

Brisbane Urban Environmental Education Centre

Curriculum Activity Risk Assessment

Activity Details

CARA Creation Date: 05-Dec-2019			
Activity:	Archery sports		
Activity Scope:	<p>This guideline relates to student participation in target archery using a bow and arrow^[1], as a curriculum activity, including skills development, training and competitions.</p> <p>Note: This guideline does not cover field archery. A separate risk assessment should be undertaken using the CARA generic template and address all additional risks.</p> <p>^[1] The use of crossbows is not permitted in Queensland state schools.</p>		
Guidelines:	https://education.qld.gov.au/curriculum/school-curriculum/CARA/activity-guidelines/sport		
Activity Description:	Students take part in an archery activity as part of them undertaking the Making It Better course.		
Inherent Risk Level:	High		
Inherent Risk Level Description:	Teaching of target archery skills, training and competitions.		
Start Date:	Tuesday, 28 January, 2020	End Date:	Friday, 11 December, 2020
On School Grounds:	Yes	Is parental permission required for this activity?	Yes

Brisbane Urban Environmental Education Centre

Curriculum Activity Risk Assessment

Mandatory/Special Requirements	
Mandatory requirements must be met for the activity to be conducted.	
The Weapons Act 1990 (Qld) classifies archery equipment as a firearm if used as a weapon. For target shooting in schools, archery equipment is not a weapon under the meaning of the Weapons Act 1990, but strict adherence to recognised safety procedures is essential.	<input checked="" type="checkbox"/>
Obtain parent/carer consent and a medical questionnaire/declaration for high risk activities. (Note: Students with a medical condition that may impact on their safety must be cleared by a medical practitioner prior to participation in the activity).	<input checked="" type="checkbox"/>
Establish and implement procedures for emergencies such as injury and first aid, resuscitation, communication, emergency service contact details and supervision/safety detail of students that are appropriate to the archery activity, location and conditions.	<input checked="" type="checkbox"/>
Establish and implement safety procedures and correct technique.	<input checked="" type="checkbox"/>
Induct students on procedures for emergency safety procedures (e.g. system of signals and commands).	<input checked="" type="checkbox"/>
Follow the school's sun safety strategy .	<input checked="" type="checkbox"/>
Ensure there are barriers to identify exclusion zones, using signs, red warning flags and/or witches hats, to limit access by non-participants, including an 'overshoot zone' as prescribed in Archery Australia Safety Guidelines .	<input checked="" type="checkbox"/>
Instruct students about safety rules before equipment is issued.	<input checked="" type="checkbox"/>
Instruct students to check shooting sector or exclusion zone before they commence preparation to shoot.	<input checked="" type="checkbox"/>
Refer to the School Excursions and International School Study Tours for mandatory travel requirements that may be associated when conducting this activity off site.	<input checked="" type="checkbox"/>
Minimum 3 teachers required for a group of 30 students (2 BUEEC teachers + 1 visiting school teacher). Teacher Aides and adult helpers are welcome to provide additional supervision and support.	

Brisbane Urban Environmental Education Centre

Curriculum Activity Risk Assessment

Risk Management Details

Supervision Requirements	
The areas where this activity is conducted, the approach/launch, the shooting line and range area, must be supervised by an adult supervisor at all times.	<input checked="" type="checkbox"/>
Provide sufficient adult supervision to manage the activity safely (including emergency situations). Consider age, size, ability and maturity of students in this decision. Principals make decisions about the supervision requirements.	<input checked="" type="checkbox"/>
Minimum 3 teachers required for a group of 30 students (2 BUEEC teachers + 1 visiting school teacher). Teacher Aides and adult helpers are welcome to provide additional supervision and support.	

Qualification Requirements	
A registered teacher with qualifications in Health and Physical Education/Outdoor Recreation (or equivalent) and competence (knowledge and skills) in the teaching of archery.	<input checked="" type="checkbox"/>
OR	
An adult supervisor with a statement of attainment from a Registered Training Organisation (RTO) or governing sporting body including the following unit of competency SISOARC301A – Conduct an Archery Session (or equivalent), working under the direct supervision of a registered teacher.	<input type="checkbox"/>
Minimum 3 teachers required for a group of 30 students (2 BUEEC teachers + 1 visiting school teacher). Teacher Aides and adult helpers are welcome to provide additional supervision and support.	

