

# GCAC Inc RISK REGISTER

Ref	Risk / Event: What Can Happen & How It Can Happen	Consequences Of The Event Occurring	Consequence Rating	Likelihood Rating	Current Risk Rating	Suggested Controls	New Consequence Rating	New Likelihood Rating	New Risk Rating
<b>On Field</b>									
	<b>Person shot by arrow</b> <ul style="list-style-type: none"> <li>• Archer goes forward while shooting is in progress</li> <li>• Person strays on to the field</li> <li>• Archer strays into arrow while shooting is underway.</li> <li>• Arrow comes off the rest and is misdirected into the archers hand / arm or at another person</li> </ul>	Death Maiming Laceration	Extreme	Possible	Red	Shooting rules 1. Archer training 2. DOS control, whistle or lights 3. Warning signage DOS control 4. marked shooting line & shooting templates 5. Archer training - let down 6. Arrows long enough	Extreme	Remote	Amber
	<b>Person stabbed by arrow</b> <ul style="list-style-type: none"> <li>• Trip with arrow in hand Drawing arrow from target</li> <li>• Walk into arrow protruding from target</li> <li>• Walk on or into arrow in the ground</li> </ul>	Maiming laceration	Serious	Possible	Red	Rules - 1. No running 2. Beginner training 3. Minimize trip hazards 4. Appropriate footwear 5. Archers required to retrieve lost arrows 6. Advise archers that arrows should be quivered when walking. If this is not possible then archers should hold the arrows with the points towards the ground.	Serious	Remote	Amber
	<b>Archer bruised arm</b> <ul style="list-style-type: none"> <li>• Bow string strikes forearm</li> </ul>	Discomfort	Low	Likely	Amber	1. Arm guard worn 2. Correct archer technique 3. Beginner training	Low	Possible	Green
	<b>Bow string catches on person</b> <ul style="list-style-type: none"> <li>• Long hair not tied back</li> <li>• Ear rings dangling</li> <li>• studs in place to catch</li> <li>• Items in shirt pockets</li> <li>• Items hanging around neck etc</li> </ul>	Laceration Contusion	Low	Likely	Amber	1. Shooting rules 2. Beginner training	Low	Possible	Green
	<b>Archer injured by limb slipping while stringing bow</b> <ul style="list-style-type: none"> <li>• Archer not stringing or unstringing the bow in a safe procedure</li> </ul>	Laceration Contusion Fracture	Low	Likely	Amber	1. Beginner training 2. Archers to use stringing equipment	Low	Possible	Green

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	<b>Archer injured by bow "exploding"</b> <ul style="list-style-type: none"> <li>Dry fire bow Cables/string breaks</li> <li>Cracked limbs or riser</li> </ul>	Laceration Contusion Fracture	Low	Unlikely	Green	1. Beginner training 2. Archer responsible to inspect and maintain their own equipment 3. Club Equipment Officer or Coach checks club hire equipment	Low	Unlikely	Green
	<b>Archer injured by broken arrow on release</b> <ul style="list-style-type: none"> <li>Cracked arrow or nock breaks on release</li> </ul>	Laceration Contusion Fracture	Low	Possible	Green	1. Beginner training 2. Archer responsible to inspect and maintain their own equipment 3. Club Equipment Officer or Coach checks club hire equipment	Low	Unlikely	Green
	<b>Archer injured by arrow coming off string improperly</b> <ul style="list-style-type: none"> <li>Arrow nock too loose on string</li> </ul>	Laceration Contusion Fracture	Low	Possible	Green	1. Beginner training 2. Archer responsible to inspect and maintain their own equipment 3. Club Equipment Officer or Coach checks club hire equipment	Low	Unlikely	Green
	<b>Broken arrow strands of carbon penetrate the skin</b> <ul style="list-style-type: none"> <li>Carbon arrow broken and handled inappropriately</li> </ul>	Laceration Contusion Fracture	Low	Possible	Green	1. Archer training 2. Archer responsible to take extreme care with broken arrows	Low	Unlikely	Green
	<b>Target topples over on to person</b> <ul style="list-style-type: none"> <li>Targets being shifted and topple</li> <li>Targets in place topple in the wind</li> <li>Target falls when arrows being pulled</li> </ul>	Laceration Contusion Fracture	Low	Possible	Green	1. Only able bodied people of sufficient strength to shift targets 2. Secure targets in high winds 3. Archer training in correct procedure to pull arrows 4. Archer to ensure targets are appropriately secured before and during shoot	Low	Unlikely	Green
	<b>Archers skin pierced by the rachis of feather.</b> <ul style="list-style-type: none"> <li>Feather becomes partially / fully detached from arrow before / during release</li> </ul>	Laceration Contusion Fracture	Low	Likely	Amber	1. Beginner training 2. Archer responsible to inspect and maintain their own equipment 3. Club Equipment Officer or Coach checks club hire equipment 4. Club hire arrows should not be fletched with feathers, rather vanes.	Low	Unlikely	Green
	<b>Archer or another person injured when changing cables or string or adjusting bow</b> <ul style="list-style-type: none"> <li>Bow in press slips or bow press malfunctions or stringer breaks</li> </ul>	Laceration Contusion Fracture	Low	Likely	Amber	1. Bow press only to be operated by experienced operators authorised by Club Coach 2. Bow press to be regularly inspected for wear / damage	Low	Unlikely	Green

