ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

ARCHERY – Archery Activity Site & Blackwood Sports Reserve

Safety Issues
- Non-participating students running around the Archery Activity Area
- Students not listening to or following the safety instructions
- Students pretending to fire arrows at each other or local wildlife
- Students going forward of the firing safety rope before it is safe
- Students carrying their bows onto the range when collecting arrows
- Students being injured as a result of incorrect technique

Risks

Hazards

Can a satisfactory Plan be developed to keep participants safe?

YES

Develop Safety Management Plan

NO

Avoid Activity

Consider / Include

Nature of the venue – Physical Terrain:-
- Shaded outdoor venue surrounded by bush
- Activity Site is flat – Terrain running downhill
- Trees, timber boundary, retaining wall & safety net

Special Characteristics of this Location:-
- The area is fenced off
- The Archery Activity Site is defined by a timber boundary

Specific Checks for Immediate Hazards:-
- Ensure there is no tree debris on the Archery Site
- Ensure Archery Firing Safety Rope is in place
- Ensure the ALL Archery Equipment is safe

Weather:-
- Not an appropriate Activity in inclement weather
- Check past & current weather conditions
- Be prepared for a change in the weather

Venue Check prior to Excursion:-
- Clear Archery Site of any tree debris
- Ensure ALL Archery Equipment is safe
- Set up Targets, Firing Safety Rope, Bows & Arrows

The Activity & Level of Activity:-
- A basic but energetic Activity
- Beginners welcome to participate

A destination for exploration
Activity Appropriateness for the Age Group:

More appropriate for older students
10 – 18 year olds

Maturity:

All maturity levels

Physical Stature:

Students of all physiques welcome to participate

Ability Level:

No experience required

Readiness of the Students:

Students must be willing to participate
Students must be alert & attentive during Activity
Students must listen to ALL INSTRUCTIONS

Suitability of the Location:

Very safe & appropriate location
The Archery Activity Site & the Blackwood Sports Reserve are both Wheelchair accessible

Staff Qualifications and / or Experience:

Experience in supervising groups in outdoor recreation activities

Nature of the Group:

Students with Special Needs
Students with a variety of different Special Needs

Area to be Visited:

The BSSOEC Archery Activity Site
The Blackwood Sports Reserve

Participant Preparation:

Appropriate Clothing
Safety Briefing

Skill Development:

Ability to use and hold a bow correctly
Ability to load an arrow into a bow
Ability to safely fire an arrow at a target

Fitness Development:

Low fitness level
Physical Activity

Advance Briefing:

Highlight Safety Requirements to Students
DO NOT enter Archery Range until safe
Non-participants to remain seated at all times
Move safely & slowly around the Archery Activity Site

A destination for exploration
Equipment Maintenance Procedures & Checks:
- Check all equipment prior, during & after use
- Ensure Archery Activity Site is safe
- Remove unsafe equipment for repair or disposal

Personal Equipment:
- Students are to wear appropriate & comfortable clothing
- Appropriate Shoes are required
- Students tie back long hair, remove jewellery & watches

Special Equipment:
- None required

Transport:
- Walk to the Archery Activity Site
- Students driven or walk to Blackwood Sports Reserve
- Equipment driven to Blackwood Sports Reserve

Equipment of Emergencies:
- 1st Aid Kit

Protective Clothing:
- Students wear arm guards when participating in Archery

Organisational Arrangements for conducting the Activity:
- Group Leaders choose the Activity as part of their Camp Program
- Blackwood Staff prepare & implement Archery
- Blackwood Staff fully brief Group Leaders & Group

Staff – Student Ratio:
- 1 : 6 – Maximum of 12 Students
- 2 Visiting Staff accompany Activity at ALL TIMES

Location:
- The BSSOEC Archery Activity Site
- The Blackwood Sports Reserve

Roles of Staff:
- Blackwood SSOEC Staff
  - Set up the Activity
  - Implement the Activity AT ALL TIMES
  - Brief Students & ensure Activity is run safely
- Group Leader
  - Supervision & behaviour of all Campers
  - 1st Aid & Sun Safe Strategies
  - Head Count of Students at all times
  - Report incidents
- Visiting Staff
  - Monitor welfare & fitness of Students
  - Carry out tasks as directed
  - Ensuring Students adhere to Safety Rules

Safety Measures:
- DO NOT RUN
- DONOT aim at each other or wildlife
- DO NOT enter the Archery Range unless instructed
- Remain seated at all times when not participating

A destination for exploration
Group Management Arrangements:-
- Keep the group together at ALL TIMES
- Split the group into two different Activity Groups if there are more than twelve (12) students

Additional Activities (if required):-
- If the weather is inappropriate:
  - Indoor Accommodation Site Activities
  - Bushwalk

Activity Plan Alternative:-
- Implement other Activities from Camp Program
- Indoor Accommodation Site Activities

Injury Management:-
- Dial 000 – if required
- Treat Injury on site
- Student to return to Activity if able
  OR
- Student to return to Accommodation to Rest
- Monitor student regularly
- Assess & Manage Injury regularly

Emergency Plan:-
- Dial 000 – if required
- Remove student from the Activity
- Assess Injury
- If required cancel the Activity
- Visiting Staff required to supervise uninjured students
- Help student return to the Activity
- If safe to do so remove student from Activity Location to a safer Environment where Injury can be adequately Managed
- Continuously Monitor & Assess the Student

Communication Plan:-
- Group Leader to inform their Principal
- Group Leader to inform Parents – if required
- Group Leader to inform Blackwood Manager
- Group Leader to complete:-
  - Patient Care Report
  - Incident Notification Form
- Group Leader & Blackwood Manager to inform DEECD if Patient is Transported to Hospital
- Blackwood Manager to inform Blackwood President – if required
- Blackwood Manager to initiate Emergency Services – if required
- Blackwood Manager to direct Blackwood Staff, Group Leader, Visiting Staff & Students under the direction of Emergency Services Personnel