

# Camp Fairbairn Outdoor Education Centre

## Curriculum Activity Risk Assessment

### Activity Details

CARA Creation Date: 14-Nov-2023			
Activity:	<b>Archery sports</b>		
Activity Scope:	<p>This guideline is provided to support schools in implementing the <a href="#">Managing risks in school curriculum activities procedure</a></p> <p>The <a href="#">CARA planner</a> must be used for the specific school context in conjunction with this guideline considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations</p> <p>For activities beyond the scope of this guideline, complete a CARA record using the <a href="#">CARA generic template</a></p> <p><b>This guideline relates to student participation in target archery as an activity to support curriculum delivery.</b></p> <p>Note: In this activity context, archery equipment is not being used as a weapon and is not classified as a firearm under the <a href="#">Weapons Act 1990</a> (Qld).</p> <p>Note: This activity does NOT include field archery.</p> <p>For activities conducted at a non-Department of Education venue, and/or when engaging external expertise, request written risk assessment advice and attach it to this CARA record.</p> <p>For activities conducted off-site, schools must comply with the <a href="#">School excursions</a> and/or <a href="#">International school study tours procedure</a>.</p>		
Guidelines:	<a href="https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines">https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines</a>		
Activity Description:			
Inherent Risk Level:	High		
Inherent Risk Level Description:	Archery activities involving shooting an arrow from a marked distance to a target on level ground.		
Start Date:	Monday, 22 January, 2024	End Date:	Friday, 13 December, 2024
On School Grounds:	Yes	Is parental permission required for this activity?	No

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## Curriculum Activity Risk Assessment

Activity Requirements	
<p>Crossbows are prohibited in Queensland state schools.</p> <p><b>Students</b></p> <p>Schools must consider age, maturity and skill level of students when planning curriculum activities. Adjustments are required for <a href="#">students with disability</a> to support access and participation in the curriculum. Consult with the parents/carers of students with disability, or when appropriate the student, to ensure risks related to their child's participation in the activity are identified and managed.</p> <p>Schools must consult current student medical information and/or health plans in accordance with the <a href="#">Managing students' health support needs at school</a> procedure. Record information about any student condition (e.g. physical or medical) that may inhibit safe engagement in the activity and include specific support measures within emergency procedures.</p> <p><b>Emergency and first-aid</b></p> <p>Emergency plans and injury management procedures must be established for foreseeable incidents (e.g. punctures, forearm welts from the bow string).</p> <p>Adult supervisors must have:</p> <ul style="list-style-type: none"> <li>• emergency contact details of all participants;</li> <li>• a medical alert list and a process for administering student medication;</li> <li>• communication equipment suitable to conditions (e.g. mobile phone) and a process for obtaining external assistance and/or receiving emergency advice.</li> </ul> <p>Safety procedures must be determined for the location (e.g. out-of-bounds areas, location of first aid support and equipment). Consult the <a href="#">Archery Australia Safety Policy</a> for support in determining appropriate safety procedures.</p> <p>Access is required to <a href="#">First aid equipment</a> and consumables suitable for foreseeable incidents.</p> <p>An adult with current emergency qualifications is required to be quickly accessible to the activity area. Emergency qualifications include:</p> <ul style="list-style-type: none"> <li>• <a href="#">HLTAID009</a> Provide cardiopulmonary resuscitation (CPR) or equivalent; and</li> <li>• <a href="#">HLTAID011</a> Provide first aid or <a href="#">SISSS00118</a> - Sports Trainer Level 1 or equivalent.</li> </ul> <p><b>Induction and instruction</b></p> <p>Induction is required for all adult supervisors on emergency procedures, safety procedures and correct techniques. If the activity is conducted at an off-site facility, induction is to be informed by advice provided in consultation with expertise at the venue.</p> <p>Instruction is required for students on safety procedures and correct techniques including safe shooting and retrieval protocols (e.g. use of whistle signals, handling arrows). Consult <a href="#">Archery Australia's Safety Policy</a> or <a href="#">SQAS Risk Register</a> for support.</p> <p><b>Consent</b></p> <p><a href="#">Parent consent</a> is required for all activities conducted off-site and strongly recommended for high risk activities conducted on-site.</p>	
<p><b>The activity requirements have been met and any additional requirements for the activity are included below or attached.</b></p>	<input checked="" type="checkbox"/>