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	<b>Archer suffers heat stroke</b> <ul style="list-style-type: none"> <li>Over heating of the body in hot weather conditions</li> </ul>	Fainting Cardiac distress Dehydration	Low	Unlikely	Green	<ol style="list-style-type: none"> <li>Water available at club house</li> <li>Shades available for use in hot weather</li> <li>Hold frequent breaks in hot weather</li> <li>Recommend archers wear a hat</li> </ol>	Low	Unlikely	Green
	<b>Archer suffers sunburn</b> <ul style="list-style-type: none"> <li>Exposed skin to sun</li> </ul>	Blisters Discomfort	Low	Likely	Amber	<ol style="list-style-type: none"> <li>Recommend archers wear a hat</li> <li>Recommend archers use sun lotion</li> <li>Erect sun shades in hot weather</li> <li>Long sleeves option available for club shirt</li> </ol>	Low	Unlikely	Green
	<b>Archer struck by lightning</b> <ul style="list-style-type: none"> <li>Archer struck by lightning</li> </ul>	Burn Cardiac arrest Death	Extreme	Remote	Amber	<ol style="list-style-type: none"> <li>Discontinue shooting during at the approach of a storm</li> </ol>	Low	Unlikely	Green
	<b>Archer struck by falling tree branch</b> <ul style="list-style-type: none"> <li>Tree rot and age or strong winds dislodge</li> </ul>	Concussion Laceration Contusion Fracture	High	Remote	Green	<ol style="list-style-type: none"> <li>Archers are not to stand under trees during high winds</li> <li>Club officials to inspect grounds to identify at risk trees / areas.</li> <li>Club officials advise archers / public of at risk areas and if possible restrict access to those areas / trees (eg rope off).</li> </ol>	Low	Unlikely	Green
	<b>Archer bitten by bee or other insect, spider or snake</b>	Illness or death	Extreme	Unlikely	Amber	<ol style="list-style-type: none"> <li>Archer vigilance</li> <li>Archers to advise DOS that they are allergic to insect stings and any specific actions to be taken in the event of a sting.</li> <li>Clubs to consider maintaining a register of member allergies.</li> <li>First aid kit</li> <li>First aid officers</li> <li>Mobile phone to communicate Motor vehicle transport</li> </ol>	Low	Unlikely	Green
	<b>Persons injured by flying debris. Equipment damaged by flying debris</b> <ul style="list-style-type: none"> <li>Field Setup - Quick erect tents / pavilions not securely fixed to the ground and blow over.</li> </ul>	Concussion Laceration Contusion Fracture	High	Remote	Green	<ol style="list-style-type: none"> <li>Ensure that all tents / pavilions and the like are secured by appropriate pegs and guide ropes. (Guide ropes should be protected so as not to pose a trip hazard.</li> </ol>	Low	Unlikely	Green

