

Work Health and Safety Risk assessment plan

School/workplace	Wooglemai Environmental Education Centre			Condition, task, activity or event	Archery
Principal/workplace manager	Luke Willcocks				
Assessed by	Karen Dalli	Date	14.05.2025	Location	Wooglemai Environmental Education Centre
Approved by	Luke Willcocks	Date	14.05.2025	Review date	14.05.2026
WHS Risk Register update	N/A	Date		Prepared in consultation with	Karen Dalli with WHS Advisor Julie Benney. Transferred from old template to new template.



Risk Management process

(insert rows as required)

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
What presents the potential risk to health and/or safety?	What might happen, how likely is it and what could be the consequence/s?	Apply WHS Risk Matrix	What action/s will be taken to eliminate the risk/s or at least reduce them to an acceptable level?	Apply WHS Risk Matrix	Who is responsible for putting controls in place?	When should the controls be put in place?	When were controls implemented?
Archery	Underlying health and fitness or medical condition of participants e.g. anaphylaxis, asthmatics, knee injury could flare up.	9 High	Screen participants to determine those who can perform the activity (others excluded). Asthma or other specific medication to be carried by participants/teacher. First aid kit including Epipens and ASCIA action plan carried by group leader.	6 Medium (tolerable)	Wooglemai staff Visiting teaching staff	Ongoing	02.05.2025
	Inexperienced archers are unable to use the equipment correctly.	3 Low	Use only experienced instructors. Thorough drill on correct procedures for archery, matched with vigilant supervision of students Ensure all instructors have received accredited training.	2 Low (Acceptable)	Wooglemai staff	Ongoing	02.05.2025

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Students not following instructions and performing dangerous actions. E.g. running with arrows or aiming at other children.	12 High	Thorough drill on correct procedures for archery, matched with vigilant supervision of students. Apply ratio of 1:10 (instructors to students) “Time out” or exclusion of any uncooperative participants. Additional signage in shelter area.	6 Medium (Tolerable)	Wooglemai staff	Ongoing	02.05.2025
	Children moving into target area/archery field	9 High	Use exclusion barrier to stop students entering archery field during activity. Additional signage in shelter area	6 Medium (Tolerable)	Wooglemai staff	Ongoing	02.05.2025
	Injury from bow string (string slap).	9 High	Bows matched to size and strength of archer. Students with extreme elbow hyper extension wear multiple arm guards. Students fitted with and wear safety equipment (finger tabs and arm guards). Strings disposed of if worn. Students instructed not to dry fire bows.	6 Medium (Tolerable)	Wooglemai staff	Ongoing	02.05.2025

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete
	Injury from arrows (e.g. splinters).	6 Medium	Arrows checked for cracks and discarded if damaged. Only fiberglass arrows used (as they retain a true shape).	2 Low (Acceptable)	Wooglemai staff	Ongoing	02.05.2025
	Injury from incorrect handling of arrows e.g. during removal from targets.	6 Medium	Arrows placed on the ground when not in use (not standing up). Only one student removes arrows from targets, others to remain away from target. Students instructed to carry arrows with tips towards the ground.	3 Low (Acceptable)	Wooglemai staff	Ongoing	02.05.2025
	Sunburn	6 Medium	Shade area provided, keep children under shade as much as possible. Provide sunscreen Provide spare hat for children without one.	3 Low (Acceptable)	Wooglemai staff	Ongoing	02.05.2025
	Wet weather accidents such as slipping over, bows slipping in hands, etc.	3 Low	Cease activity in wet weather. First aid kit available.	1 Low (Acceptable)	Wooglemai staff	Ongoing	02.05.2025

Hazard/s	Risk/s	Risk rating	Control action/s	Risk rating after controls	Responsible	Due	Complete