Equipment/Facility Requirements	
An exclusion zone must be clearly marked and be: <ul style="list-style-type: none"> free from obstructions (e.g. trees, wires, shrubs); at least 20m wide on either side of the field of play; at least 50m behind the targets to provide an overshoot zone. This may include a backstop, such as a mound or a fence, that is solid enough to stop arrows that miss the target and that people can not breach; and suitably fenced, barriered and sign posted. 	<input checked="" type="checkbox"/>
Markers must be highly visible to identify the waiting area, approach and shooting area.	<input checked="" type="checkbox"/>
The shooting and waiting lines must be clearly marked (e.g. using marker paint). The shooting line must provide at least 1m of space between the archers. The waiting line must be located at least 3m behind the shooting line.	<input checked="" type="checkbox"/>
Targets must have easily visible faces and butts that will stop arrows.	<input checked="" type="checkbox"/>
Individual quivers or ground quivers/bow stands must be placed on the shooting line.	<input checked="" type="checkbox"/>

Brisbane Urban Environmental Education Centre

Curriculum Activity Risk Assessment

Bows must be strung to their recommended string lengths. Arrows must have with target arrow heads.	<input checked="" type="checkbox"/>
A whistle must be used for command signalling.	<input checked="" type="checkbox"/>
Equipment must be appropriately sized to match the ability and strength of students.	<input checked="" type="checkbox"/>
Wear personal protective equipment including enclosed footwear, firmly-fitting clothes that won't become entangled, armguards, finger tabs/shooting gloves, chest protectors. It is recommended that the armguard extend above the elbow.	<input checked="" type="checkbox"/>
All equipment is reviewed and maintained prior to activity being undertaken.	

Hazards and Control Measures	
<i>Before the activity</i>	
Considering environmental conditions	
Assess weather (Bureau of meteorology) in determining appropriate site if conducting the activity outside. Consider the strength and direction of the wind.	<input checked="" type="checkbox"/>
Accessing facilities and using equipment	
Ensure equipment is not accessed without direct supervision of an adult supervisor.	<input checked="" type="checkbox"/>
Check equipment for damage before and during use. Do not use arrows which have faulty flights or nocks, are split, cracked or otherwise damaged.	<input checked="" type="checkbox"/>
Do not use bows with cracks and stress marks or have bow strings showing signs of abrasion and wear (e.g. fraying or loose) particularly under the nocking point.	<input checked="" type="checkbox"/>
Establish definite parallel flight paths for each target.	<input checked="" type="checkbox"/>
Ensure there is a single shooting line, long enough to accommodate all archers comfortably, so that all participants shoot from the same line. If different distances are to be shot, the targets not the archers should be staggered.	<input checked="" type="checkbox"/>
Managing student considerations	
Assign students to one specific target with a maximum of three archers shooting at one target at a time.	<input checked="" type="checkbox"/>
Be aware of the positioning of left and right-handed archers.	<input checked="" type="checkbox"/>
Nominate a single person to withdraw arrows from each target (e.g. target captain), and ensure other archers stand back behind the shooting line while this occurs.	<input checked="" type="checkbox"/>
Instruct target captain/s in correct correct technique to withdraw arrows to prevent eye injury. That is, walk to retrieve arrows, stand to one side of the target when withdrawing arrows and walk when returning to the shooting line.	<input checked="" type="checkbox"/>