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	<b>Harm to Archers as a result of dogs or other animals on the field during Archery activities.</b>	<b>Injury to Archers due to interaction with dogs or other animals, injury due to concentration loss affecting safe operation of archers equipment.</b>	High	Likely	Red	Where at all practicable, members dogs or animals should not be brought to the Club. Where there extenuating circumstances requiring that dogs or other animals must be brought to the club, it is the owners responsibility to ensure that those dogs or animals are restrained and prevented from accessing the field during Archery activities in the interest of Health and Safety.	Low	Unlikely	Green
	<b>Harm to Archers equipment as a result of dogs or other animals on the field during Archery activities.</b>	<b>Damage to Archers equipment caused by activities of dogs or other animals on the field.</b>	High	Likely	Red	Where at all practicable, members dogs or animals should not be brought to the Club. Where there extenuating circumstances requiring that dogs or other animals must be brought to the club, it is the owners responsibility to ensure that those dogs or animals are restrained and prevented from accessing the field during Archery activities in the interest of Health and Safety.	Low	Unlikely	Green
	<b>Harm to dogs or other animals on the field during Archery activities</b>	<b>Injury to dogs or animals due to Archery activities.</b>	High	Possible	Amber	Where at all practicable, members dogs or animals should not be brought to the Club. Where there extenuating circumstances requiring that dogs or other animals must be brought to the club, it is the owners responsibility to ensure that those dogs or animals are restrained and prevented from accessing the field during Archery activities in the interest of Health and Safety.	Low	Unlikely	Green
	<b>Field Setup - water hazards</b>	Drowning	Extreme	Remote	Amber	1. where possible ensure that these hazards are secured by fencing to prevent access by children.	Low	Unlikely	Green
<b>Pre/Post Event/Activities</b>									
	<b>Child abduction</b> • Parent fails to keep child under observation or does not pick up on time	Psychological Distress Potential of law suit Negative Media attention Police Involvement	Extreme	Unlikely	Amber	1. Sign out by parents/guardian before minor leaves the club If a minor is to be collected by anyone other than a parent or guardian then the Club must be notified by the parent or guardian who is to collect the minor. 2. Club Management Committee member must remain with minors until they are collected by parents / guardians or authorised persons	Low	Unlikely	Green

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	<b>Archer burned or injured from hot melt or glue</b> <ul style="list-style-type: none"> <li>Melted or chemical glues contact skin or clothing of person</li> </ul>	Skin burn	Low	Possible	Green	1. Gas burners, hot melt and gules (superglue) to be used away from other archers 2. Archer to take extreme caution when doing this work 3. Club to consider training sessions to teach archers the correct handling of these glues.	Low	Unlikely	Green
	<b>Club BBQ - gas explosions / fires</b> <ul style="list-style-type: none"> <li>Gas bottle out of date</li> <li>Fittings not checked</li> </ul>	Burn injury to members damage to facilities.	High	Possible	Amber	1. Ensure the Club BBQ is inspected prior to each use - pay particular attention to the Gas hose (frayed or damaged), gas bottle (within regulated usage date), condition of gas vents and BBQ frame and plate. 2. Ensure that all connection are secure and test for gas leakage prior to igniting the BBQ.	Low	Unlikely	Green
<b>Environment</b>									
	<b>Needle stick injuries</b> <ul style="list-style-type: none"> <li>Needles left around</li> </ul>	Blood born disease	Serious	Possible	Red	1. Regular opening up inspections 2. No bare feet	Low	Unlikely	Green
	<b>Mowing</b> <ul style="list-style-type: none"> <li>Inexperienced operator</li> </ul>	Laceration Contusion Fracture	High	Remote	Green	1. Independent contractors or council used for slashing. 2. Experienced people used for mowing and wiper-snipping Inspect grounds for mowing obstacles before maintenance begins 3. No mowing or wiper-snipping to be performed if other people (not involved in ground maintenance) are on the field	Low	Unlikely	Green
	<b>Chemical storage</b> <ul style="list-style-type: none"> <li>Unsecured access to chemicals</li> </ul>	Burns Poisoning	Serious	Possible	Red	1. Chemicals and poisons locked away 2. Chemicals to be handled by qualified trained persons only	Low	Unlikely	Green
	<b>Persons injured or property damaged due to structure movement in high winds, floods etc</b> <ul style="list-style-type: none"> <li>Permanent and Semi-permanent structures on field - such as shipping containers</li> </ul>	Laceration Contusion Fracture	High	Remote	Green	1. All structures should be anchored into position in such a way that the structure will not move during abnormal weather conditions. 2. Ensure that anchors etc do not 3. cause a hazard for trips and falls.	Low	Unlikely	Green

