

## CYC BURLEIGH – RISK ASSESSMENT ARCHERY TAG

LOCATION: Various

RATIO: 1:25

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			Action required
<input type="checkbox"/>	Low	Little chance of incident or injury	<ul style="list-style-type: none"> <li>Manage risk through regular planning process</li> </ul>
<input checked="" type="checkbox"/>	Medium	Some chance of an incident and injury requiring first aid	<ul style="list-style-type: none"> <li>Manage risk through regular planning process &amp; complete this form</li> <li>Parent/carer consent required for underage participants</li> </ul>
<input type="checkbox"/>	High	Likely chance of a significant injury requiring medical treatment	<ul style="list-style-type: none"> <li>Manage risk through regular planning process &amp; complete this form</li> <li>Parent/carer consent required for underage participants</li> <li>Principal or head of program approval is required prior to conducting the activity</li> </ul>
<input type="checkbox"/>	Extreme	High chance of a serious incident resulting in a highly debilitating injury	<ul style="list-style-type: none"> <li>Consider conducting an alternate activity or make modifications to the activity that could achieve comparable learning outcomes</li> <li>Manage risk through regular planning process &amp; complete this form</li> <li>Parent/carer consent required for underage participants</li> <li>Principal or head of program approval is required prior to conducting the activity</li> </ul>

### Supervision requirements

All CYC instructors/leaders/staff:

- will carry first aid kits
- have a current blue card/working with children check
- have been assessed and deemed competent in the respective activity
- have the following qualifications as a minimum:
  - HLTAID006 Provide advanced first aid
  - HLTAID001 Provide CPR
  - HLTAID007 Provide advanced resuscitation

### Equipment/facility requirements

- All CYC instructors/leaders carry mobile phone for communication
- Emergency vehicle access is available
- All equipment meets Australian standards (where applicable) and is in good working order

### Hazards

Environmental hazards	Control measure
<b>Biological hazards</b> Body fluids (e.g., blood, saliva, sweat)	Manage bodily substances (e.g., blood) and open wounds before, during and after the activity. Follow appropriate cleaning and hygiene management practices when using shared equipment
<b>Environmental conditions</b> Weather, sun, humidity	CYC’s sun safety policy must be followed. Assess weather and environmental conditions prior to participating outside. Follow the <u>managing excessive heat in schools</u> guidelines when participating in very hot or extreme heat conditions. Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks. Dry equipment (including arrows) before each shot if conditions cause dampness.

Facilities and equipment hazards	Control measure
<b>Boundary clearance</b>	Establish a clearly marked exclusion zone that is: <ul style="list-style-type: none"> <li>• at least 20m wide on either side of the field of play.</li> <li>• at least 50m behind any targets to provide an overshoot zone.</li> <li>• free from obstructions (e.g., trees, wires, shrubs).</li> </ul> Ensure field of play does not include: <ul style="list-style-type: none"> <li>• sticks and debris</li> <li>• holes and ditches</li> <li>• long grass</li> </ul>
<b>Chemicals</b>	Consumer chemicals must be managed according to label instructions. Lines are marked on grass in accordance with the <a href="#">line marking of sports fields fact sheet (PDF, 394KB)</a> including: <ul style="list-style-type: none"> <li>• the waiting area, approach and shooting area</li> <li>• a single shooting line that provides at least 1m of space between the archers</li> <li>• a marked waiting line located at least 3m behind the shooting line.</li> </ul>
<b>Faulty or dangerous equipment</b>	Check equipment for damage and stability before and during the activity (e.g., unsecured targets, faulty flights, split arrows, frayed bow strings, cracked fibreglass). Do not use personal protective equipment with cracks, dents, or damage. Clean and store all equipment safely and securely when not in use.

<b>Student considerations</b>	<b>Control measure</b>
<b>Flying Tag Arrow/Getting hit by arrow</b>	<p>Students to only fire arrows within field of play.</p> <p>Students and facilitators to wear Archery TAG mask within field of play.</p> <p>Instruct students on half drawn firing when within 3m of target.</p> <p>Establish safe zone for instructor and students that do not want to have archery tag arrows fired at them.</p> <p>Do not permit access to equipment without direct supervision of an adult supervisor.</p>
<b>Student issues</b>	<p>Remove accessories (e.g., jewellery, lanyards) before participating.</p> <p>Ensure fingernails, hair and clothing (e.g., pockets) do not interfere with the activity.</p> <p>Monitor and enforce the correct handling of arrows in field of play.</p> <p>Instruct and enforce appropriate use of Archery TAG PPE</p>
<b>Physical exertion</b> Exhaustion and fatigue	<p>Conduct warm-up/cool-down activities.</p> <p>Continually monitor participants for signs of fatigue and exhaustion</p>

## Further control measures

- CYC will make every effort to ensure all participants are included in the lesson. However, it is the responsibility of the participant themselves and/or their teacher/care giver, to decide whether the activity is suitable for the participant in question, taking into consideration the terrain, equipment provided, physical ability of the participant and any other factors that may impact the participant's ability to participate.
- It is the school's responsibility to ensure a supervising teacher/adult remains with any student in need of individual support, at all times.
- Check activity location on the day of the event for unexpected hazards.

*When considering 'further controls' start at the top of the following 'hierarchy of control'- the higher on this list the more reliable the control:*

- Eliminate – some activities may need to be eliminated if the risks can't be controlled e.g. swimming in a dangerous rock pool
- Substitute - lower risk activity with same outcome e.g. swimming at a patrolled beach between the flags
- Redesign - change or reorder activities e.g. swimming activity changed to a cooler time of day to avoid peak sun exposure
- Isolate – provide clear instructions to participants at the start of an activity e.g. set boundaries to keep participants out of problem areas
- Admin controls – plan & coordinate each action of an activity e.g. clear rules & expectations for activity, supervision roster
- Personal protective equipment – last option that should be considered but, in some cases, the only practical control e.g. approved helmet for horse riding

## Review

*This workplace health and safety risk assessment is to be reviewed when:*

- *Review date is reached*
- *An incident where staff or students are injured*
- *Any staff member considers the level of risk has become unreasonable*
- *Circumstances change significantly*
- *There is new information that may influence the risk assessment*

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