

Archery Activity Plan

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1 OUTCOMES

- Develop a sense of achievement and progress through practice.
- Correctly place a string on a bow (for secondary aged students)
- Safely load an arrow onto a bow and show correct movement sequences to fire an arrow.
- Identify and practice safe techniques for participating with others in an archery session.

2 ACTIVITY

2.1 OUTLINE

An Archery session is held at the range in the first paddock approximately 100 metres from Farm Camp buildings and, on occasion, in the gully beyond the archery shed. A session can run from 30 minutes - 2 hours in length. Each session will include these elements and follow a similar outline:

- Students operate in pairs for the activity.
- Correct placement and technique for fitting the strings is outlined. Secondary aged participants can string their bow. Bows are usually already strung for primary aged groups.
- The instructor will provide a safety briefing, which includes correct verbal signals, where to stand and how to hold the equipment.
- Students will always hold only one piece of equipment (i.e. the bow or the arrow) unless under instruction (when it is safe to do so) to load the arrow and fire.
- The instructor will demonstrate the process of firing an arrow and walk each participant through the process step by step.
- Students will get a number of turns to practice whilst the instructor coaches on technique both as a group and individually.
- Time will then be given for different activities and challenges based on the age and skill level of the group. This may include moving down to the gully to fire at different targets from varying distances.
- After the equipment has been put away, the session will be wrapped up before the group heads back to the campsite.

2.2 EQUIPMENT

All Camp Coolamatong instructors are familiar with the activity-specific and safety equipment required for each activity. Each session the instructor will ensure:

- all equipment is set up, in working order and safe to use
- all first aid equipment is in working order and taken on the activity
- all communications is in working order, is ample enough for use in an emergency and is taken on the activity
- all participants, including school staff, have appropriate footwear and clothing

Youth Bows

Bows: 62 inch recurve bows rated to 18 lbs

String: 58 inch 10 strand Dacron strings

Arrows: 31 inch carbon fibre shafts with metal field tips and plastic vanes.

Junior Bows

Bows: 44 inch recurve bows rated 10-18 lbs (dependent on draw length)

String: Thin cord approx 3mm thick, not independently purchasable

Arrows: Shorter arrows are better but can use 31 inch carbon fibre as above.

Instructor's Kit: Each instructor will also carry the following safety equipment:

- Whistle
- Mobile phone
- First Aid kit

Participant Clothing: This will vary depending on the weather but needs to including the following:

- Clothes that are flexible and easy to move in
- Closed-toe shoes, preferably runners or sturdy walking shoes
- Clothing suitable for the weather conditions (e.g. hats for sunny days & jackets or fleece jumpers for the cold)
- Any glasses or sunglasses should be secured
- Valuable or sentimental jewellery should be removed

2.3 COMMUNICATION

Camp Coolamatong instructors carry mobile phones with them on every activity and there is coverage throughout the campsite property. All activities are within 800 metres of the main campsite buildings or the office in the event of communications failure.

2.4 FIRST AID

Camp Coolamatong instructors all hold current certification in *HLTAID009 Provide Cardiopulmonary Resuscitation* and *HLTAID011 Provide First Aid* as a minimum. They will carry a First Aid Kit with them on all activities. School staff members, if they are appropriately qualified, will be the first port of call for administering first aid. Camp Coolamatong instructors will administer first aid when:

- it is an emergency situation, or
- the school staff member is not trained and it cannot wait until the school's designated first aider is consulted/located.

3 PEOPLE

3.1 ACTIVITY INSTRUCTOR

All Camp Coolamatong instructors hold industry-recognised First Aid and CPR qualifications (see 2.4) and have a current Working with Children Check (WWCC).

There must be a minimum of two staff at an Archery session. One instructor will be provided by Camp Coolamatong, who will have experience delivering archery to industry standards. The second staff member will need to be provided by the school. The school staff member will be required to assist students who are struggling. Ideally, maximum group sizes will be capped at 14.

3.2 SCHOOL STAFF MEMBER REQUIREMENTS

Camp Coolamatong provides instructors who are trained in the delivery of each activity. They are able to facilitate a session in safe manner and instruct participants on the technical knowledge and skills they require to participate in the activity.

It is Camp Coolamatong and DET policy that students must always have a school staff member present, whether this be a registered teacher or another approved school representative. The school staff member is responsible for student behavior, group management and the overall welfare of their students. The activity cannot commence if he/she is not present.

School staff members are encouraged to read this document and familiarise themselves with the activity and their responsibilities.

3.3 STUDENTS

School staff are responsible for obtaining informed consent from parents/guardians for all students who come on camp. It is also the responsibility of the school to inform Camp Coolamatong of any medical conditions or issues that will impact on the students participating in the activity.

4 ENVIRONMENT

4.1 LOCATION

The archery range is situated on the Camp Coolamatong property on the Banksia Peninsula. The shed and target wall are located in the paddock immediately east of the Farm Camp approximately 100 metres from the dining hall. The gully further east of the shed can be used for an extension activity. It is at the bottom of a fairly steep hill. It is accessed by a graded gravel path and a small foot track winds up the gully between the different targets. The location is accessible by tracks suitable for vehicles in the instance of an emergency, but does not have any vehicle traffic going past.

4.2 WEATHER

Each session is assessed by the Program Manager prior to commencing, with participant skills, weather conditions and outcomes taken into consideration. During the session, the Coolamatong instructor may also use their discretion to modify or finish a session early based on conditions changing. Strong winds, wet and cold conditions and extreme temperatures may result in a session being cancelled or the activity modified in accordance with Coolamatong's Adverse Environmental Conditions Policy.