# Camp Fairbairn Outdoor Education Centre

## Curriculum Activity Risk Assessment

### Risk Management Details

Supervision	
For activities with students with a medical condition or disability that may impact on safety during the activity, consultation with parents is required prior to allocating supervision to determine the impact of students' medical condition or disability on safety during the activity.	<input checked="" type="checkbox"/>
The number of adult supervisors required to fulfil emergency and supervision roles must consider the nature of the activity, students' ages, abilities and specialised learning, access and/or health needs.	<input checked="" type="checkbox"/>
Before the activity, all adult supervisors: <ul style="list-style-type: none"> <li>• must be familiar with the contents of the CARA record</li> <li>• must assess <a href="#">weather conditions</a> prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers.</li> </ul>	<input checked="" type="checkbox"/>
During the activity, all adult supervisors: <ul style="list-style-type: none"> <li>• must be readily identifiable</li> <li>• must closely monitor students with health support needs</li> <li>• must comply with control measures from the CARA record and adapt as hazards arise</li> <li>• must closely supervise the approach/launch, the shooting line and range area at all times</li> <li>• must suspend the activity if the conditions become unfavourable (e.g. high wind, thunderstorms).</li> </ul>	<input checked="" type="checkbox"/>

### Supervisor Qualifications

All adult supervisors must comply with the <a href="#">Working with Children Authority - Blue Cards</a> procedure and be able to identify, and respond to, risks or hazards that may emerge during the activity.	<input checked="" type="checkbox"/>
A registered teacher must be appointed to maintain overall responsibility for the activity.	<input checked="" type="checkbox"/>
At least one adult supervisor is required to be:	
A registered teacher with qualifications in HPE (or equivalent demonstrated capability) and with competence (knowledge and skills) in teaching archery	<input checked="" type="checkbox"/>
or	
An adult supervisor, working under the direct supervision of a registered teacher, with current <a href="#">Level 1 Archery Instructor accreditation</a> from Archery Australia.	<input type="checkbox"/>

### Facilities and Equipment

Location must be suitable for the activity being undertaken, including sufficient space, adequate lighting and ventilation to ensure safe participation and that safety rules and procedures can be followed.	<input checked="" type="checkbox"/>
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# Camp Fairbairn Outdoor Education Centre

## Curriculum Activity Risk Assessment

Participants must wear <a href="#">Personal protective equipment</a> appropriate to the activity (e.g. enclosed footwear, firmly-fitting clothes that won't become entangled, finger tabs/shooting gloves, chest protectors and armguards). It is recommended armguards extend above the elbow.	<input checked="" type="checkbox"/>
Equipment must be sized to match the ability and strength of students including type of bow, bows strung to their recommended string lengths and arrows fitted with target arrow heads.	<input checked="" type="checkbox"/>
Consider using a whistle for command signalling.	<input checked="" type="checkbox"/>
Equipment hygiene must be maintained (e.g. using paper towels and antiseptic spray or antiseptic wipes).	<input checked="" type="checkbox"/>
Targets must have butts that will stop arrows and be set up with parallel flight paths and easily visible faces.	<input checked="" type="checkbox"/>
Consult the <a href="#">Archery Australia Safety Guidelines</a> for support in determining safety of facilities and equipment.	<input checked="" type="checkbox"/>

