



## Risk Assessment and Safety Checklist

<b>Venue:</b>	<input type="text"/>	Date:	<input type="text"/>
<b>Venue Address:</b>	<input type="text"/>	Telephone:	<input type="text"/>
<b>Contact Name:</b>	<input type="text"/>	Email:	<input type="text"/>

  

<b>1.</b>	<b>Venue Facilities</b>	Venue Type: <input type="text"/> Outdoor: <input type="checkbox"/> Indoor: <input type="checkbox"/> Both: <input type="checkbox"/> Does the venue have a Risk Assessment for Archery in place? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Is it readily Available? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Read and understood? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If there is no Risk Assessment for Archery and you are working in an NIFAA affiliated venue, review the venue with a Club Official. Complete? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If there is no Risk Assessment for Archery and you are working in a non-NIFAA affiliated venue, review the venue with a venue Official. Complete? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> <b>Is the venue compliant with the <i>Book of Rules</i>?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Car Parking Facilities: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Welfare Facilities: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Rest Rooms? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Drinking Water? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Shelter from Climate? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Toilets? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Toilet Facilities: <span style="float: right;">Male: <input type="checkbox"/>    Female: <input type="checkbox"/>    Access: <input type="checkbox"/></span> Location of Toilets: <input type="text"/> Access points for wheelchair users? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
<b>2.</b>	<b>Emergency Procedures</b>	Does the venue have Emergency Procedures in place? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Are they readily Available? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Read and understood? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Do you know who to contact in the event of an incident? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Name: <input type="text"/> Telephone: <input type="text"/> First Aid Kit: <span style="float: right;">Present and Stocked? <input type="checkbox"/> Yes <input type="checkbox"/> No</span> Location of First Aid Kit: <input type="text"/> Location of Assembly Point: <input type="text"/> Coaches/helpers briefed on emergency procedures*: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Notes/actions: <input type="text"/> *Identify any special measures required:
<b>3.</b>		Has Area allocated for Archery Range been identified? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Type of Range:      Hall: <input type="checkbox"/> Pitch: <input type="checkbox"/> Field: <input type="checkbox"/> Forest: <input type="checkbox"/> Width: <input type="text"/> m    Length: <input type="text"/> m Type of Surface: <input type="text"/> Does Range require Safety Projectile Nets? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Is Range fully accessible to all participants? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If No, state why: <input type="text"/> Are all participants aware of range control and safe behaviour procedures? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If not, will they be briefed prior to participation? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> <b>Is the Range compliant with the <i>Book of Rules</i>?</b> <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
<b>4.</b>	<b>Equipment</b>	Have you checked all equipment is in proper working order? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Do you have protective equipment for all participants, especially arm guards and finger tabs? * <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Are coaches briefed to select safe and suitable equipment for each participant? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Are coaches briefed to demonstrate safe handling and use of equipment? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Is there a process in place to repair damaged equipment before it is used next time? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Notes/actions: <input type="text"/> *Identify any special measures required:
<b>5.</b>	<b>Participants</b>	Do any participants have specific needs (illness, medication, etc)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Are coaches briefed to check participants are appropriately dressed? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Are coaches briefed on specific needs? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Notes/actions: <input type="text"/> *Identify any adaptations or adjustments required:
<b>6.</b>	<b>Spectators And others</b>	Is the area appropriately cordoned off from spectators and the general public? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Are spectators briefed on the emergency action plan and safe range behaviour? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> Notes/actions: <input type="text"/>