



Incorporated

1400344

Club Temporary Location or Event Safety Audit Form

This form is to be completed and submitted for any off site
events or temporary relocations.

Submit to: scan and email to

secretarytaa@traditionalarcheryaustralia.org or

TAA PO BOX 927 Morayfield QLD 4506

This Document is to be completed when a club is using a temporary location or are attending a promotional event using Private or Government lands.

Pages in this document: 5

Club Details

Club Name.....

Club Address.....

Club Temporary or event Address.....

Date and times of events: _____

Club Contact on site: Name:

Email Address:

Mobile Number:

TAA Club Members in charge of the event

Person in charge : TAA#: ...-----

Person in charge: _____ TAA #

First Aid Officer: TAA#:

Safety Officer: TAA#:

Are target shooting lanes and arrow backstops established to ensure safety is maintained?		
Are there course layouts printed and posted or clear directions or guides assigned to archers to ensure no one is lost.		
Is your shooting ranges/lines 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? Or club members to direct archers		
Are exits from ranges useable during shooting and appropriately signed?		
Is there a means of communicating an emergency on the range? (Whistle, radio, mobile phones with coverage etc). Or a form of advising people of an emergency. Please indicate which method will be used.		
Are First Aid Officer/s and Range safety Officers clearly identifiable. Especially in an emergency? Fluro vests etc. Indicate HOW.		
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? The Range Safety Officer has checked this?		
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 boundary safety flags or signs placed out to advise the public of Shooting in Progress?		
Is fire equipment in place and properly maintained? <i>For use with BBQ and any other cooking Appliances</i>		
Is there an Emergency Evacuation plan available for course emergencies? <i>For Bushfires and other emergencies</i>		
Is there clear access for Emergency Vehicles to find the property		
Are access roads suitable for all types of Emergency Vehicles?		
Are there designated fireplaces?		
Is the camping area clearly defined?		
Do campers have a clear understanding of all fire bans in place?		
Is there sufficient shade / Shelter /Hydration at the Property		
Is the first aid kit stocked and maintained against an appropriate checklist? And is ice available or ice packs?		
Do first aid personnel know the location of the nearest hospital and medical centre? And is there a plan to communicate an emergency to the appropriate authority?		

Extra notes:

I have personally completed this form and checked to ensure all the above is correct and made as safe as possible to people attending this event or temporary club location. Further, that the owner of the property has given their permission for our club to use these grounds for the purpose of archery.

Please note you are not authorised to conduct this event unless TAA Management Committee have advised you in writing that they have accepted this document. File this document in a safe place with your club records.

Name of the person completing this form: _____ TAA Mem. No. ____

Signature: _____ Date: _____