



**Australian
Bowhunters
Association**



National Risk Management Audit Form

Revised: 14th February, 2022

Club Details

Club Name.....

Club Address.....

Club Contact.....

Club Committee Officer Bearers & Appointed Committee Members

Elected Positions

President: ABA#:

V/President: ABA #:

Secretary: ABA#:

ABA Representative: ABA#:

Score Recorder: ABA#:

Appointed Positions

Head Coach: ABA#:

RM Officer: ABA#:

Total Coaching Members

Total of Accredited Coaches:

Total of Coaches in training:

Total of Instructors:

Total of First Aid Attendants:

A Risk Assessment Action Plan is established so that each club is able to establish a simple yet comprehensive on-going system to monitor Risk in the Club Environment, Facilities, Management Processes, Services to members and Activities.

This Risk Management Audit is not finite, and must be used to aid the Club being audited to set a benchmark from which it can improve its Risk Management issues and therefore, protect its members' interest, security and well being in accordance with ABA philosophy, regulations, and State legislation.

The Club's Risk Assessment Action Plan should result from the Club's Annual Risk Management Audit. Previous Risk Assessment Action Plans are to be presented with the Audit Report.

Since the last risk review, has the Club introduced a new services, activities or facilities that have not been subjected to a Risk Assessment?

Yes ☐ No ☐ (tick that which applies)

Compliance with Legislation and ABA Rules	Yes	No	
Is the Club Incorporated?			
Are members aware of penalties for non-compliance under the relevant state Incorporation Act?			
Does the Club committee and members meet on a regular basis? (Circle which applies: Monthly – Bi-monthly – Quarterly – ½ yearly)			
Are Club activities and services compliant with Club rules, ABA constitution and ABA Rules of Shoot?			
Are ABA National and Branch polices adhered too? (Eg: Doping Policy, Dog Policy, Bow Check Policy)			
Do members receive adequate notice of meetings and meeting venue as per Act and Club constitution?			
Are safety issues and concerns reported, presented and recorded at committee meetings, investigated, resolved and re-assessed for the effectiveness of the changes as per policies? (How?)			

Total: _____

Club Management	Yes	No	
Is relevant information from Club meetings, Branch notices, etc, disseminated to all Club members? <i>IE; ABA Rules of Shoot, Club constitution, Branch minutes, Club minutes, Branch & Club shoot calendar, Nomination forms (Inter-clubs, State Titles), coaching training seminars/workshops.</i>			
Is the Club notice board easily accessible for all Club members to read notices? <i>(National, Branch & Club minutes; Branch & Club calendars; nomination forms; meeting notices; event notices)</i>			
Are members informed of Branch and Club shoots, training courses, DSR seminars and presentations?			
Are all club members encouraged to attend all meetings, events and all other Club and Branch activities?			
Do all members sign a register when attending the Club grounds for all shoots, working bees and/or Club meetings?			
Does the Club have a Probationary Member's register that keeps track of their probationary membership expiry date?			
Are scores recorded for grading purposes by the Club Score Recorder?			
Are initial grading scores and Club official shoot scores (when applicable) sent to the Branch Score Recorder for official recognition?			
Are ABA membership cards sighted on a regular basis throughout the year to confirm membership status?			
Is a register kept of ABA membership expiry dates for all club members by a "membership secretary"?			
Is a register of qualified First Aid persons kept by the Club Secretary?			
Is the First Aid person's register posted on the notice board?			
Are members informed by email, Facebook and club website			

Total: _____

The Club House	Yes	No	
Is the club house clean and properly maintained?			
Is there continued and ongoing housekeeping being done?			
Are all floors non-slip, particularly in the “kitchen” area?			
Is there adequate lighting in the club house?			
Can the club house be securely locked to protect items and equipment when not in use and no one is present at the grounds?			
Are exits clear and have appropriate signage?			
Has equipment used in the club house been checked by a qualified tradesmen and conform to statutory requirements (i.e.: electrical and/or gas appliances and plumbing)?			
Are benches, tables and chairs safe to use?			
Is the club house structurally sound?			
Does the Club have emergency exits and lighting appropriate to the standard of the facility?			