Brisbane Urban Environmental Education Centre

Curriculum Activity Risk Assessment

Instruct students in the following safety rules: <ul style="list-style-type: none"> Remove accessories (e.g. hats, jewellery) before participating. Do not run while carrying arrows. Wait for the 'commence shooting' signal before removing arrows from the quiver. 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, until the 'cease shooting' signal is given. Position bows vertically with the tip resting on the front foot between shots. When shooting is finished, place bows on racks, ground all quivers next to the shooting line and have them pointing towards the target. Only then, step back to the waiting line. Retrieve all arrows at the same time. Do not walk over or by-pass arrows on the ground. 	<input checked="" type="checkbox"/>
Ensure fingernails, hair and clothing do not interfere with the activity.	<input checked="" type="checkbox"/>
<i>During the activity</i>	
Considering environmental conditions	
Cease activities when environmental conditions tend towards unfavourable (e.g. high wind), when conducting activity outside.	<input checked="" type="checkbox"/>
Managing student considerations	
Issue commands and signals (e.g. start shooting, cease shooting and retrieve arrows) using a whistle.	<input checked="" type="checkbox"/>
Students must not approach the shooting line until instructed to do so. Then, and only then, should they straddle the line.	<input checked="" type="checkbox"/>
Archers should only pick up their bow when the starting signal is given.	<input checked="" type="checkbox"/>
Ensure students preparing to shoot are not distracted (e.g. by spectators). Do not allow archers at the shoot line to communicate with others.	<input checked="" type="checkbox"/>
Take care to avoid stepping on arrows or having shins spiked during retrieval.	<input checked="" type="checkbox"/>

Staff/Other Participants

Family Name	Given Name	Type	Other Participants Role
Brown	Lachlan	Staff Member	N/A
Davis	Melanie	Staff Member	N/A
Devaney	Mark	Staff Member	N/A
Enchelmaier	Keith	Staff Member	N/A
Jensen	Jennifer	Staff Member	N/A
Maher	Donna	Staff Member	N/A

Approval Details

Approval Status: Approved			
Approval Officer Name:	Davis, Melanie	Approval Date:	05-Dec-2019

Brisbane Urban Environmental Education Centre

Curriculum Activity Risk Assessment

Planning Considerations

Which students will be involved?

- Consider the number of students, size of student groups and students' capabilities e.g. age, experience, competence, fitness, maturity.
- Consider any individual student needs e.g. personalised learning, support provisions (including behaviour support plans), health management (including health plans and prescribed medication requirements).

Where will the students be?

- Consider the location of the activity e.g. remote/easily accessible, public /private, school/classroom/workshop/other.
- Is the number of students appropriate for the available space?
- If outdoors – sunsafe strategies are implemented; weather and environmental conditions are assessed before and during activity (e.g. temperature, storms, water currents, tides); and strategies to reduce the likelihood of viruses, allergies and skin infections caused by insects (e.g. ticks, mosquitoes, spiders) and other animals are applied.
- The site is checked for hazards (e.g. poisonous plants, dangerous animals, uneven terrain, barbed wire,) and necessary controls implemented.
- Activities are appropriately situated in relation to buildings, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, spectators and vehicles are established.

What will the students be doing?

- Consider the nature and duration of the activity i.e. need for drinking water, food, rest, appropriate clothing, warm-up and warm-down.
- Instruction in rules and pre-requisite skills is provided.
- Student skills are developed in a progressive and sequential manner.
- First aid and emergency medical treatment provisions are appropriate for the type of activity and location e.g. first aid kit, first aid trained personnel, Ventolin®, Epipen®, and students' personal prescribed medications as required in health plans are available.
- Emergency response strategies are in place e.g. communication plans (e.g. mobile phone, walkie talkie), safety induction, evacuation plans.
- Hair, clothing, footwear and jewellery are worn in a manner that is appropriate and safe for the activity.
- Personal items, e.g. drink bottles, towels and mouthguards, will not be shared between students.

What will the students be using?

- Instruction in safety procedures and safe handling of equipment is provided.
- Equipment is suitable for the activity, properly maintained, appropriately used and complies with the relevant safety standard.
- [Relevant department procedures and guidelines](#) are adhered to for the use of equipment and work processes.

Who will be leading the activity?

- A registered teacher has overall responsibility for the activity.
- Sufficient adult supervision is in place to manage the activity safely (including in emergency situations).
- The activity leader has the competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for students and others.
- There are sufficient adults present with current First Aid qualifications (including CPR) or ready access to qualified first aid personnel.
- Blue Card requirements are adhered to for leaders/volunteers.

I have incorporated the above factors when planning my risk management strategies for this activity.

Additional activity-specific requirements for students with specialised learning needs are provided in the Other Details box below.

Minimum 3 teachers required for a group of 30 students (2 BUEEC teachers + 1 visiting school teacher). Teacher Aides and adult helpers are welcome to provide additional supervision and support.