

Changing Target Boards

Assessor	David Hinton
Job Title	Director
Assessment Date	Wednesday, February 15, 2023
Review Date	Thursday, February 15, 2024
Assessment Task	Changing Target Boards
Assessment Location	Venues & Mobile Events

Persons at Risk

Staff

Frequency	Often
Further Details	Throughout the course of a day target boards become heavily worn and require changing.
Are any Disabled?	No

Comments

Persons at Risk

Contractors

Frequency	
Further Details	
Are any Disabled?	

Comments

Persons at Risk

Visitors

Frequency	
Further Details	

Are any Disabled?

Comments

Persons at Risk

General Public / Others

Frequency

Further Details

Are any Disabled?

Comments

Hazard

Hazard Description	Splintering & Dropping
How are Persons Affected?	Splinters can injure hands and boards can be dropped when removing target bolts.
Level of Risk (Probability)	2
Level of Risk (Severity)	2
Level of Risk (Risk)	9-15
Existing Controls	All staff members are to wear safety gloves when handling used target boards. When removing centre boards all adjacent boards either to the left or right should be removed to allow access. Target bolts should be removed from the bottom first and then whilst leaning against the board remove the top bolt. Leaning against the target board will prevent it from dropping from the support ledge once all bolts have been removed. Boards should be removed from the ledge with two hands and lowered to the ground. When re-attaching boards these actions need to be followed in reverse.
Further Controls / Action	Training and review ongoing.

KEY

Probability (P) 5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely

Severity (S) 5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible

Risk (R) 0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls are in use. 16-

25=high risk, stop operation & implement control measures

Use of Target Bolts

Assessor	David Hinton
Job Title	Director
Assessment Date	Wednesday, February 15, 2023
Review Date	Thursday, February 15, 2024
Assessment Task	Use of Target Bolts
Assessment Location	Venues & Mobile Events

Persons at Risk

Staff

Frequency	Often
Further Details	Ensuring target bolts are suitable for re-use.
Are any Disabled?	No

Comments

Persons at Risk

Contractors

Frequency	
Further Details	
Are any Disabled?	

Comments

Persons at Risk

Visitors

Frequency	
Further Details	

Are any Disabled?

Comments

Persons at Risk

General Public / Others

Frequency

Further Details

Are any Disabled?

Comments

Hazard

Hazard Description	Injury to fingers when fixing target bolts
How are Persons Affected?	Cutting of fingers
Level of Risk (Probability)	1
Level of Risk (Severity)	1
Level of Risk (Risk)	0-8
Existing Controls	Staff are trained to understand when a target bolt is no longer suitable for fixing target boards. Target bolts can become damaged when axes strike them. Once removed a target bolt is checked for two things: bolt straightness and fracture damage to the head which can cause sharp burrs. These burrs can cause injury when the operator holds the bolt in position ready to re-secure with a driver drill. It is the spinning of the bolt which can cause injury. New bolts are to be used immediately if not to standard.
Further Controls / Action	Continued review and training.

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