

# Archery Activity Plan

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## 1 OUTCOMES

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

## 2 ACTIVITY

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### 2.1 OUTLINE

An Archery session is held at the range in the first paddock approximately 200 metres from the campsite and in the gully below the archery shed. A session can run from 30 minutes - 1 ½ hours in length. Each session will include these elements and follow a similar outline:

- Students operate in pairs for the activity.
- The correct placement and technique for fitting the strings is outlined and participants string their bow. Generally bows are already strung for primary aged groups.
- The instructor will provide a safety briefing including correct signals, where to stand and how to hold the equipment.
- Students will always only have one piece of equipment i.e. the bow or the arrow, unless under instruction (when it is safe to do so) to load 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 group 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 placed 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

Bows: Recurve bows rated to ...

String: .... Inch ? stand strings that give the bows a poundage of

Arrows: Carbon fibre arrow shafts with metal tips and plastic vanes

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 include the following:

- Clothes that are flexible and easy to move in.
- Enclosed shoes, preferably runners or volley type shoes.
- Clothing suitable for the weather conditions (e.g. hats for sunny days & thermals for the cold)
- Any glasses or sunglasses should be secured.
- Valuable or sentimental jewelry should be removed.

### 2.3 COMMUNICATION

Camp Coolamatong staff carry mobile phone communications 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 even of communications failure.

### 2.4 FIRST AID

Camp Coolamatong activity staff all hold a current CPR and First Aid Qualification. They will carry a First Aid Kit with them on all activities. The 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
- The school staff member is not trained AND it cannot wait until the school's designated first aider can be found.

## 3 PEOPLE

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### 3.1 ACTIVITY INSTRUCTOR

All Coolamatong activity staff hold a current First Aid qualification, CPR certification and Working with Children's 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.

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 the students on the technical knowledge and skills they require to participate in the activity.

It is Camp Coolamatong's, as well as the DEECD's, policy that the 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. Each activity cannot commence if they are not present.

It is also required that the school staff members will read this document and familiarize themselves with the activity and their responsibilities.

### 3.3 STUDENTS

School staff are responsible for getting 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

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### 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 200 metres from the dining hall. The gully below is often used for an extension activity and 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 being taken into consideration. During the session, the Coolamatong leader 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 Weather 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 - Only periodic review required
Anaphylaxis	At start of week briefing teachers are required to give Coolamatong staff details of any allergies and anaphylaxis.	Satisfactory	Major	Unlikely	Medium	Ongoing review required
	School staff need to carry epi-pens on all activities with those students and be trained how to administer them					
	School staff liaise with Coolamatong kitchen staff at every meal for students with allergies					
	School staff give students morning and afternoon tea to ensure students with allergies are getting the right meals					
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 fully enclosed shoes at all times around the campsite.					
Bites & Stings: snakes	Students must wear fully enclosed 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 are to be taken back 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 <b>Coolamatong Extreme Weather Policy</b> in dealing with managing, modifying and cancelling activities due to extreme weather.					
Falls & Trip Hazards	Students must wear closed toed 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 Camp site hazard checks identify trip hazards to be addressed by maintenance work					
Heat Exposure: -dehydration -heat stroke -hyperthermia -sunburn	Students must bring water bottles to all activities. Spares are available for those who don't have one.	Satisfactory	Insignificant - Minor	Possible	Medium	Ongoing review required
	During hot weather (term 1 & 4) extra water is taken out to refill water bottles.					
	All students must wear hats, sunscreen and appropriate sun smart clothing (term 1 & 4)					
	Adherence to the <b>Coolamatong Extreme Weather Policy</b> dealing with managing, modifying and cancelling activities due to extreme weather					
Lost Student	Students are asked to stay with their 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.					
	When going on extended periods of travel the Coolamatong leader will ensure they have the entire group by stopping to group up and doing regular head counts.					
	Start of week briefing advises school staff that they need to provide group management and student supervision for all activities					
	Start of week briefing advises school staff that they need to manage students whereabouts during the free time periods of the week.					

Sprains and Strains	Technique coaching is given during each of the activities.	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
	School staff should be aware of any existing injuries and are asked (during the start of week briefing) to notify Coolamatong leaders if these affect a student involvement with an activity.					
Injury due to Lightning strike	Adherence to the <b>Coolamatong Extreme Weather Policy</b> dealing with 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 once the instructor determines the firing line is clear					
	No participant is allowed over the firing line (depicted by a chain 50cm above the ground) until instructed to do so					
	The students who collect the arrows do not have the bows in the hands.					
Injury from Equipment: -bow strings 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 Activity Instructors must carry a mobile phone with available reception to call on. They must also carry a first aid kit and will all hold a current Level 2 First Aid Qualification.

In the event of an emergency the Coolamatong Program Manager should be notified immediately. To avoid confusion they will then call 000 if need be and will coordinate the handling of the emergency. The procedure for handling an emergency is as follows:

1. VERIFY	<b>Verify the Report</b>	Confirm with other campers, campsite staff, emergency services or other reliable people the accuracy of the information about the emergency
2. NOTIFY	<b>Notify Camp Staff &amp; Emergency Services</b>	By the quickest means possible notify: <ul style="list-style-type: none"> <li>• Camp Coolamatong staff; and they will contact the Emergency Services</li> </ul>
3. ASSESS	<b>Assess the danger posed</b>	Observe what is happening to determine: <ul style="list-style-type: none"> <li>• Has the danger passed;</li> <li>• Is the danger increasing or decreasing;</li> <li>• How many casualties there are</li> <li>• What are their injuries (if any)</li> </ul>
4. ACT	<b>Take action based on assessment</b>	<ul style="list-style-type: none"> <li>• Move people away from the danger</li> <li>• Collect camper medical forms and medication</li> <li>• Apply first aid if needed</li> <li>• Sound the fire alarm (located in Pantry) if campers need to be assembled</li> </ul>