Total: _____

The Practice and Field Ranges		Yes	No
Are target shooting lanes and arrow backstops established and maintained? (Backstops can be either natural or man-made)			
Are there course layouts printed and placed on the Club noticeboard available for all members to see?			
Are all Basic Range Safety Principles adhered to in the Range/Course Layout?			
Is there a suitable system in place that shows the Practice range and Tournament range/s are Open or Closed for shooting?			
Is the Practice Range supervised by an appointed Captain at all times when opened? (see Policy document 'Safe Use of Practice Ranges')			
Are target shooting positions and waiting areas safe?			
Are target shooting markers of appropriate size? (that is, small rods or wooden stakes stuck in the ground causing a risk themselves for someone to trip on the course)			
Are all accesses to and from ranges appropriately signed?			
Are exits from ranges useable during shooting and appropriately signed?			
Are all walk-back targets suitably signed?			
Is there a means of communicating an emergency on the range? (for example, by blowing a whistle)			
Do all members know what to do on hearing of a warning system?			
Are the course walkways and surfaces in good condition, grass of appropriate length (if applicable), free of holes, not slippery or unsafe in the wet weather?			
Are archers made aware of potential hazards in the natural environment, etc.?			
Are walking paths adequately signed?			
If steps or bridges are in place, are they safe?			

Is the perimeter fencing safe and in good condition?			
Are there appropriate signs on boundaries?			
Is fire equipment in place and properly maintained?			
Is there an Emergency Evacuation plan available for course emergencies?			
Is there adequate signage for Emergency Vehicles to find the Club?			
Are access roads suitable for all types of Emergency Vehicles?			
Do the members know the Rules of Shoots and do they have access to them?			
Are all new members appropriately instructed in shooting skills on the Club practice range before being allowed onto Field Ranges?			
Is equipment of all new members inspected for safety before being allowed to Shoot on any of the Club's ranges?			
Are novice archers put in with an experienced group?			
Are all ranges routinely inspected for all types of hazards both natural and man-made? (for example, trees fallen, wash-away, course changes, platform constructions, etc)			
Have all shoot ranges/courses been certified for all ABA shoots?			

Total: _____

The Toilets and Showers	Yes	No	
Are separate male and female toilets/showers provided and with appropriate signage?			
Is there adequate and appropriate lighting available in the toilet/shower block?			
Does the toilet/shower block meet the appropriate security standards?			
Are exits adequate for emergency situations?			
Are shower floors 'anti-slip' when wet?			
Are waste bins and hygiene bins provided and placed appropriately?			
Are toilets/showers well maintained and hygienic?			
Is hot water able to be obtained safely?			

Total: _____

The Club Canteen	Yes	No	
Are all food/drink products stored in hygienic conditions and at correct temperatures?			
Is all food prepared under hygienic conditions?			
Does the Club have a policy of refusing alcohol to persons who are considered to be intoxicated?			
If selling alcohol, are the 'bar staff' qualified in RSA?			
Does the club have a BYO policy?			
Is there appropriate fire-fighting equipment in the cooking area?			

Total: _____

The Camping Area	Yes	No	
Is the camping area clearly defined?			
Is it far enough away from all shooting lanes?			
Are there designated fireplaces?			
Do campers have a clear understanding of all fire bans in place?			
If a hot water donkey is used, is access to the fire box restricted to children?			
Does the donkey hot water system prevent children being scalded?			
Has a tempering valve been fitted by a licensed plumber?			
Tank water is not for consumption, is bottled water available?			
If tank water is used, is it regularly checked for contaminants?			
Is there signage for access for vehicles and speeds allowable?			
Is there adequate lighting provided?			
Is there defined play areas for children?			
If there are curfew times in place, do all campers know about them?			

Total: _____

The Work Shed	Yes	No	
Is the shed in a clean and tidy condition?			
Is there appropriate Firefighting equipment kept in the shed?			
Are workspaces kept in a clean and tidy condition and clear of obstructions?			
Are all electrical appliances kept in the shed checked by a qualified tradesperson and compliant with safety requirements?			
Is there sufficient security locks on the access doors?			
Is there sufficient lighting?			
Can the work shed be securely locked?			

