

CYC BURLEIGH – RISK ASSESSMENT ARCHERY

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

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
 - SISOARC001 Lead archery sessions

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
Biological hazards 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
Environmental conditions 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
Boundary clearance	Establish a clearly marked exclusion zone that is: <ul style="list-style-type: none"> • at least 20m wide on either side of the field of play. • at least 50m behind the targets to provide an overshoot zone. Consider a solid backstop that cannot be breached (e.g., mound or fence) to stop arrows that miss the target • free from obstructions (e.g., trees, wires, shrubs). Ensure all participants shoot from the same single shooting line. If different distances are to be shot, stagger the targets not the archers.
Chemicals	Consumer chemicals must be managed according to label instructions. Lines are marked on grass in accordance with the line marking of sports fields fact sheet (PDF, 394KB) including: <ul style="list-style-type: none"> • the waiting area, approach and shooting area • a single shooting line that provides at least 1m of space between the archers • a marked waiting line located at least 3m behind the shooting line.
Faulty or dangerous equipment	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. Place quivers and/or bow stands on the shooting line. Clean and store all equipment safely and securely when not in use.

Student considerations	Control measure
Accidental impalement	Implement a safe shooting procedure: <ul style="list-style-type: none"> • approach the shooting line only when instructed. Only then, may the line may be straddled • wait for the 'start shooting' signal before picking up the bow and removing arrows from the quiver • check shooting sector and exclusion zone is clear before preparing to shoot • face the target with an intent to shoot before drawing an arrow in a bow • never draw a bow without an arrow, unless under instruction to do so • leave any arrows that land in front of the shooting line • position bows vertically with the tip resting on the front foot between shots • when the 'cease shooting' signal is given, place bows on racks, ground all quivers next to the shooting line and point quivers towards the target. Only then, step back to the waiting line. Do not permit access to equipment without direct supervision of an adult supervisor. Assign no more than three archers shooting at one target at a time. Position left and right-handed participants to ensure they face the instructor. Do not allow archers at the shoot line to be distracted by others.
Student issues	Remove accessories (e.g., jewellery, lanyards) before participating. Ensure fingernails and hair and clothing (e.g., pockets) do not interfere with the activity. Monitor and enforce the correct handling of arrows. Do not allow participants to run with arrows at any time.
Physical exertion Exhaustion and fatigue	Conduct warm-up/cool-down activities. Continually monitor participants for signs of fatigue and exhaustion

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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