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	<b>Electrocution</b> • Wiring fault Unqualified person tampers with wiring	Burn Cardiac arrest Death	Extreme	Remote	Amber	1. Earth leakage devices installed where appropriate eg clubhouse, on major power leads used for indoor night shoots 2. Electrical wiring to be undertaken by qualified persons only 3. All portable electrical appliances should be tested and tagged on a regular basis by a qualified person.	Low	Unlikely	Green
	<b>Club house fire</b> • Fire traps people	Respiratory Distress Burns Death	Extreme	Remote	Amber	1. Fire extinguishers installed and regular inspected 2. Exit signs and evacuation points Evacuation Plan and Assembly Points tested regularly	Low	Unlikely	Green
	<b>Clean up rubbish left on field</b>	Injury / illness	Low	Possible	Green	1. Bins provided 2. Members rostered to inspect and remove rubbish from the grounds and club house - before and after each event.	Low	Unlikely	Green
<b>Personnel</b>									
	<b>Assets destroyed by fire</b> • Clubhouse burnt down • Place where assets stored is destroyed by fire	Loss of Facilities Loss of Equipment	Serious	Possible	Red	1. Insurance of clubhouse and contents 2. Insurance for equipment that may 3. be stored off site 4. Fire extinguishers installed and regularly tested 5. Annual review of asset register and insurance requirements	Low	Unlikely	Green
	<b>Theft</b> • Inadequate security of club assets	Loss of Money Loss of Equipment	Serious	Possible	Red	1. Club security by multiple locks Night light 2. Security grids 3. Club bows and other important gear locked away in strong room/ cupboards 4. Little cash held at club house 5. Moneys collected are regularly secured so that on the float is at risk 6. Club moneys over and above an approved float are banked at least weekly (preferably the next business day after collection Valuable items (i.e. bows) are engraved with the Club's details Asset Register	Low	Unlikely	Green

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	<b>Insolvency</b> • Insufficient funds to pay bills and future liabilities	Club Folds	Serious	Possible	Red	1. Treasurer reviews finances monthly and presents to Management Committee at each meeting 2. Club prepares a list of Financial Delegations and Authorizations Finances are audited annually and presented to the AGM 3. Club fees are reviewed and set annually 4. Annual budget is drawn up Regular review by Management Committee of any contracts	Low	Unlikely	Green
	<b>Fraud</b> • Financial controls inadequate to identify or stop fraud	Insolvency	Serious	Possible	Red	1. Two signatories to the cheque account 2. Club prepares a list of Financial Delegations and Authorizations Cash held at club house from fees and sales is collected each weekend 3. Club moneys over and above an approved float are banked at least weekly (preferably the next business day after collection Major expenditure is approved or ratified by the Management Committee	Low	Unlikely	Green
	<b>Offensive material displayed</b>	Negative attention Potential for law suit	Serious	Possible	Red	1. Offensive material is not permitted on the club grounds or in the club house 2. Internet connections are to be monitored by a club official	Low	Unlikely	Green
	<b>Incidents of member abuse or mistreatment go unreported and potentially reoccur</b> • Individuals do not know their rights or how to seek support	Potential for law suit	Serious	Possible	Red	1. Member Protection Information Officer appointed and identity advised to members 1. Codes of behaviors displayed 2. Information booklets provided to members on joining the club	Low	Unlikely	Green
	<b>Individuals behave inappropriately towards other members or the public at the grounds</b> • Individuals do not know their obligations	Potential for law suit	Serious	Possible	Red	1. Code of Behaviours -Parents and Visitors 2. Code of Behaviours Participants Code of Ethics - Coaches 3. Code of Ethics Officials 4. Codes of behaviours etc displayed Information booklets provided to members on joining the club	Low	Unlikely	Green
	<b>Unfair hearing of members complaint</b> • Process of hearing the appeal does not follow natural justice	Potential for law suit	Serious	Possible	Red	1. Rules 2. Process to hear complaints Appeal process 3. Depending upon the seriousness of the complaint seek advice from a qualified practitioner.	Low	Unlikely	Green

