public Liability Insurance for members				

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1.2.2	Insolvency	Insufficient funds to pay bills and future liabilities			<p>Treasurer reviews finances monthly and presents to Management Committee at each meeting</p> <p>Club prepares a list of Financial Delegations and Authorizations</p> <p>Finances are audited annually and presented to the AGM</p> <p>Club fees are reviewed and set annually</p> <p>Annual budget is drawn up</p> <p>Regular review by Management Committee of any contracts</p>				
2.1.3	Fraud	Financial controls inadequate to identify or stop fraud			<p>Two signatories to the cheque account</p> <p>Club prepares a list of Financial Delegations and Authorizations</p> <p>Cash held at club house from fees and sales is collected each weekend</p> <p>Club moneys over and above an approved float are banked at least weekly (preferably the next business day after collection)</p> <p>Major expenditure is approved or ratified by the Management Committee</p>				

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2.1.4	Theft	Inadequate security of club assets			Club security by multiple locks Night light Security grids Club bows and other important gear locked away in strong room/ cupboards Little cash held at club house Moneys collected are regularly secured so that on the float is at risk Club moneys over and above an approved float are banked at least weekly (preferably the next business day after collection) Valuable items (i.e. bows) are engraved with the Club's details Asset Register				
2.1.5	Assets destroyed by fire	Clubhouse burnt down Place where assets stored is destroyed by fire			Insurance of clubhouse and contents Insurance for equipment that may be stored off site Fire extinguishers installed and regularly tested Annual review of asset register and insurance requirements				

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3.1.1	Incidents of member abuse or mistreatment go unreported and potentially reoccur	Individuals do not know their rights or how to seek support			Member Protection Information Officer appointed and identity advised to members Codes of behaviours displayed Information booklets provided to members on joining the club				
3.1.2	Individuals behave inappropriately towards other members or the public at the grounds	Individuals do not know their obligations			Code of Behaviours -Parents and Visitors Code of Behaviours Participants Code of Ethics - Coaches Code of Ethics Officials Codes of behaviours etc displayed Information booklets provided to members on joining the club				
3.1.3	Offensive material displayed				Offensive material is not permitted on the club grounds or in the club house Internet connections are to be monitored by a club official				
3.1.4	Unfair hearing or members complaint	Process of hearing the appeal does not follow natural justice			Rules Process to hear complaints Appeal process Depending upon the seriousness of the complaint seek advice from a qualified practitioner.				

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3.1.5	Frivolous complaints				Club Committee to develop procedures to deal with frivolous complaints including (if warranted) dismissal from the Club				
3.2.1	Member's private information inadvertently or deliberately provided to a third party	Inadequate security on or disclosure of private information			Office Bearers keep private information files secure Club procedures for the release of private information Complaints files available only to authorised Officers				

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4.1.1	Minor abused by coach, member or official either at the club grounds or on an archery trip	Junior abused because of inadequate screening of volunteers or supervision of activities			<p>Club and Team officials and members who would have regular contact with minors at the Club to have Blue Cards</p> <p>Coaching of minors to be only undertaken with a second adult in attendance</p> <p>Beginner Courses to have mixed ages (including adults) and genders</p> <p>Position Descriptions for Management Committee to require possession of Blue Card</p> <p>Blue Card register maintained</p> <p>Planning for special events to include child protection considerations and Blue Card requirements</p> <p>Team Manager responsibilities extend only to the competition/ event and the field of play and is not responsible for guardianship, transportation, accommodation etc away from the field</p> <p>Parents retain full guardianship off the field</p>				

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4.1.2	Child abduction	Parent fails to keep child under observation or does not pick up on time			Sign out by parents/guardian before minor leaves the club If a minor is to be collected by anyone other than a parent or guardian then the Club must be notified by the parent or guardian who is to collect the minor. Club Management Committee member must remain with minors until they are collected by parents / guardians or authorised persons				
5.1.1	Smoking at the club or on the grounds causes passive health issues for other club members				Rules prohibiting smoking in or near the club house or on or near the archery line or field of play "No Smoking" signage				
5.1.2	Alcohol is served to minors or reduces safety at the club				Alcohol is not permitted on the club grounds without the approval of an Executive Member of the Management Committee Where a club holds a license, all requirements of the license are to be observed				

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6.1.1	Loss of computer stored data	Computer failure			Regular backup disks by all Office Bearers of important club material Hardcopy kept of data needing ready access i.e. Membership Register, Financial Reports and Club Records All computers containing club information to have installed and operating an up to date approved (by the Management Committee) anti-virus software				
7.1.1	Confusion of roles or critical tasks not undertaken	Roles and responsibilities not defined			1. Position Descriptions written for key roles				
7.2.1	Constitution is not current for changing circumstances	Management Committee have not reviewed the constitution			Current Constitution is reviewed by the Management committee on a regular basis (12 monthly) Any amendments to the Constitution must be approved by AGM of the Club				

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7.2.2	Representation to other bodies does not meet the clubs needs	Inability to influence outcomes			Representation to other bodies is reported back to the Management Committee for review and direction Communication delegations prepared and enunciated to members. Club should ensure that Club Reps fully understand the needs of the Club as enunciated by the Committee. Club Reps should provide a report to the Committee at the conclusion of meetings where the Rep acted on behalf of the Committee.				
7.3.1	Policy not relevant or effective	Failure to implement policy reviews			Code of Behaviours - Parents and Visitors Code of Behaviours - Members Code of Ethics - Coaches Code of Ethics - Officials Ensure that policies are reviewed on an annual basis Ensure that policies are available to members and the public - possibly through the Club website or handbook				

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7.4.1	Procedures not in place	Failure to develop procedures or rules that put into effect policy			Management Committee to ensure that policies are supported by appropriate and relevant procedures Procedures to be reviewed regularly by the Management Committee.				
7.5.1	Registration of Incorporation is not kept current	Failure to submit annual return			Management Committee to prepare a list of regularly arising activities eg payment of Rates, payment of Utilities, Annual return and fee payment etc				
7.5.2	Committee meetings decisions are not recorded	Failure to adopt normal committee meeting protocols			All Committee Meetings must be supported by Minutes including decisions taken and actions to be taken Committee Chair to sign the Official copy of the Minutes after review by the Committee Official copy of the Minutes to be retained by the Club Secretary				
7.5.3	AGM mismanagement	Failure to follow the constitutional requirements			Conduct of the AGM & Nomination for and election of Office Bearers is as per the Club Constitution and normal AGM protocols.				

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7.5.4	Register of members	Failure to keep a register of members			Register of Members to be maintained as per the Club Constitution Committee to review Register regularly to ensure requirements are being met.				
7.5.5	Members misinformed by Club communications.	Regular communications to members is not happening or not effective in keeping members up to date. Communications could be defamatory			Regular newsletters/emails Management Committee should vet all official communications to members				
8.1.1	Clean up rubbish left on field				Bins provided Members rostered to inspect and remove rubbish from the grounds and club house - before and after each event.				
8.1.2	Line marking	Lack of pride in club Inappropriate selection of line marking system/material			Line marking to be environmental acceptable				