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Company	Evolution Archery Australia	This SWMS has been Authorised by:		Doc. No	
				REF:	
ABN:	24817552378			Version:	6
		Name:	Mahu Powell		
Address:	1/71 William Street, Moffatt Beach, QLD, 4551	Position:	Field Instructor	Date:	29/05/2025
		Signature:		Mobile:	0487 278 251
Risk Assessment					
Scope of Activity being undertaken		Arrow Tag Game			
Persons involved with undertaking this Work Activity / Task;		Instructor, Players			
High Risk Activity/ Prescribed Activity;		Arrow Tag Game			

1. Occupational Health and Safety

The Scope of Work is to be undertaken in full compliance with the SWMS.

1.1. Hazard Identification

Hazards exist in both planned and unplanned tasks, if a task is required that appears not to be covered by this SWMS it must be appropriately assessed to determine what hazards it presents to the site and its personnel.

1.2. Risk Assessment

Once the activities have been identified, a risk assessment should be completed by a competent person, for each identified activity, taking into account the nature and duration of the task, and the physical surroundings in which the task is to be performed.

1.3. Control of Risks

Risk control options should be implemented, utilising the Hierarchy of Controls to eliminate or reduce exposure and consequence to the hazard.

1.4. Monitor of Risk Control Measures

To ensure the risk control options are effective they should be evaluated while the task is being undertaken to ensure the risk controls are effective, appropriate methods for monitoring include:



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- Task observations; or
- Audits and inspections of the task

1.5. Review of Risk Control Options

Risk control measures should be reviewed at appropriate times to ensure they are effective and revised if necessary, methods for review include:

- Toolbox meetings; or
- Checklist of task; or
- Review of SWMS at commencement and conclusion of each task; or
- After an incident occurs; or
- The risk control measures do not adequately control the risk.

2. Attachments

- none

3. Document Control

Version	Date of Review/Change	Prepared By	Approved By	Amendment Details
1	20/06/2018	MahuPowell		
2	30/04/2020	Mahu Powell		
3	20/01/2021	Mahu Powell		
4	08/02/2021	Mahu Powell		
5	09/01/2023	Mahu Powell		
6	29/05/2025	Mahu Powell		

RISK ASSESSMENT PROCESS

Step 1 – Decide Likelihood			Step 2 – Decide Consequences		
Level	Descriptor	Likelihood	Level	Descriptor	Consequence
5	Almost Certain	Could occur in most circumstances	5	Catastrophic	Fatality, disablement, significant incident, unacceptable risk, significant financial cost
4	Likely	May probably occur in most circumstances	4	Major	Extensive injuries leading to lost time, major risk-damage to plant and equipment, major financial cost for repairs / reinstatement



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3	Possible	May occur at some time	3	Moderate	Medical treatment, medium risk-damage to plant and equipment, medium financial cost for repair / reinstatement
2	Unlikely	Could occur at some time	2	Minor	First Aid treatment, minor risk damage to plant and equipment, minor financial cost for repair / reinstatement
1	Rare	May occur only in exceptional circumstances	1	Insignificant	No Injuries, slight damage, low financial cost for repair / reinstatement

RISK ASSESSMENT MATRIX					
Likelihood	Consequence				
	5 = Catastrophic	4 = Major	3 = Moderate	2 = Minor	1 = Insignificant
5 = Almost Certain	25	20	15	10	5
4 = Likely	20	16	12	8	4
3 = Possible	15	12	9	6	3
2 = Unlikely	10	8	6	4	2
1 = Rare	5	4	3	2	1
KEY CODES					
	EXTREME				
	HIGH				
	MODERATE				
	LOW				

Hierarchy of Control

- | | |
|---|---|
| 1 = Elimination: | Modify the process or material to eliminate the hazard completely |
| 2 = Substitution: | Replace the material, substance or process with a less hazardous one |
| 3 = Separate: | Isolate the hazard from the person by safeguarding or by space or time |
| 4 = Redesign / Engineering Controls: | Redesign or modify the plant or process to reduce or eliminate the risk |
| 5 = Administration: | Adjust the exposure time or conditions or process by training, procedure, signs etc |
| 6 = PPE: | Use appropriately designed and properly fitted equipment where other controls are not practicable or are accepted |



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Hazard Identification							
EQUIPMENT TO BE USED	✓	GENERAL HAZARDS	✓	GENERAL HAZARDS	✓	PRECAUTIONS	✓
Bows	✓	String hitting arm	✓			Instruct how to use bow	✓
Foam tipped arrows	✓	Foam Tips coming off	✓			Brief don't fire arrows without tips	✓
Inflatable bunkers	✓	Trip hazards	✓			Instruct on always wearing mask	✓
Paintball mask	✓	Uncontrolled firing of bow	✓			No head shots	✓
Targets	✓	Dehydration	✓			No Close range shots	✓
Pool noodles	✓						
Teddy Bears	✓						
Foam Frisbee	✓						

Risk Assessment										
#	Task / Activity	Hazard Identification	Risk Rating			Controls to manage Risk Eliminate, Substitute, Isolate, Redesign, PPE, Administrative	Residual Risk Rating			Responsible Person/s
			L	C	T		L	C	T	
1.	Arrow Tag Game	Flying Tag Arrows - Hitting non participants	3	3	9	☐ Masks worn at all times during game play. Players are shown all safe zones around the arena and told not to engage anyone in these areas at any time.	1	3	3	Supervisor
		Ground Pegs - Trips and falls	3	2	6	☐ Players must wear suitable foot wear at all times while playing. Pegged bunkers and targets are identified to players in safety brief.	1	3	3	Supervisor
		Archery Bow - Inner elbow slapping	3	3	9	☐ Players are shown by instructors how to use a bow and arrow to minimise 'bow string slap'. Players are offered arm guards to use	1	3	3	Supervisor



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		Mask falls down	5	5	0	Players are briefed on how to properly fit mask with velcro strap placed on centre of head to stop mask falling down and checked by instructor before playing	1	3	3	
		Slips and Trips	3	3	9	▯ Briefed and managed by referee to minimise injury. Where practicable all slipping/tripping hazards removed or clearly identified. All playing fields are regularly walked to identify and mark any new hazards	1	3	3	Supervisor
		Exhaustion and Heat - Fast paced game play	4	3	6	▯ Short games, water available to players during break times.	1	3	3	Supervisor
		Cuts from equipment or stray objects	3	3	9	▯ Instructors to monitor game area for stray objects. Equipment properly maintained and damaged equipment removed from circulation	1	3	3	Supervisor
		Foam Tip comes off arrow	3	3	9	Brief players before game that any arrows without foam tips are not to be used and are to be given to supervisor.	1	3	3	



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