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	<b>Member's private information inadvertently or deliberately provided to a third party</b> <ul style="list-style-type: none"> <li>Inadequate security on or disclosure of private information</li> </ul>	Potential for law suit	Serious	Possible	Red	<ol style="list-style-type: none"> <li>Office Bearers keep private information files secure</li> <li>Club procedures for the release of private information</li> <li>private information</li> <li>Complaints files available only to authorised Officers</li> </ol>	Low	Unlikely	Green
	<b>Minor abused by coach, member or official either at the club grounds or on an archery trip</b> <ul style="list-style-type: none"> <li>Junior abused because of inadequate screening of volunteers or supervision of activities</li> </ul>	Potential for law suit	Serious	Possible	Red	<ol style="list-style-type: none"> <li>Club and Team officials and members who would have regular contact with minors at the Club to have Blue Cards</li> <li>Coaching of minors to be only undertaken with a second adult in attendance</li> <li>Beginner Courses to have mixed ages (including adults) and genders</li> <li>Position Descriptions for Management Committee to require possession of Blue Card</li> <li>Blue Card register maintained</li> <li>Planning for special events to include child protection considerations and Blue Card requirements</li> <li>Team Manager responsibilities extend only to the competition/ event and the field of play and is not responsible for guardianship, transportation, accommodation etc away from the field</li> <li>Parents retain full guardianship off the field</li> </ol>	Low	Unlikely	Green
	<b>Smoking at the club or on the grounds causes passive health issues for other club members</b>	Respiratory reaction Fine by council	Low	Likely	Amber	<ol style="list-style-type: none"> <li>Rules prohibiting smoking in or near the club house or on or near the archery line or field of play "No Smoking" signage</li> </ol>	Low	Unlikely	Green
	<b>Alcohol is served to minors or reduces safety at the club</b>	Fine Misadventure Physical harm	Serious	Possible	Red	<ol style="list-style-type: none"> <li>Alcohol is not permitted on the club grounds without the approval of an Executive Member of the Management Committee</li> <li>Where a club holds a license, all requirements of the license are to be observed</li> </ol>	Low	Unlikely	Green
	<b>Loss of computer stored data</b> <ul style="list-style-type: none"> <li>Computer failure</li> </ul>	Inability to provide information Unable to provide documentation as required	Serious	Possible	Red	<ol style="list-style-type: none"> <li>Regular backup disks by all Office Bearers of important club material Hardcopy kept of data needing ready access i.e. Membership Register, Financial Reports and Club Records</li> <li>All computers containing club information to have installed and operating an up to date approved (by the Management Committee) anti-virus software</li> </ol>	Low	Unlikely	Green



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	<b>Confusion of roles or critical tasks not undertaken</b> • Roles and responsibilities not defined	Frustration of Committee Member Resignation Inability to form Committee	Serious	Possible	Red	1. Position Descriptions written for key roles	Low	Unlikely	Green
	<b>Constitution is not current for changing circumstances</b> • Management Committee have not reviewed the constitution	Incorporation not approved	Serious	Possible	Red	1. Current Constitution is reviewed by the Management committee on a regular basis (12 monthly) 2. Any amendments to the Constitution must be approved by AGM of the Club	Low	Unlikely	Green
	<b>Representation to other bodies does not meet the clubs needs</b>  • Inability to influence outcomes	Loss of membership No events	Serious	Possible	Red	1. Representation to other bodies is reported back to the Management Committee for review and direction Communication delegations prepared and enunciated to members. 2. Club should ensure that Club Reps fully understand the needs of the Club as enunciated by the Committee. 3. Club Reps should provide a report to the Committee at the conclusion of meetings where the Rep acted on behalf of the Committee.	Low	Unlikely	Green
	<b>Registration of Incorporation is not kept current</b> • Failure to submit annual return	Financial benefits lost Resubmission required	Serious	Possible	Red	1. Management Committee to prepare a list of regularly arising activities eg payment of Rates, payment of Utilities, Annual return and fee payment etc	Low	Unlikely	Green
	<b>Committee meetings decisions are not recorded</b>  • Failure to adopt normal committee meeting protocols	Club members unaware of activities Club disbands Fines	Serious	Possible	Red	1. All Committee Meetings must be supported by Minutes including decisions taken and actions to be taken 2. Committee Chair to sign the Official copy of the Minutes after review by the Committee 3. Official copy of the Minutes to be retained by the Club Secretary	Low	Unlikely	Green
	<b>AGM mismanagement</b>  • Failure to follow the constitutional requirements	Closure of Club Loss of membership	Serious	Possible	Red	1. Conduct of the AGM & Nomination for and election of Office Bearers is as per the Club Constitution and normal AGM protocols.	Low	Unlikely	Green
	<b>Register of members</b>  Failure to keep a register of members		Serious	Possible	Red	2. Register of Members to be maintained as per the Club Constitution 3. Committee to review Register regularly to ensure requirements are being met.	Low	Unlikely	Green

