

Curriculum activity risk assessment

Archery

clever • skilled • creative

Activity scope

This document relates to student participation in Target archery, Clout archery and Field archery, with a bow and arrow, as a curriculum activity.

Clout is a form of archery in which archers shoot arrows at a flag (known as 'the clout') instead of a target, from a relatively long distance.

Field archery involves shooting at targets of varying (and sometimes unmarked) distances, often in rough terrain.

The [Weapons Act 1990 \(Qld\)](#) classifies archery equipment as a firearm if used as a weapon. For target shooting in schools, however, archery equipment is not a weapon under the meaning of the *Weapons Act 1990*, but strict adherence to recognised safety procedures is essential.

The use of crossbows in Queensland state schools is not permitted.



Risk level

This document is a guideline, the actual risk level will vary according to the specific circumstances of the activity and these **must** be considered when assessing the inherent risk level and planning the activity. As a starting point, ask the following questions:

- Which students will be involved?
- What will the students be doing?
- What will the students be using?
- Where will the students be?
- Who will be leading the activity?

Inherent risk level		Action required/approval
<input type="checkbox"/>	High	Target and clout archery
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> is required to be completed. <input checked="" type="checkbox"/> Principal or head of program (i.e. DP, HOD, HOSES) approval prior to conducting this activity is required. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i>. <input checked="" type="checkbox"/> Obtaining parental permission is recommended. 		
<input type="checkbox"/>	Extreme	Field archery
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Consider alternatives to the activity. <input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> is required to be completed. <input checked="" type="checkbox"/> Principal approval prior to conducting this activity is required. <input checked="" type="checkbox"/> Once approved, activity details are to be entered into the <i>School Curriculum Activity Register</i>. <input checked="" type="checkbox"/> Parental/carer permission must be obtained for student participation. 		

Teachers/leaders:		
Activity description:		
Start date:	Finish date:	No. of students (approx.):
Class groups:		Supervision ratio (approx.):

Listed below are the minimum recommendations for this type of activity. For any items ticked 'No', provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity.

Minimum supervision	
<p>Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity.</p> <p>If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. Blue Card requirements must be adhered to.</p>	
<input type="checkbox"/>	Registered teacher with minimum qualifications as outlined below
OR	
<input type="checkbox"/>	An adult with minimum qualifications as outlined below, in the presence of a registered teacher.
Further information:	

Minimum qualifications

The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.

Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel

Blue Card requirements met

For a registered teacher:

A statement of attainment from an Registered Training Organisation or governing sporting body covering the following unit of competency [or equivalent](#):

- SISOARC301A Conduct an archery session

OR

Competence (demonstrated ability/experience to undertake the activity) in the teaching of Archery.

A teacher could demonstrate a reasonable level of competence by two or more of the following:

- knowledge of the activity and the associated hazards and risks
- experience (i.e. previous involvement) in undertaking the activity
- demonstrated ability and/or expertise to undertake the activity
- possession of qualifications related to the activity.

For a leader other than a registered teacher:

A statement of attainment from an Registered Training Organisation or governing sporting body covering the following unit of competency or equivalent:

- SISOARC301A Conduct an archery session.

Further information:

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
First aid kit suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>
Communication system: <input type="checkbox"/> phone-line at location <input type="checkbox"/> mobile phone <input type="checkbox"/> walkie talkies <input type="checkbox"/> student/adult messenger Other:		
Sun safety equipment (hat, sunscreen, shirt, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
Whistle for command signalling	<input type="checkbox"/>	<input type="checkbox"/>
Enclosed footwear (no sandals, thongs, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Armguards, finger tab/shooting glove, chest protectors and tight-fitting clothes are recommended	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Governing bodies/associations <i>If 'No' is ticked, provide further information.</i>	Yes	No
Guidelines/codes of practice are established for this activity. See Archery Australia . Have these been considered during the planning of this activity?	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

Hazards and suggested control measures

All persons engaging in this activity should:

- identify the hazards, including any additional hazards not mentioned here
- assess their significance
- manage the potential risks.

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. After checking these, add details of any other identified hazards/risks and additional controls you intend to implement.

Hazards/risks	Control measures	Mandatory	Yes	No	Implementation plan/ Additional controls
Environmental conditions <ul style="list-style-type: none"> • Weather • Surfaces • Surrounds 	<ul style="list-style-type: none"> • Continually assess weather conditions. Cease activity if lightning is present. 	<input type="checkbox"/>			
	<ul style="list-style-type: none"> • As much as possible, program events to avoid periods of extreme heat. Refer to the department's Sun Safety Guidelines for further information. 		<input type="checkbox"/>	<input type="checkbox"/>	
	<ul style="list-style-type: none"> • Note that the strength and direction of the wind must be considered before and during the activity. 	<input type="checkbox"/>			
Pedestrian Traffic	<ul style="list-style-type: none"> • Ensure there is an area clear from obstructions (trees, wires, shrubs) of at least 20 metres beside and 50 metres behind the targets, with a backstop such as a mound or fence behind the target to stop arrows that may miss the target. 	<input type="checkbox"/>			
	<ul style="list-style-type: none"> • Ensure that there is a safety zone with an 'overshoot zone funnel' as prescribed in Archery Australia Safety Guidelines, pp. 9-12 	<input type="checkbox"/>			
	<ul style="list-style-type: none"> • Ensure there are barriers and/or signs, such as red warning flags and witches' hats, to limit access by non-participants and others. 	<input type="checkbox"/>			
Physical exertion <ul style="list-style-type: none"> • Strains and sprains • Cramps • Exhaustion and fatigue 	<ul style="list-style-type: none"> • Have appropriate warm-up and warm-down activities. • Follow progressive and sequential skills development. • Continually monitor students for fatigue or exhaustion. 		<input type="checkbox"/>	<input type="checkbox"/>	

Additional control measures

These would relate to the specific student needs, location and conditions in which you are conducting your activity.

Hazards/risks	Control measures

Submitted by:	Date:
List the names of those who were involved in the preparation of this risk assessment.	

Approval	
<input type="checkbox"/>	Approved as submitted:
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reason(s):
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the School Curriculum Activity Register by administrative staff.	Reference No.

Monitor and review <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

Important links

- HLS-PR-003: First Aid
<http://education.qld.gov.au/strategic/epr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions
<http://education.qld.gov.au/strategic/epr/health/hlspr004/>
- Infection Control Guideline:
http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf
- HLS-PR-005: Health and Safety incident recording and notification
<http://education.qld.gov.au/strategic/epr/health/hlspr005/>
- HLS-PR-006: Managing risks with chemicals in Department of Education and Training (DET) workplaces
<http://education.qld.gov.au/strategic/epr/health/hlspr006/index1.html>
- HLS-PR-013: Developing a Sun Safety Strategy
<http://education.qld.gov.au/strategic/epr/health/hlspr013/>
- HRM-PR-010: Working with Children Check – Blue Cards
<http://education.qld.gov.au/strategic/epr/hr/hrmpr010/>
- SCM-PR-002: School Excursions
<http://education.qld.gov.au/strategic/epr/schools/scmpr002/>
- Archery Australia
<http://www.archery.org.au/>
- Sun Safety Guidelines
<http://education.qld.gov.au/strategic/epr/health/hlspr013/sunsafetyguidelines.pdf>
- Training.gov.au
www.training.gov.au
- *Weapons Act 1990 (Qld)*
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WeaponsA90.pdf>

Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012: Managing Risks in School Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Management Guidelines](#).

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.