



RISK MANAGEMENT PLAN

ARCHERY



OUTER LIMITS
ADVENTURE FITNESS

www.outerlimitsadventure.com.au

Outer Limits Adventure Fitness
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ACTIVITY DESCRIPTION

Details

Title:	APEX School Camp Magnetic Island
Date:	
Activity:	ARCHERY
Details:	Number of participants: Age Group: Experience level: Duration of activity:
Program Manager:	Sam Stedman; Outer Limits Adventure Fitness
Activity Leader(s):	
Client:	

Archery

The activity includes the usage of bows and arrows, which are shot at a target that are placed in a specified distance away from the shooting line.. Participants are instructed on the safe use of the equipment and the correct technique on how to shoot the arrows with the bows.

MINIMUM SUPERVISION AND QUALIFICATIONS

- 1 Instructor: 6 participants (children)
- 1 instructor: 12 participants (adults)
- 1 instructor and an assistant for up to 20 children
- Sufficient leaders with minimum qualifications supervising activity: 1
 - Minimum Qualification: *Certificate 3 in Outdoor Recreation, Archery*
- Sufficient leaders with current First Aid and CPR: 1

MINIMUM ACTIVITY-SPECIFIC EQUIPMENT/FACILITIES

- First Aid Kit suitable for activity
- Sun Safe equipment: hats, sunscreen, shade structure etc.
- Appropriate clothing and footwear, taking into account the requirements of the activity and weather conditions



- Equipment use and maintenance log to be kept for each session and ensure equipment complies with relevant standard and is in good condition
- Ensure bows and arrows are suited for participant group and their age, skill level and experience
- Appropriate number targets and safety equipment, such as nets and armguards
- Cones or other devices to mark shooting line and safety areas
- A whistle to communicate certain activity signals
- Communication equipment: Instructors to carry mobile phone
- Vehicular access to within a reasonable distance of the activity in case of emergency

STANDARD OPERATING PROCEDURE

The following is a guide (not a complete list) to the standards that an organisation providing adventure activity experiences, guides, instructors, teachers or staff members, should meet:

- **General Operating Procedures**

- The instructor will be trained, assessed and deemed competent before leading an activity session
- Sessions should be concerned with the development of skills and outcomes, but must primarily be safe and enjoyable
- Responsibility of safety during an activity session lies with the instructor designated to conduct the activity. The responsibility for individual participants remains with the visiting teacher or group leader who are obliged to withdraw them from an activity if they become concerned for the safety of their charges
- Instructors have the authority to alter the duration or location of an activity, within site-specific parameters, if, in their judgment, it becomes necessary to do so
- Equipment:
 - Instructors are responsible for ensuring that equipment is not abused or damaged. Breakage or loss must be noted and reported as soon as practicable
 - Instructors will be prepared for every reasonable eventuality
 - Careful checks on the condition of equipment should be made at start of session and on return. Instructors are responsible for ensuring that equipment is cleaned, dried and stored away after use
 - Advice and example will be given on equipment use, care and transport, to develop in participants a respect of equipment
 - Instructors should be prepared and able to offer advice on equipment and other aspects of the sport
- Instructors carry the responsibility for ensuring that nothing they or their participants do or say brings Outer Limits Adventure Fitness into disrepute. They are responsible for maintaining high professional and ethical standards
- Instructors should accept responsibility for the continuing risk assessments and development of quality and good practice through feedback to management
- Instructors are expected to be aware of growing concerns relating to health matters and should take appropriate steps to protect and advice participants
- Instructors are expected to be fully conversant with and adhere to Outer



Limits Adventure Fitness child protection policy and guidelines

- Before and during a particular activity session and notwithstanding previous risk assessments the instructor will analyse the activity on a basis of safety