Total: _____

First Aid	Yes	No	
Is the first aid kit stocked and maintained against an appropriate checklist? And is ice available?			
Is there ice, or chemical ice packs available?			
Do all members know the First Aid kit location?			
Is a stretcher available on site?			
Do all members know the stretcher location?			
Is a qualified first aid attendant present?			
Do people know who the attendant is?			
Is a telephone available for emergency use, together with emergency numbers being known?			
Is ambulance or emergency vehicle access provided?			
Is emergency first aid equipment available?			
Is an appropriate recovery facility available?			
Do first aid personnel know the location of the nearest hospital and medical centre?			

Total: _____

Working Bees	Yes	No	
Have identified hazards been removed or reduced?			
Have identified hazards been reassessed after being actioned?			
Are there enough people to complete the task/s?			
Are workers capabilities known?			
Is appropriate clothing and footwear being worn with the appropriate personal protective equipment (PPE) for all tasks?			
Do persons using equipment know how to use them?			
Are qualified workers being used where such is required?			
Is the required PPE worn, or supplied, by qualified workers engaged for task specific activities?			
Are individuals discouraged from working alone?			
Is a first aid attendant on hand during Busy Bee programs?			

Total: _____

Members' Bowhunting Activities	Yes	No	
Does the club have an accredited Bowhunting Instructor?			
Do all Bowhunting members of the club promote the Association's code of ethics and hunting Rules?			
Do all Bowhunting members of the club comply with Association policy, safety requirements and BPC?			
Does the club have an accredited Game Measurer and Recorder?			
Do all Bowhunting members of the club know the requirements for submitting game harvested?			

Total: _____

**NB: All 'Yes' and 'N/A' answer attract 1 point.
All 'No' answers - zero**

AUDIT EVALUATION	
Compliance with Legislation and ABA Rules	
Club Management	
The Club House	
The Practice and Field Ranges	
The Toilets and Showers	
The Club Canteen	
The Camping Area	
First Aid	
Working Bees	
Members' Bow-hunting Activities	

Assessment Total...../119

Assessment rating:

- A** 100/119 Some improvement is required.

- B** 90/119 Risk Assessment Action plan needs to be prioritised for improvements.

- C** 80/119 Serious action for improvement needs to be initiated.

- D** 70/119 Major improvements are needed immediately, or all club activities cease.

- E** 60/119 ALL club activities are to stop immediately and rectify issues.

Risk Assessment Procedures

Minor risks identified during the audit are to be listed on the Risk Assessment Action plan and be rated by the severity of the hazard or risk found.

Some may require immediate action to meet compliance and must be sufficiently managed to reduce or eliminate the hazard therefore negating continuous exposure to the serious risk were practicable.

These must be completed within the determined timeframe by...../...../.....

Major risks identified require immediate action by club's committee and members before continuing to use the shoot ranges, or the area where the hazard is identified.

Risk Assessment Action plan must be completed and all Club's Executive Committee members informed of the assessment for immediate action.

Signatures:

Club President: **Date:**

Club RM Officer: **Date:**

ABA Representative: **Date:**

Branch Controller: **Date:**

Branch RM Officer: **Date:**

Branch Field Rep: **Date:**

RISK ASSESSMENT ACTION PLAN

Identified Risk Concern	Probability	Severity	Proposed Action to Address the concern	Who is Appointed Responsible	Time to Implement	Date Finalised

Analysing the Risk

Probability of happening:

- 5 High certainty will happen every month
- 4 Very likely to happen at least once in 3 months
- 3 Possible to happen over the next 6 months
- 2 Not likely to happen in the next 12 months
- 1 Very unlikely to occur at all in the next 2 years

The Severity to Club:

- 5 Disastrous – Livelihood of Club at Stake – lose of members to other Clubs
- 4 Major – Could severely affect Club – significant effort to rectify
- 3 Medium – Will have effect but can rectify
- 2 Minor – Low effect, easily rectified
- 1 Low – some nuisance effect – simple to correct

		SEVERITY				
		5	4	3	2	1
PROBABILITY	5	A				B
	4		C			
	3				D	
	2			E		
	1	F				G

From the above matrix it is shown that hazard/risk (A) identified in your Annual Risk Audit is very likely to happen and would have a disastrous effect to club and as such has highest priority and requires an immediate response.

Risk (E) is shown to have little likelihood of happening, but if it did, the result (effect) would be high.

Similarly risk (G) has a low likelihood of happening, and has a low effect and would most likely go to the bottom of your priority listing.