### Hazards and Control Measures

Further to those listed, include any additional hazards and control measures considering the local context of the activity.	
<b>Environmental hazards</b>	
<p><i>Biological material (Body fluids e.g. blood, saliva, sweat)</i></p> <ul style="list-style-type: none"> <li>Manage bodily substances (e.g. blood) and open wounds before, during and after the activity. Consult <a href="#">Infection control guidelines</a> and Queensland Health's <a href="#">Exclusion periods for infectious conditions</a> poster for hygienic practices and first aid.</li> <li>Follow appropriate <a href="#">cleaning and hygiene management practices</a> when using shared equipment</li> </ul>	<input checked="" type="checkbox"/>
<p><i>Environmental conditions (weather, sun, humidity)</i></p> <ul style="list-style-type: none"> <li>The school's <a href="#">sun safety strategy</a> must be followed if participating outside.</li> <li>Assess weather (<a href="#">Bureau of Meteorology</a>) and environmental conditions prior to participating outside.</li> <li>Follow the <a href="#">Managing excessive heat in schools</a> guidelines when participating in very hot or extreme heat conditions.</li> <li>Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks.</li> <li>Dry equipment (including arrows) before each shot if conditions cause dampness.</li> </ul>	<input checked="" type="checkbox"/>
<b>Facilities and equipment hazards</b>	

# Camp Fairbairn Outdoor Education Centre

## Curriculum Activity Risk Assessment

<p><i>Boundary clearance</i></p> <ul style="list-style-type: none"> <li>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 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</li> <li>free from obstructions (e.g. trees, wires, shrubs).</li> </ul> </li> <li>Ensure all participants shoot from the same single shooting line. If different distances are to be shot, stagger the targets not the archers.</li> </ul>	<input checked="" type="checkbox"/>
<p><b>Student considerations</b></p>	
<p><i>Accidental impalement</i></p> <ul style="list-style-type: none"> <li>Implement a safe shooting procedure:             <ul style="list-style-type: none"> <li>approach the shooting line only when instructed. Only then, may the line may be straddled</li> <li>wait for the 'start shooting' signal before picking up the bow and removing arrows from the quiver</li> <li>check shooting sector and exclusion zone is clear before preparing to shoot</li> <li>face the target with an intent to shoot before drawing an arrow in a bow</li> <li>never draw a bow without an arrow, unless under instruction to do so</li> <li>leave any arrows that land in front of the shooting line</li> <li>position bows vertically with the tip resting on the front foot between shots</li> <li>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.</li> </ul> </li> <li>Do not permit access to equipment without direct supervision of an adult supervisor.</li> <li>Assign no more than three archers shooting at one target at a time.</li> <li>Position left and right-handed participants to ensure they face the instructor.</li> <li>Do not allow archers at the shoot line to be distracted by others.</li> </ul>	<input checked="" type="checkbox"/>
<p><i>Student issues</i></p> <ul style="list-style-type: none"> <li>Remove accessories (e.g. jewellery, lanyards) before participating.</li> <li>Ensure fingernails and hair and clothing (e.g. pockets) do not interfere with the activity.</li> <li>Monitor and enforce the correct handling of arrows. Do not allow participants to run with arrows at any time.</li> </ul>	<input checked="" type="checkbox"/>
<p><i>Physical exertion (exhaustion and fatigue)</i></p> <ul style="list-style-type: none"> <li>Conduct warm-up/cool-down activities.</li> <li>Continually monitor participants for signs of fatigue and exhaustion.</li> </ul>	<input checked="" type="checkbox"/>

Staff/Other Participants			
Family Name	Given Name	Type	Other Participants Role
Bean	Anthony	Staff Member	N/A
Murchie	David	Staff Member	N/A
Robinson	Neil	Staff Member	N/A

## Approval Details

Approval Status: Approved			
Approval Officer Name:	<b>Bean, Anthony</b>	Approval Date:	<b>23-Nov-2023</b>

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## Curriculum Activity Risk Assessment

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### 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.

Consider implementing additional resources and scaffolding of the lesson.