- **The Responsibilities of an Instructor**

- Preparation and planning:
 - Knowledge of the activity. Instructors and guides should be familiar with the recommendations of the governing bodies (QORF- Adventure Activity Standards)
 - Knowledge of the group- age, numbers, leaders, ability, health problems, experience, fitness etc.
 - Ensure the activity is appropriate for the skills and experience of intended participants
 - Knowledge of weather forecast where applicable and ensure the intended activity is appropriate for the known, expected and forecasted weather conditions
 - Provide adequate staff and leader supervision
 - Provide competent and appropriately trained staff and leaders
 - Knowledge of locality- alternative venues, shelter, facilities
 - Plan equipment requirements of the group and ensure that everything is available
 - Provide safe and properly functioning and adjusted equipment
 - Provide safe shelter if relevant
 - Be able to provide reasonable first aid, emergency backup and rescue
 - Ensure that appropriate approvals and authorisation/licensing requirements (if any) have been obtained
 - Warn other visitors that archery is taking place and explain boundaries. Ensure warning signs are in place and visible
- Communication
 - Ensure that the group is properly briefed
 - Participant's understanding of briefings and instructions should be checked frequently
 - Ensure that potential dangers are explained before they are encountered
- Instruction and teaching
 - Give participants reasonable guidance, instruction and direction
 - Ensure the safety of the group. This is the priority
 - Be prepared to adjust the session content as appropriate to the needs of the participants
 - Ensure that the group is adequately prepared
 - Be aware of needs (i.e. warmth, morale, toilet, etc.)
 - The programs aim for maximum interest and enjoyment. Use imagination and look for ways of introducing fun. Safety precautions must not be relaxed. Boredom breeds lack of attention to advice and personal safety. Interest should therefore be maintained.
 - Be enthusiastic, dynamic and flexible in your approach. Lead by example and by becoming involved with participants in each activity.

- **Archery Specific Operating Procedures**

- Instructor:



- Ensure correct leader to participant ratio
- Be familiar with the area
- Working with children check (current Blue Card) for individual leaders, where applicable
- Cancellation, modification or postponement procedure (e.g. due to forecasted or current adverse weather conditions, insufficient equipment, restrictions dictated by the land manager or environmental factors such as flood, drought, lightning or fire):
 - Assess all factors and their significance
 - If deemed unsafe make necessary changes to the activity plan
 - Information of any new hazards should be made available within the organisation
- Refer to *The Responsibilities of an Instructor*
- The instructor will string the bows and check all equipment
- Participants:
 - Thoroughly brief participants and check understanding
 - Topics to cover in briefing:
 - Let participants know what the plan of the activity is and how they will participate
 - Instruct on how to wear safety gear appropriately
 - Inform on safety measures and emergency procedures (e.g. assembly points) and make sure they understand procedures
 - Provide instruction in safe use of equipment
 - Conduct of behavior, including:
 - Introduce whistle commands: 2x whistle= move forward, 1x whistle= shoot, 3x whistle= collect your arrows
 - Only loose arrows on command at shooting line
 - Point arrows at target or floor at all times
 - No deliberate high or wide shooting
 - All spectators to stay behind safety line
 - No dry firing
 - No distracting of the shooter
 - Wait until instructed to collect arrows from targets
 - Walk slowly down the sides to the target. Do not walk directly towards it
 - Don't stand directly in front of target whilst removing arrows
 - No standing directly behind anyone withdrawing arrows from the target
 - Suitable shoes to be worn (enclosed shoes)
 - Group Management at all times (including pre and post activity)
 - Modifying the activities to match the skill and fitness level of participants
 - Participant's bows and arrows will be carefully matched to their size
 - Having appropriate warm-up and warm-down activities
 - Continuously monitor participants and their whereabouts
 - Ensure no jewelry, especially rings, are worn, loose hair is tied back and loose clothing is tucked away
 - Participants who are actively participating in the activity must be within view of at least one adult at all times



- Conduct a debrief (cover any incidents that might have occurred during the activity, answer any questions participants might have)
- Equipment:
 - Use, maintain and store equipment according to manufacturer's specification
 - Conduct regular equipment checks prior to start of session
 - Check worn or faulty equipment, and adhere to manufacturer's guidelines for life of equipment
 - Ensure all safety equipment is in place and in good condition and discard immediately if not suitable
 - Supply all equipment in a clean and serviceable condition
 - Ensure wet equipment is dried before storing
 - Ensure equipment is suited for the participants
- Area:
 - Instructors and leaders should inspect the area and ensure it is in line with safety guidelines before commencing the activity (target area: 10-15 meters, waiting zone: 2-4 meters behind shooting line, targets: 1.5 meter apart)
 - The location should allow safe access to the shooting area
 - Remoteness and accessibility
 - Visibility and access to be considered before choosing site
 - Also need to take into consideration: overshooting area and other site users
 - Checking the site for hazards and implementing necessary controls
 - Checking the site for poisonous plants/dangerous animals
 - Establishing safe, designated areas for people and vehicles
 - Considering hazards associated with types of fencing materials, gates and other infrastructure and the risk of participants being injured by these materials or conditions
 - Have area-specific information available
 - Terrain (surface type) and sustainability and safety
 - Identification of environmental or culturally sensitive areas to be avoided
 - Land manager requirements (access restrictions, group sizes, permit requirements, booking requirements)
- Weather:
 - Assessing weather conditions before and during activity (e.g. temperature, rainfall, winds, UV rating)
 - Check if the shooting area will be in the sun or shade to the time of the activity, make any necessary changes
 - Consider seasonal factors (e.g. rain, fire, availability of drinking water, track conditions, other users)
 - Expected weather conditions and implications (e.g. hyperthermia, hypothermia)
- Communication:
 - Be familiar with the communication plan outlined under *Safety and Emergency Procedures* in the Risk Management Plan
 - Ensure suitable communication equipment is carried by each leader and check its coverage
- Emergency:



- Instructor needs to be able to apply First Aid
- Follow the guidelines outlined in *Safety and Emergency Procedures* in the Risk Management Plan

* SOP adopted from Queensland Adventure Activity Standards and amended to suit specific activity

RISK ASSESSMENT

Measures of Likelihood

Likelihood	Description
Almost Certain	The event is expected to occur in most circumstances
Likely	The event will probably occur in most circumstances
Possible	The event might occur at some time
Unlikely	The event could occur at some time
Rare	The event may occur only in exceptional circumstances

Measures of Consequence

Consequence	Description
Catastrophic	Death or loss of bodily functions, huge financial loss, catastrophic effect on operations
Major	Severe injury, loss of production, major financial loss, major effect on operations.
Moderate	Medical treatment required, high financial loss, significant effect on operations.
Minor	First aid treatment required, medium financial loss, minimal effect on operations
Insignificant	No injuries, low financial loss, no real effect on operations.



Risk Analysis Matrix

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain					
Likely					
Possible					
Unlikely					
Rare					

- Extreme Risk

Immediate action required
- Significant Risk

Urgent attention or investigation required
- Moderate Risk

Require specific attention
- Low Risk

Manage through routine procedures



RISK ASSESSMENT TABLE

POTENTIAL HAZARD	WHO IS AT RISK	LIKELIHOOD	CONSEQUENCE	RISK RATING	ACTION REQUIRED	RISK RATING POST MITIGATION
Equipment failure	Participants	Unlikely	Moderate	Moderate	Use of new and checked equipment as per manufacturers requirements. Start-up checks and in-service checks. All equipment to correspond to relevant standard. Any broken arrows and bows to be removed from service for repair/replacement	Low
Instructor fatigue	Participants and Instructor	Unlikely	Minor	Low	Regular breaks, rotations and checks to ensure instructor is not fatigued	Insignificant
Tripping and falling in archery area	Participants and Instructor	Possible	Moderate	Moderate	Ensure good housekeeping. Have equipment neatly arranged or put away. In briefing warn participants about potential trip hazards in the area	Low
Exposure related injuries: Sunburn, Hypo-/Hyperthermia, Dehydration	Participants and Instructor	Unlikely	Major	Moderate	Wear and recommend clothing appropriate to the local environment. Be sun smart, provide sun lotion and shade structures. Provide water or advice to bring sufficient water.	Low
Catching hair, jewelry, loose clothing	Participants	Rare	Moderate	Low	Advise participants to remove all jewelry and tie hair back and tuck loose clothing in	Insignificant



Holding arrows unsafely when walking back	Participants and Instructor	Possible	Moderate	Moderate	Brief participants on appropriate way of holding arrows while walking back. Tips pointing down and not enclosed in hand	Low
Removing arrows from archery butt	Participants	Rare	Moderate	Low	Briefed on how to retrieve arrows, incl. to look behind them before they pull the arrow out. Be especially careful with younger groups. Limit collection to those who have been shooting	Insignificant
Misfire (arrow falling/landing close to shooting line)	Participants	Possible	Minor	Moderate	Participants to be advised to leave arrow where it is until all participants have been told it is safe to collect their arrows. 32" arrows used to prevent overdrawing. Enclosed footwear to be worn	Low
Rebounding arrows	Participants	Possible	Minor	Moderate	Shooting line to be an appropriate distance from the target according to the ability of the group	Low
Bow string making contact with forearm	Participants	Possible	Minor	Moderate	Briefed on how to correctly hold bow. Make participants aware that they can catch bowstring on forearm. Advise to wear long-sleeved shirts. Armguards are available	Low
Running into an arrow	Participants	Rare	Major	Moderate	Clearly briefed on safety and activity zones and appropriate behavior in such zones	Low
Arrows shot towards others in group	Participants and Instructor	Rare	Major	Moderate	Clearly defined area for archery. Limited number of people at shooting line. Clear briefing by suitably experienced instructor to include always point arrow at target	Low
Lost arrows	Participants, Instructor	Rare	Moderate	Low	Instructor to look for missing arrows when appropriate. Instructor to report missing numbers to	Insignificant



