











	4. SUBTASK/SUBSTEP OF MISSION/TASK	5. HAZARD	6. INITIAL RISK LEVEL	7. CONTROL	8. HOW TO IMPLEMENT/ WHO WILL IMPLEMENT	9. RESIDUAL RISK LEVEL
 	Shooting Arrows, techniques	<p>Sore Fingers</p> <p>Strained Joints</p> <p>Hit by bow string</p>	M	<p>Fingers tabs are to be available to all cadets should they need them.</p> <p>Bow with appropriate draw strength will be used.</p> <p>Wearing of short arm guard on inner forearm (bow hand) and long arm guard for those who need them</p>	<p><b>How:</b> BN S4 will order and supply the Range Master with the tabs</p> <p>No external bows will be allowed. Only NASP authorized bow (Genesis)</p> <p>Range master will acquire equipment and have them available or individual will provide.</p> <p>Broken or damaged equipment will be set aside for repair and not used.</p> <p>Provide enough time to inspect and test equipment.</p> <p><b>Who:</b> Range Master / CSM Topasna &amp; Safety Officer / SFC Williams</p>	L
 	Prepare to Shoot	Archers' hair, clothing, jewelry, body piercing, badges, buttons etc. becomes entangled with bow string during performance of the "Eleven Steps to Archery Success".	L	<p>Ensure archers tie back their long hair and remove loose, dangling jewelry which can be entangled with the bow string. Instruct new archers in appropriate clothing for the sport.</p>	<p><b>How:</b> First line leaders will inspect archers prior to shooting.</p> <p><b>Who:</b> Range Master / CSM Topasna &amp; Safety Officer / SFC Williams and Cadet Leadership</p>	L

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 	Range establishment and during operations	<p>Target boss/stand mishandled. Target boss may fall on archer resulting in personal injury.</p> <p>Target stand not secured. Target boss may fall on the archer resulting to personal injury or damage to arrows.</p> <p>Backdrop netting failing. Risk from arrows in target.</p> <p>Arrows in the target represents a hazard to approaching the target and may result in personal injury.</p>	L	<p>Instruct the archer in the handling of the bosses/stands. A boss weighs more than twice the permitted HSE "per person load". Instruct archers not to lift bosses alone and in correct technique for mounting boss on stand. Always have 2 people moving bosses to and from stands.</p> <p>Stands to be fitted with non-slip feet and legs roped so they are stable and secure.</p> <p>Inspection of the net and its fittings to ensure it is not damaged.</p> <p>Instruct archers in this hazard and of the importance of approaching the target with caution. DO NOT allow anyone to run on the range or wear open toed shoes.</p>	<p>How: First line leaders will inspect archers prior to shooting.</p> <p>Who: Range Master / CSM Topasna &amp; Safety Officer / SFC Williams and Cadet Leadership</p>	L

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 	PMCS (BEFORE, DURING and AFTER)	<p>Damaged equipment</p> <p>Bow strings break while archer at full draw. String may strike archers head or arms resulting in personal injury.</p> <p>Bow limb or riser fail while archer at full draw. Parts of limb (including glass/carbon fibers) Or wooden/metallic parts of riser may strike archers head or arms resulting in injury to the struck body part. In extreme cases this may include damage to or loss of an eye or in case of a metallic riser, maxillo-facial fractures.</p> <p>Worn or damaged arrow or part thereof fails during shot. Damaged nocks may result in arrow leaving bow unpredictably or result in a dry loose. Damaged carbon or old/ worn fiberglass arrows may "explosively" delaminate resulting in personal injury to the archer.</p>	M	<p>Range master and archers will perform maintenance checks prior to shooting, during shooting, after shooting.</p> <p>Regularly (before assembly) inspect strings for wear. Check for worn or broken end servings and broken. Discard strings with broken strands and repair strings with worn servings.</p> <p>Regularly ( before assembly) inspect limb for signs for cracks or splits. Warn new archers against "dry loosing" bows as this may promote early failure. Discard and replace limb thought to be damage or unsafe on inspection. Do NOT fit Fast flight or similar string or wooden bows. Do NOT shoot lightweight carbon arrows from wooden bows.</p> <p>Regularly (before shooting) inspect arrows for loose or damaged nocks. Check for loose piles. Replace any loose or damaged nocks or piles. Examine carbon and fiberglass arrows for cracks or signs of delamination. Discard any showing signs of damage - do NOT attempt to repair</p>	<p>How:</p> <p>Broken or damaged equipment will be set aside for repair and not used.</p> <p>Provide enough time to inspect and test equipment.</p> <p>Broken or damaged equipment will be set aside for repairs and not used.</p> <p>Provided enough time to inspect and test equipment.</p> <p>Who: Range Master / CSM Topasna &amp; Safety Officer / SFC Williams</p>	L

10. OVERALL RESIDUAL RISK LEVEL (All controls implemented):

EXTREMELY HIGH

HIGH

MEDIUM

LOW

**11. OVERALL SUPERVISION PLAN AND RECOMMENDED COURSE OF ACTION**

The JROTC Instructors will insure the following:

1. All Range Master (NASP BAI/BAIT/BAIT S) training requirements are current.
2. All Cadet training and testing is completed before shooting an arrow.
3. The equipment and range meet all NASP requiremet for student archery.