5 RISKS

5.1 RISK ASSESSMENT MATRIX

The following table outlines the specific risks associated with Archery and the existing controls that are in place to manage these risks. This risk assessment matrix is not all encompassing. There may still be risks associated with being in the outdoors doing adventure activities that have not been documented.

| Risk Description | Existing Controls | Rating | | | | Actions |
|--|---|------------------------------------|-------------------|-----------------|-------------|---|
| | | Effectiveness of existing controls | Risk Consequences | Risk Likelihood | Risk Rating | |
| Describe the risk event, cause/s and consequence/s | Describe any existing policy, procedure, practice or device that acts to minimise a particular risk | | | | | Extreme/High: Do not proceed Medium: Ongoing review required Low: periodic review required |
| Anaphylaxis | At start of week briefing, teachers are required to give Coolamatong staff details of any allergies and anaphylaxis. School staff need to carry epipens on all activities with anaphylactic students and be trained how to administer them School staff liaise with Coolamatong kitchen staff at start of camp regarding students with allergies School staff hand out morning & afternoon tea to so students with allergies are given correct food. | Satisfactory | Major | Unlikely | Medium | Ongoing review required |

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| Bites & Stings: Insects (mosquitoes, ants, bees, wasps, scorpions) | Students are instructed to apply insect repellent before every activity session. | Satisfactory | Insignificant | Likely | Medium | Ongoing review required |
| | Students must wear closed-toe shoes at all times around the campsite. | | | | | |
| Bites & Stings: snakes | Students must wear closed-toe shoes at all times around the campsite. | Satisfactory | Major | Possible | High | Constant review required |
| | During orientation and before any activity that uses the bush, students are briefed as to what to do if they see a snake. | | | | | |
| | When walking through the bush there should be a Coolamatong leader at the front. | | | | | |
| | When walking through the bush groups must stick to the defined and clear tracks | | | | | |
| | Students are not allowed in the bush in groups of less than three. | | | | | |
| Cold Exposure | Students are briefed on what is appropriate clothing to wear according to weather | Satisfactory | Minor | Likely | Medium | Ongoing review required |
| | Students who show signs of being cold can return to camp for a <u>warm</u> shower and dry clothes | | | | | |
| | If multiple students are cold, leaders have the option to terminate session early to ensure that students get warm and dry. | | | | | |
| | Adherence to the Coolamatong Adverse Environmental Conditions Policy in dealing with managing, modifying and cancelling activities due to extreme weather. | | | | | |
| Falls & Trip Hazards | Students must wear closed toe shoes at all time when outside | Satisfactory | Insignificant - Minor | Likely | Medium | Ongoing review required |
| | Students are briefed on appropriate footwear for each activity | | | | | |
| | Debris is removed from all paths as seen. If object is not removable by hand then an alternative path is sought | | | | | |
| | Bi-yearly campsite hazard checks identify trip hazards to be addressed by maintenance work | | | | | |
| Heat Exposure: -dehydration -heat stroke -hyperthermia -sunburn | Students are told to bring full water bottles to all activities. Spares water bottles are available. | Satisfactory | Insignificant - Minor | Possible | Medium | Ongoing review required |
| | During hot weather (terms 1 & 4) extra water can be taken out to refill water bottles. | | | | | |
| | All students must wear hats, sunscreen and appropriate sun smart clothing (terms 1 & 4) | | | | | |
| | Adhere to the Adverse Environmental Conditions Policy for managing, modifying and cancelling activities due to extreme weather | | | | | |

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| Lost Student | Students asked to stay in the group at all times. | Satisfactory | Moderate | Unlikely | Medium | Ongoing review required |
| | When travelling between activities there should always be a Coolamatong leader at the front and a school staff member at the back | | | | | |
| | Start of week briefing advises school staff that they need to provide group management and student supervision for all activities | | | | | |
| Sprains and Strains | Technique coaching is given during the activity | Satisfactory | Moderate | Unlikely | Medium | Ongoing review required |
| | School staff should be aware of any existing injuries and are expected to notify Coolamatong leaders if these affect a student involvement with an activity. | | | | | |
| Injury due to Lightning strike | Adhere to the Adverse Environmental Conditions Policy when managing, modifying and cancelling activities due to extreme weather | Satisfactory | Major - Severe | Rare | Medium | Ongoing review required |
| Injury from Equipment: being hit by an arrow | Students have a full safety briefing before being given any equipment. | Satisfactory | Moderate | Rare | Low | Periodic review required |
| | Arrows are held by the students behind those with the bows. | | | | | |
| | Arrows are only passed forward and loaded on the instructors verbal direction, once the instructor determines the firing line is clear | | | | | |
| | No participant is allowed past the firing line (depicted by a chain 50cm above the ground) until instructed to do so | | | | | |
| | Any student who collects an arrows should not have a bow in his/her hand. | | | | | |
| Injury from Equipment: bow string grazing and bruising the forearm | Students are given a full safety briefing before being given any equipment. | Satisfactory | Insignificant | Unlikely | Low | Periodic review required |
| | Students are shown how to hold a bow so that the string doesn't graze their forearm. | | | | | |

5.2 EMERGENCY MANAGEMENT

It is a requirement that all Coolamatong Instructors must carry a mobile phone with available reception to make calls on. They must also carry a first aid kit. All Coolamatong Instructors have, as a minimum, current certification in *HLTAID009 Provide Cardiopulmonary Resuscitation* and *HLTAID011 Provide First Aid*.

In the event of a medical emergency, the Coolamatong instructor or School Staff member at the site of the emergency should call 000 if needed and will begin coordinating the handling of the emergency. The most senior member of Coolamatong staff should be notified as soon as practicable, and they will step in to manage the situation as required.

Refer to Camp Coolamatong's Emergency Management Plan for further details about procedures and incident protocol in an emergency.