	r, other users				management. Every effort made to locate missing arrows	
Cuts, scrapes	Participants and Instructor	Possible	Low	Insignificant	Treat an injury as per SOP's.	Insignificant
Wandering participants	Participants	Possible	Low	Insignificant	Establish clear safety zones. Instructors to be aware of participant locations at all times.	Insignificant
Adverse weather conditions	Participants and Instructor	Possible	Moderate	Moderate	Check weather conditions before commencing the activity. Depending on the conditions the activity might have to be ceased and the participants taken to a shelter	Low
Wild animals	Participants and Instructor	Possible	Moderate	Moderate	Check area before commencing activity and make participants aware of possible encounters	Low
Other users in the area	Participants and Instructor and other users	Unlikely	Minor	Low	Brief participants about the possibility of other users and how to conduct themselves around them. Venue assessed on arrival, if busy or there is concern about other users then another area might be considered. Overshoot area where no other activities take place	Insignificant
Incorrect staff skill	Participants and Instructor	Rare	Major	Moderate	Skills and qualifications checked before commencing activity. SOP's set and enforced by program manager	Low



This risk assessment table lists the most likely hazards but it is not exclusive to other unforeseen hazards.



SAFETY AND EMERGENCY PROCEDURES

Overview

Verify	Confirm that there is an emergency situation
Notify	Notify appropriate authorities and staff of emergency event
Assess	Determine the extent and nature of the emergency event
Act	Respond to situation based on requirements, skills and responsibilities

Step-by-Step Procedure

1. Assess the situation. Effect rescue as required. Is first aid required or can person/people wait for a safety vehicle to come collect them.
2. Provide first aid- if required
3. If the emergency requires medical assistance dial 000 and ask for an ambulance. If you are unsure, call anyway, they will be able to provide assistance.
4. If you do not have phone coverage send someone else (chaperone, teacher) to the nearest contact person/ station and ask for their assistance
5. The following information will be required by the ambulance controller:
 - a. The address, location of the incident
 - b. The phone number you are calling from
 - c. What has happened
 - d. The number of people injured
6. If the accident involves traffic call the police after requesting the ambulance
7. In event of serious injury suspend activity, until incident can be investigated
8. Debrief the group on what happened and inform on further procedures
9. Document and report the incident

Emergency Contacts

Role	Responsibilities	Contact
Leader	Respond to emergencies and apply First Aid	
Assistant leader	Report to Leader and assist in emergency	
Authorised Media Spokesperson	Answer to any media-related communication	
Police, Ambulance, Fire	Call only in emergency (life-threatening)	
Land Manager	Provide access to land	



Magnetic Island Healthcare Centre	Call for emergency treatment	+61 7 4778 5107
Magnetic Island Apex Manager	Inform if participant had to receive emergency treatment	0403 090 852

Specific communication equipment

Where applicable:

Number of satellite phone: _____

Assembly Location

In case of an emergency and resulting site evacuation, please follow the instructions of staff.



Incident Register

Date/Time	Name	Location	Nature of incident	Treatment provided	Treated by



Approval	
<input type="checkbox"/>	Approved as submitted
<input type="checkbox"/>	Approved with the following conditions:
<input type="checkbox"/>	Not approved for the following reasons:
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	
Reference No.	

Monitoring and Review <i>(to be completed during and/or after the activity.)</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

Statement

This Risk Assessment lists potential hazards and risks associated with participating in Abseiling activities. This list is not exclusive of other unforeseen hazards and is merely a guideline to best practice. All best possible actions have been taken to ensure a safe environment for all participants. This document is reviewed and amended as needed.

This risk assessment was prepared by: Aline Herzog

Signature: *A. Herzog*

Date: 31/07/2018