Risk matrix and evaluation

Table 1: THE WHS RISK MATRIX

		CONSEQUENCE (Severity)				
LIKELIHOOD (Probability)		Insignificant 1	Minor 2	Moderate 3	Major 4	Critical 5
		No treatment required.	Injury/illness requiring first aid treatment only.	Injury/illness requiring hospitalisation on going treatment.	Life-threatening injury/illness or multiple hospitalisations.	Death or multiple life-threatening injuries.
Almost certain 5	Expected to occur in most circumstances.	MEDIUM 5	HIGH 10	EXTREME 15	EXTREME 20	EXTREME 25

		CONSEQUENCE (Severity)				
Likely 4	High probability of occurring in most circumstances.	MEDIUM 4	MEDIUM 8	HIGH 12	EXTREME 16	EXTREME 20
Possible 3	Might occur occasionally.	LOW 3	MEDIUM 6	HIGH 9	HIGH 12	EXTREME 15
Unlikely 2	Could occur at some time, doubtful.	LOW 2	MEDIUM 4	MEDIUM 6	MEDIUM 8	HIGH 10
Rare 1	May occur but only in exceptional circumstances.	LOW 1	LOW 2	LOW 3	MEDIUM 4	MEDIUM 5

Table 2: WHS Risk Evaluation

Risk level	Acceptability	Priority for action to control risk	Sign-Off Authority: Schools	Sign-Off Authority: Other workplace
Low 1-3	Acceptable	PROCEED while monitoring existing controls. Manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Immediate Supervisor or Workplace Manager
Medium 4-8	Tolerable	PROCEED with the activity and/or allow the hazard to persist only after identifying and implementing any additional controls reasonably practicable. Monitor all controls and manage the exposure to the hazard using existing procedures in consultation with workers and respond to any changes.	School Principal or delegate	Senior Manager or Director
High 9-14	Unacceptable	DO NOT PROCEED and/or allow the hazard to persist until all risks/hazards are identified and the most effective control methods are documented in a risk assessment. Seek support from the workplace manager and WHS Advisor or the Incident Report and Support Hotline.	Principal to sign off. Principal to talk to staff about eliminating or reducing the risk, and contact: - Health, Safety & Staff Wellbeing Directorate for review - Legal as required.	Executive Director or delegate to talk to staff about eliminating or reducing the risk and contact: - Health, Safety & Staff Wellbeing Directorate for review - Legal as required.
Extreme 15+	Unacceptable	STOP IMMEDIATELY and contact your WHS Advisor or the Incident Report and Support Hotline to plan a coordinated response in consultation with key subject matter experts to eliminate or control exposure to the hazard.	Principal to advise staff about eliminating or reducing the risk, and contact: - Director Educational Leadership for review - Health, Safety & Staff Wellbeing Directorate for review	Executive Director or delegate to advise staff about eliminating or reducing the risk, and contact: - Health, Safety & Staff Wellbeing Directorate for review - Legal as required.

Risk level	Acceptability	Priority for action to control risk	Sign-Off Authority: Schools	Sign-Off Authority: Other workplace
			Legal as required.	

Hierarchy of controls

CONTROL	EFFECTIVENESS	DESCRIPTION	EXAMPLES
ELIMINATION	BEST	Eliminate the hazard entirely.	Eliminating the risk of a fall from height by doing the work at ground level.
SUBSTITUTION	VERY GOOD	Substitute the hazard with safer options.	Replacing hazardous cleaning chemicals with equivalent non-toxic products.
ISOLATION	GOOD	Isolate the hazard from causing harm.	Placing a barrier around an area of wet floor as a slipping hazard.
ENGINEERING	GOOD	Use engineering controls to reduce the risk.	Installing guards, rails, or handrails to prevent falls.
ADMINISTRATIVE	POOR	Administrate and document safe work practices.	Training workers in safe work procedures, Safe Operating Procedures.
PPE	WORST	Protect workers with Personal Protective Equipment (PPE).	Providing goggles and gloves to people handling hazardous chemicals.

Need help?

Speak to your [Work Health Safety Advisor](#) for support and advice or contact the Incident Report and Support Hotline on 1800 811 523.