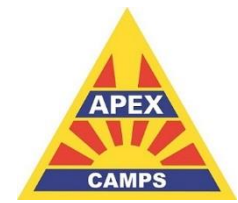


Risk Assessment for Archery



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Reviews

Complete By	Revision Date	Approved By	Approval Date
R Shanks	23/7/2018	A Daykin	23/07/2018

Risk level	Action required/approval
Low Little chance of injury or incident	<input checked="" type="checkbox"/> Manage through regular planning processes

Minimum Supervision

At least 1 qualified Activity Instructor is to be present to run Archery

Recommendation

Recommended for Grade 3 or 9 years old and higher

Where possible 1 adult Teacher/Supervisor should be present to assist with participant behaviours .

Qualifications

All Apex staff and contractors hold at a minimum ,one of the following qualifications /skills sets or other recognised skill sets/ qualifications from another jurisdiction, along with mandatory First Aid/ CPR and QLD Blue Card, working with children check.

- Certificate 3 Outdoor Recreation
- Certificate 4 Outdoor Recreation
- Diploma Outdoor Recreation
- Community Archery Instructor 312
- VET Statement Conduct an Archery session

Through the use of well maintained equipment, training and accredited staff and sound operating procedures and policies Apex Camps control the “real risks” associated with this activity

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Level	
Low	Little chance of incident or serious injury.
Medium	Some chance of an incident and injury requiring first aid.
High	Likely chance of a serious incident and injury requiring medical treatment.
Extreme	High chance of a serious incident resulting in highly debilitating injury.

Minimum Equipment/Facilities

First aid kit suitable for activity

Sun Safety equipment (hat, sunglasses, sunscreen, shirt etc)

Equipment that is appropriately sized to match the ability and strength levels of students

Highly visible markers to identify approach, shooting area, and targets

Clearly marked exclusion zones

Whistle for command signalling

Enclosed footwear

Firmly-fitting clothes that wont become entangled

Armguards, finger tabs/shooting gloves as appropriate

Hazards/Risks	Control Measures
<p>Biological material</p> <ul style="list-style-type: none"> • Bodily fluids (e.g. blood, sweat, saliva) 	<ul style="list-style-type: none"> • Comply with HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions and Infection Control Guidelines. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return the activity. All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious. • Have sufficient and suitable containment material (bandages, etc) available • Ensure that personal items are not shared.
<p>Animal bites/ diseases</p> <ul style="list-style-type: none"> • Insects • Dangerous/ poisonous organisms 	<ul style="list-style-type: none"> • Brief participants on awareness of animals snakes kangeroos etc on archery field. Instructor To check area behind arrow trap net for snakes or animals before participants go behind net for arrow retrieval.
<p>Environmental conditions</p> <ul style="list-style-type: none"> • Weather wind. • Surfaces • Surrounds • Temperatures • Isolation • Plants 	<ul style="list-style-type: none"> • In the event of heavy wind adjust timing of archers shots and or cease activity until safe wind conditions arise. • Ensure students bring appropriate clothing • Assess weather conditions before and during activity (e.g. temperature, storms, wind) • Check and assess surrounds for loose items, debris and hazards and suitability of participants.
<p>Arrow injury</p>	<ul style="list-style-type: none"> • Check equipment for damage before and during use. Arrows which have faulty flights or nocks, or are split, cracked or otherwise damaged, must be withdrawn from use. Bows with cracks and stress marks must be withdrawn from use. Strings showing signs of abrasion and wear eg. Fraying or severing must be replaced • Set up a single shooting line, long enough to accommodate all archers comfortably so that all participants shoot from the same line • Set up a single shooting line, long enough to accommodate all archers comfortably so that all participants shoot from the same line • Supply students with individual quivers

Hazards/Risks	Control Measures
<p>Equipment</p> <ul style="list-style-type: none"> • Equipment failure • Arrow injury • Arm injury from string • Arrow removal from target • Arrow removal from ground 	<ul style="list-style-type: none"> • Conduct regular equipment checks prior to start of sessions. • Check for worn or faulty equipment, and adhere to manufacturer’s guidelines for life of equipment • Supply all equipment in a clean and serviceable condition • Check equipment before use • Provide specific (written and verbal) training in and awareness of safety requirements. • Arrow tip must face towards the target at all time. <p>Instruct students regarding safety rules and procedures including the following:</p> <ul style="list-style-type: none"> • Do not run while carrying arrows • Do not take an arrow from the quiver until after the ‘commence shooting’ signal is given • Do not draw a bow with an arrow in it unless stranding facing the target and intending to shoot • Never draw a bow without an arrow in it • Leave arrows which fall in front of the shooting line, until a ‘cease shooting’ signal is given • Position bows vertically with the tip resting on the front foot between shots • When shooting is finished, place bows on racks, ground quivers or on the ground next to the shooting line and pointing towards the target, and then step back two metres • All arrows should be retrieved at the same time • Ensure there are barriers and or signs to identify exclusion zones and limit access by non participants, including a overshoot zone funnel as prescribed by Archery Australia Safety Guidelines. • Instructor to supervise approach and launch area at all times. • Instruct students to check that there is nobody in the shooting sector or exclusion zone before they commence preparation to shoot. • Use a system of commands ,preferably with a whistle ,to signal students when to start shooting ,cease shooting and retrieve arrows. Voice commands “bows down, no shooting, arrow collection” • Ensure all participants are wearing a arm guard. • Instructor to demonstrate technique of rolling elbow out of the way or bending arm so that string does not hit arm. • Instructors to show safe arrow removal from target “No one standing 2 metres near target when arrow is removed. Participants look behind before removing arrow to make sure no one is in the 2 metre area • Instructors to show safe arrow removal from ground. “Participant to look behind and make sure there is no one in a 2 metre area when removing arrow from ground. The arrow is removed at the angle that it has entered the ground.

Emergency Procedures

1. Effect Rescue as required.
2. Conduct First Aid as required.
3. Contact Emergency Services via mobile phone, radio.
4. Depending on injury: Stabilise patient and await ambulance or remove patient to appropriate site to recover.
5. In the event of serious injury, suspend activity until incident can be investigated

Teacher/group leader responsibilities

- Inform & liaise with Activity Staff regarding any potential issues with group (behavioural, disabilities, injuries)
- Listen to activity briefings and assist Staff in procedural aspects of session as required, such as helping students to belay under supervision of Activity Staff
- Monitor & take charge of behavioural issues if needed and attend to any pre-existing medical conditions

Participant Briefing Instructor should cover:

- Challenge by Choice Philosophy
- Session Objectives
- OH&S Brief
- Safety Brief
- Equipment Familiarisation
- Skills Demo & Practice

Participant Requirements

- sunscreen, insect repellent
- medication (if relevant)
- water bottle
- fully enclosed shoes, hat
- minimum of sleeved shirt that covers midriff when arms are raised
- shorts/leggings that preferably cover knees (to prevent grazes)
- hair tied back, jewellery removed