

# Risk Assessment for Archery Tag



## Reviews

Complete By	Revision Date	Approved By	Approval Date
S.Hamlin	3/03/2021	Shaun Mackin	12/03/2021

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

### Minimum Supervision

At least 1 x qualified Activity Instructor is to be present to run Archery  
1 x adult Teacher/Supervisor should be present to assist with participant behaviours

### Recommendation

Recommended for age 10+ years.

### 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
- Externally recognised Archery qualification
- Apex Camps Internal Training, consisting of the below
  - Reading and understanding SOP's, RA & ALP
  - Induction to activity session
  - Shadow Activity 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

<b>Hazards/Risks</b>	<b>Control Measures</b>
<p><b>Biological material</b></p> <ul style="list-style-type: none"> <li>• Bodily fluids (e.g. blood, sweat, saliva)</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Have sufficient and suitable containment material (bandages, etc) available</li> <li>• Ensure that personal items are not shared.</li> </ul>
<p><b>Animal bites/ diseases</b></p> <ul style="list-style-type: none"> <li>• Insects</li> <li>• Dangerous/ poisonous organisms</li> </ul>	<ul style="list-style-type: none"> <li>• Brief participants on awareness of animals snakes kangaroos etc on archery field. Instructor To check area behind arrow trap net for snakes or animals before participants go behind net for arrow retrieval.</li> </ul>
<p><b>Environmental conditions</b></p> <ul style="list-style-type: none"> <li>• Weather wind.</li> <li>• Surfaces</li> <li>• Surrounds</li> <li>• Temperatures</li> <li>• Isolation</li> <li>• Plants</li> </ul>	<ul style="list-style-type: none"> <li>• In the event of heavy wind adjust timing of archers shots and or cease activity until safe wind conditions arise.</li> <li>• Ensure students bring appropriate clothing</li> <li>• Assess weather conditions before and during activity (e.g. temperature, storms, wind)</li> <li>• Check and assess surrounds for loose items, debris and hazards and suitability of participants.</li> </ul>
<p><b>Arrow injury</b></p>	<ul style="list-style-type: none"> <li>• PPE – Safe protection equipment provided to reduce risk <ul style="list-style-type: none"> <li>○ Safe Arrows – Foam tip</li> <li>○ Face Mask</li> <li>○ Forearm Protectors</li> </ul> </li> <li>• 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</li> <li>• Safety zones set so participants are not to close to each other when firing</li> <li>• Supply students with individual quivers</li> </ul>
<p><b>Ratios &amp; Age</b></p>	<ul style="list-style-type: none"> <li>• Apex ratio 1:20</li> <li>• Maximum number of students 25</li> <li>• Age limitation 10+ years of age</li> </ul>

Hazards/Risks	Control Measures
<p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>• Equipment failure</li> <li>• Arrow injury</li> <li>• Arm injury from string</li> <li>• Arrow removal from target</li> <li>• Arrow removal from ground</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct regular equipment checks prior to start of sessions.</li> <li>• Check for worn or faulty equipment, and adhere to manufacturer’s guidelines for life of equipment</li> <li>• Supply all equipment in a clean and serviceable condition</li> <li>• Check equipment before use</li> <li>• Provide specific (written and verbal) training in and awareness of safety requirements.</li> <li>• Arrow tip must face towards the target at all time.</li> </ul> <p><b>Instruct students regarding safety rules and procedures including the following:</b></p> <ul style="list-style-type: none"> <li>• Do not run while carrying arrows</li> <li>• Do not draw a bow with an arrow in it unless stranding facing the target and intending to shoot</li> <li>• Never draw a bow without an arrow in it</li> <li>• Position bows vertically with the tip resting on the front foot between shots</li> <li>• 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.</li> <li>• Instructor to supervise approach and launch area at all times.</li> <li>• Instruct students to check that there is nobody in the shooting sector or exclusion zone before they commence preparation to shoot.</li> <li>• 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”</li> <li>• Ensure all participants are wearing appropriate PPE <ul style="list-style-type: none"> <li>○ Safe Arrows – Foam tip</li> <li>○ Face Mask</li> <li>○ Forearm Protectors</li> </ul> </li> <li>• Instructor to demonstrate technique of rolling elbow out of the way or bending arm so that string does not hit arm.</li> </ul>
<p><b>Physical exertion</b></p> <ul style="list-style-type: none"> <li>• Strains and sprains</li> <li>• Cramps</li> <li>• Exhaustion and fatigue</li> <li>• Falls and trips</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure the suitability and competency of students participating in the activity</li> <li>• Constantly monitor students for fatigue and exhaustion</li> <li>• Brief participants on awareness of running with other participants around them . Set out specific areas for activities to be conducted . Ensure teams are participating with a safe distance between activities that use balls. Brief participants on the rule of “no running on concrete”</li> </ul>

<b>Hazards/Risks</b>	<b>Control Measures</b>
<b>Students</b> <ul style="list-style-type: none"> <li>• Special needs</li> <li>• High risk behaviours</li> <li>• Medical conditions</li> <li>• Student numbers</li> <li>• Child protection</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain parental permission including relevant medical information</li> <li>• When students with medical conditions are involved, ensure that relevant medical/ emergency plans and medications are readily available (insulin, Ventolin, EpiPen, etc)</li> <li>• Refer to individual education plan/Educational adjustment plan/Behaviour management plan and other student documents.</li> <li>• Where necessary, obtain advice from relevant advisory visiting teachers or specialist teachers</li> <li>• Ensure there is adequate adult supervision</li> <li>• Jewellery can be a serious hazard when undertaking many activities. All forms of jewellery should be considered in terms of the risk it presents for each activity. Procedures are in place to dissuade or protect (e.g. tape) the wearing of jewellery accordingly.</li> </ul>

<b>Emergency Procedures</b> <ol style="list-style-type: none"> <li>1. Effect Rescue as required.</li> <li>2. Conduct First Aid as required.</li> <li>3. Contact Emergency Services via mobile phone, radio.</li> <li>4. Depending on injury: Stabilise patient and await ambulance or remove patient to appropriate site to recover.</li> <li>5. In the event of serious injury, suspend activity until incident can be investigated</li> </ol>	<b>Teacher/group leader responsibilities</b> <ul style="list-style-type: none"> <li>• Inform &amp; liaise with Activity Staff regarding any potential issues with group (behavioural, disabilities, injuries)</li> <li>• 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</li> <li>• Monitor &amp; take charge of behavioural issues if needed and attend to any pre-existing medical conditions</li> </ul>	<b>Participant Briefing</b> <b>Instructor should cover:</b> <ul style="list-style-type: none"> <li>• Challenge by Choice Philosophy</li> <li>• Session Objectives</li> <li>• OH&amp;S Brief</li> <li>• Safety Brief</li> <li>• Equipment Familiarisation</li> <li>• Skills Demo &amp; Practice</li> </ul>	<b>Participant Requirements</b> <ul style="list-style-type: none"> <li>• sunscreen, insect repellent</li> <li>• medication (if relevant)</li> <li>• water bottle</li> <li>• fully enclosed shoes, hat</li> <li>• minimum of sleeved shirt that covers midriff when arms are raised</li> <li>• shorts/leggings that preferably cover knees (to prevent grazes)</li> <li>• hair tied back, jewellery removed</li> </ul>
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