**12. APPROVAL OR DISAPPROVAL OF MISSION OR TASK**

**APPROVE**

**DISAPPROVE**

**a. NAME** (*Last, First, Middle Initial*)

**b. RANK/GRADE**

**c. DUTY TITLE/POSITION**

**d. SIGNATURE OF APPROVAL AUTHORITY**

Trokey, Tim

CIV

Vice Principal /  
Site Administrator



**e. ADDITIONAL GUIDANCE:**

RISK ASSESSMENT MATRIX		Probability (Expected frequency)				
		Frequent: Continuous, regular, or inevitable occurrences	Likely: Several or numerous occurrences	Occasional: Sporadic or intermittent occurrences	Seldom: Infrequent occurrences	Unlikely: Possible occurrences but improbable
Severity (expected consequence)		A	B	C	D	E
<b>Catastrophic:</b> Mission failure, unit readiness eliminated; death, unacceptable loss or damage	I	EH	EH	H	H	M
<b>Critical:</b> Significantly degraded unit readiness or mission capability; severe injury, illness, loss or damage	II	EH	H	H	M	L
<b>Moderate:</b> Somewhat degraded unit readiness or mission capability; minor injury, illness, loss, or damage	III	H	M	M	L	L
<b>Negligible:</b> Little or no impact to unit readiness or mission capability; minimal injury, loss, or damage	IV	M	L	L	L	L
<b>LEGEND:</b> EH - Extremely High Risk    H - High Risk    M - Medium Risk    L - Low Risk						
<b>13. RISK ASSESSMENT REVIEW</b> (Required when assessment applies to ongoing operations or activities)						
a. DATE	b. LAST NAME	c. RANK/GRADE	d. DUTY TITLE/POSITION	e. SIGNATURE OF REVIEWER		
<b>14. FEEDBACK AND LESSONS LEARNED</b>						
<b>15. ADDITIONAL COMMENTS OR REMARKS</b>						

## Instructions for Completing DD Form 2977, "Deliberate Risk Assessment Worksheet"

### 1. Mission/Task Description and Execution

**Date(s):** Briefly describe the overall Mission or Task and execution date(s) for which the deliberate risk assessment is being conducted.

**2. Date Prepared:** Enter date form was prepared.

**3. Prepared By:** Information provided by the individual conducting the deliberate risk assessment for the operation or training.

**Legend:** **UIC** = Unit Identification Code; **CIN** = Course ID Number; **OPORD** = operation order; **DSN** = defense switched network; **COMM** = commercial

**4. Subtask/SubStep of Mission/Task:** Briefly describe all subtasks or substeps that warrant risk management.

**5. Hazard:** Specify hazards related to the subtask in block 4.

**6. Initial Risk Level:** Determine initial risk level. Using the risk assessment matrix (preceding block 13), determine level of risk for each hazard specified. Use probability and severity to determine risk level; enter risk level into column.

**7. Control:** Enter risk mitigation resources/controls identified to abate or reduce risk relevant to the hazard identified in block 5.

**8. How to Implement / Who Will Implement:** Briefly describe the means of employment for each control (i.e., OPOrd, briefing, rehearsal) and the name of the individual, unit or office that has primary responsibility for control implementation.

**9. Residual Risk Level:** After controls are implemented, determine resulting probability, severity, and residual risk level.

**10. Overall Risk After Controls are Implemented:** Assign an overall residual risk level. This is equal to or greater than the highest residual risk level (from block 9).

**11. Supervision Plan and Recommended Course of Action:** Completed by preparer. Identify specific tasks and levels of responsibility for supervisory personnel and provide the decision authority with a recommend course of action for approval or disapproval based upon the overall risk assessment.

**12. Approval/Disapproval of Mission/Task:** Risk approval authority approves or disapproves the mission or task based on the overall risk assessment, including controls, residual risk level, and supervision plan.

**13. Risk Assessment Review:** Should be conducted on a regular basis. Reviewers should have sufficient oversight of the mission or activity and controls to provide valid input on changes or adjustments needed. If the residual risk rises above the level already approved, operations should cease until the appropriate approval authority is contacted and approves continued operations.

**14. Feedback and Lessons Learned:** Provide specific input on the effectiveness of risk controls and their contribution to mission success or failure. Include recommendations for new or revised controls, practicable solutions, or alternate actions. Submit and brief valid lessons learned as necessary to persons affected.

**15. Additional Comments or Remarks:** Preparer or approval authority provides any additional comments, remarks, or information to support the integration of risk management.

**Additional Guidance:** Blocks 4-9 may be reproduced as necessary for processing of all subtasks/substeps of the mission/task. The addition and subtraction buttons are designed to enable users to accomplish this task.