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	<p><b>Member misinformed by Club communications.</b></p> <ul style="list-style-type: none"> <li>Regular communications to members is not happening or not effective in keeping members up to date.</li> </ul>	Communications could be defamatory	Serious	Possible	Red	1. Regular newsletters/emails Management Committee should vet all official communications to members	Low	Unlikely	Green
	<p><b>Line marking cord left behind on the shooting line.</b></p> <p>The cord had been left to mark the shooting line which cause a tripping hazard.</p>	Tripping hazard	Serious	Possible	Red	<ol style="list-style-type: none"> <li>Making sure the cord is put away after field marking</li> <li>Not using the cord as a marker of the shooting line under any circumstances.</li> </ol>	Low	Unlikely	Green

## Likelihood

The likelihood is related to the potential for a risk to occur. How often could the Risk eventuate? Is there a history at the Club for this Risk?

**Table 1: Likelihood Scale Rating**

Likelihood	
<b>Likely</b>	Will occur at each archery event
<b>Possible</b>	Could occur once annually
<b>Unlikely</b>	Could occur once in 10 years
<b>Remote</b>	Could occur once in 100 years

## Consequence

The consequence of a risk refers to the amount of loss or damage which may result from the risk's occurrence. Is the consequence an injury to someone, a financial loss, a loss of reputation etc?

**Table 2: Consequence Scale**

Consequences	
<b>Extreme</b>	<ul style="list-style-type: none"> <li>• Death or serious injury requiring significant rehabilitation or permanent disability</li> <li>• Financial loss in excess of \$100,000</li> <li>• Loss of reputation of WA or AA</li> <li>• Loss of funding from the Australian Sports Commission</li> <li>• Committee member indicted with respect to the activities of the club or its membership</li> </ul>
<b>Serious</b>	<ul style="list-style-type: none"> <li>• Serious injury requiring rehabilitation</li> <li>• Financial loss in excess of \$50,000</li> <li>• Legal prosecution</li> </ul>
<b>High</b>	<ul style="list-style-type: none"> <li>• Injury requiring time off work</li> <li>• Financial loss in excess of \$5,000</li> <li>• Loss of reputation to Club</li> </ul>
<b>Low</b>	<ul style="list-style-type: none"> <li>• Injury requiring on-site First Aid</li> <li>• Financial loss less than \$5,000</li> <li>• Negative story of Club in media</li> </ul>

**Note:** RGBs and Clubs should consider the Consequences above to suit their individual circumstances. Generally Financial Consequences will differ from Club to Club. For instance, for a small Club a financial loss of \$1000 could be 'Extreme' or 'Serious' while for a larger Club the Consequence of a financial loss of \$1000 could be 'Low'.

Having assessed each risk in terms of its likelihood and consequence we are in a position to prioritise the risks to assist in the decision making of what action is warranted to manage the risks (where possible).

## Risk Matrix

The Risk Matrix determines the priority of action required for the risk.

E.g. - There is a risk that if the Shooting Line is facing the road arrows could overshoot the target and land on or beyond the road. The Risk is rated a "RED", requiring immediate action.

**Table 3: Risk Matrix**

		Consequences			
		Extreme	Serious	High	Low
Likelihood	Likely	RED	RED	AMBER	AMBER
	Possible	RED	RED	AMBER	GREEN
	Unlikely	AMBER	AMBER	GREEN	GREEN
	Remote	AMBER	AMBER	GREEN	GREEN
	RED	Immediate action required			
	AMBER	Action required within 6 months			
	GREEN	No action required other than to monitor & communicate Risk			

Once a risk priority has been determined the committee can consider the level of risk treatment and action required for each risk. EG does the Committee want to completely eliminate the risk or just reduce its likelihood or consequence to an acceptable level?

**Note:** The Committee must formally decide, what is an acceptable level of risk?