



Incorporated

1400344

Risk Management Audit Form

This form is to be completed and submitted with your club membership form to:

The Membership Officer: TAA PO BOX 927 Morayfield QLD 4506

When you have been advised that your application/renewal has been approved please make
your payment for Club membership

It is a condition of the Alliance Insurance that all regular club members are TAA Financial Members, Once all members have joined TAA provide the TAA Membership Officer with a finalised Club Membership list

Club Details

Club Name.....

Club Address.....

Club Contact.....

Club Committee Officer Bearers & Appointed Committee Members

Elected Positions

President: TAA#:

V/President: TAA #:

Secretary: TAA#:

TAA Representative: TAA#:

Score Recorder: TAA#:

Appointed Positions

First Aid Officer: TAA#:

Safety Officer: TAA#:

Club Coach:..... TAA#:

(add attachment for more information, eg names if more than one Club Coach and

Working With Children accreditation)

Total club members at this time: _____

A Risk Assessment Action Plan, found at the end of this document, is established so that each club is able to establish a simple yet comprehensive on-going system to monitor Risk in the Club Environment.

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 wellbeing in accordance with TAA EC and their insurer's 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 any new services, activities or facilities that have not been subjected to a Risk Assessment?

Yes No (tick that which applies)

This risk management audit evaluation is divided into the following categories. As each category is answered please add up the score and place that number in the table below.

NB: All 'Yes' and 'N/A' answer attract 1 point.

All 'No' answers - zero

AUDIT EVALUATION	
Compliance with Legislation and TAA rules	/7
Club Management	/15
The Club House	/10
The Practice and Field Ranges	/28
The Toilets and Showers	/9
The Club Canteen	/6
The Camping Area	/13
The Work Shed	/8
First Aid	/12
Working Bees	/12

Assessment Total/120

Assessment rating:

- A** 100/120 Some improvement is required.

- B** 90/110 Risk Assessment Action plan needs to be prioritised for improvements.

- C** 80/110 Serious action for improvement needs to be initiated.

- D** 70/110 Major improvements are needed immediately, or all club activities cease.

- E** 60/110 ALL club activities are to stop immediately and rectify issues.

Compliance with Legislation and TAA 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 at least four times a year?			
Are Club activities and services compliant with Club rules and TAA constitution?			
Are TAA policies adhered to?			
Do members receive adequate notice of meetings and meeting venue as per the 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?			

Total: _____

Club Management	Yes	No	
Is relevant information from Club meetings, Branch notices, etc, Disseminated to all Club members?			
Is the Club notice board easily accessible for all Club members to read notices?			
Are members informed of and given a copy of TAA meeting minutes and other documents?			
Are all members encouraged to attend club and TAA meetings?			
Do all members sign a register that is Covid / Pandemic compliant for Contact Tracing when attending the Club grounds for all shoots, working bees and Club meetings?			
Does the Club have a visitor sign on system and visitor form?			
Does the club have scored shoots?			
Does the club encourage members to compete in club and interclub shoots? Are members encouraged and mentored to compete in TAA national and interstate events?			
Does the club committee have a system to check club members status to TAA?			
Does the club secretary record meeting minutes and distribute this to the members?			
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 all first aid persons in date and qualified in both CPR and apply first aid?			
How does the committee communicate with members?			
Are ALL Committee and Coaches current Blue Card Holders or equivalent (Working with Children)?			
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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? At night!			
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? Are all Fire Exits and or Exits clearly marked?			
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)? Does your Club have a Current Electrical Test Register?			
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? Are there appropriate Fire and emergency evacuation and Signage diagrams on display as per Statutory requirements?			

Total: _____

The Practice and Field Ranges	Yes	No	
Are target shooting lanes and arrow backstops established to ensure safety is maintained?			
Are there course layouts printed and placed on the Club noticeboard available for all members to see?			
Are your shooting ranges set out to ensure the safety of archers?			
Is there a suitable system in place that shows the Practice and shooting ranges closed/open times?			
Is the Practice Range supervised by an appointed officer at all times when opened?			
Are target shooting positions and waiting areas safe?			
Are target shooting markers of appropriate size to ensure they are not a safety concern. Trips etc?			
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? If applicable!			
Is there a means of communicating an emergency on the range? (Whistle, radio etc)			
Do all members know what to do on hearing of a warning system? Do you have a warning system in place?			
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.? EG: Fallen trees, snakes 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, or, have been replaced with in date Equipment? Are the last 2 years of Fire appliance test Certificates available?			
Is there an Emergency Evacuation plan available for course emergencies?			
Is there adequate signage for Emergency Vehicles to find the Club and is there an emergency assembly area and evacuation plan for members and visitors?			
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 new members/beginners introduced to the field ranges and made aware of safety procedures and facilities?			
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)			

Total: _____

The Toilets and Showers**Yes****No**

	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 the shower doors able to allow exit when occupied preventing people from being locked inside?			
Are shower floors 'anti-slip' when wet?			
Are waste bins and hygiene bins provided and placed Appropriately and is Hand Sanitizer available?			
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 work spaces 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 and test and tagged as part of the Register?			
Is there sufficient security locks on the access doors?			
Is there sufficient lighting?			
Can the work shed be securely locked?			
Are dangerous goods securely stored and correctly labelled?			

Total: _____

First Aid	Yes	No	
Is the first aid kit stocked and maintained against an appropriate checklist?			
Is there ice, or chemical ice packs available?			
Do all members know the First Aid kit location? Is there a First Aid Station sign and clear access to it at all times?			
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? Is there a Hazard Risk Register in place?			
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?			
Are Dangerous Goods stored safely and is there a Hazchem Register?			
When using club machinery/equipment does the club have a competency/ training register?			

Total: _____

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:** **TAA**

Representative: **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.