**CARA 2023**

**Archery**

* This generic template is provided to support schools in implementing the [Managing risks in school curriculum activities procedure](https://ppr.qed.qld.gov.au/pp/managing-risks-in-school-curriculum-activities-procedure).
* The [CARA planner](https://ppr.qed.qld.gov.au/attachment/cara-planner.docx) must be used in conjunction with this guideline for the specific school context, considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations.
* Depending on the scope of this activity, other risk assessments may be required when planning. Curriculum activities encompassing more than one [CARA guideline](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines) must comply with the requirements of all CARA guidelines appropriate to the activity.
* 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.
* For activities conducted off-site, schools must comply with the [School excursions and international school study tours procedure](https://ppr.qed.qld.gov.au/pp/school-excursions-and-international-school-study-tours-procedure).
* For activities conducted as part of representative school sport programs, schools should consult with [Queensland School Sport](https://queenslandschoolsport.education.qld.gov.au/).

**Activity scope**

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| Through experiential learning students successfully fire an arrow at a stationary target. This activity challenges students’ focus and self-control. |

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| **Inherent risk level[[1]](#footnote-1)** | |
|  | | **CONSEQUENCE** if an incident were to occur | | | |
| **MINOR**  Injury requiring first aid treatment | **MODERATE**  Injury requiring medical treatment | **MAJOR**  Injury requiring specialist medical treatment or hospitalisation | **CRITICAL**  Injury resulting in loss of life or permanent disability |
| **LIKELIHOOD**  of an incident occurring without control measures in place | **ALMOST CERTAIN**  Expected to occur in most circumstances | Medium | **High** | **Extreme** | **Extreme** |
| **LIKELY**  Will probably occur in most circumstances | Medium | **High** | **High** | **Extreme** |
| **POSSIBLE**  Might occur occasionally | Medium | **High** | **High** | **High** |
| **UNLIKELY**  Could happen at some time | Low | Medium | Medium | **High** |
| **RARE**  May only occur in exceptional circumstances | Low | Low | Low | Medium |

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| **Inherent Risk level** | Low risk:  Medium risk:  High risk:  Extreme risk: |

**Activity requirements**

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| **Students**   * Schools must consider age, maturity and skill level of students when planning curriculum activities. Adjustments are required for [students with disability](https://education.qld.gov.au/curriculum/stages-of-schooling/p-12) 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. * Schools must consult current student medical information and/or health plans in accordance with the [​Managing students' health support needs at school](https://ppr.qed.qld.gov.au/pp/managing-students-health-support-needs-at-school-procedure) 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. * The school’s [sun safety strategy](https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/sun-safety-strategies) must be followed if participating outside. * Follow the[*Managing excessive heat in schools*](https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/managing-excessive-heat-schools)guidelines on hot days.   **Emergency and first-aid**   * Emergency plans and injury management procedures must be established for foreseeable incidents (e.g. separation from group, fire/evacuation). * Adult supervisors must have: * emergency contact details of all participants * a medical alert list and a process for administering student medication; * communication equipment suitable to conditions (e.g. mobile phone) and a process for obtaining external assistance and/or receiving emergency advice; * an appointed emergency contact (e.g. the Principal). * Safety procedures must be determined for the location (e.g. roll marking, process to rapidly communicate emergency advice to adult supervisors of impending severe events) and are to be informed by available safety information (e.g. venue/expert advice, manufacturer’s instructions, product labels, vendor SDS and SOP) . * Access is required to [First aid equipment](https://education.qld.gov.au/initiativesstrategies/Documents/first-aid-kits-facilities.DOCX) and consumables suitable for foreseeable incidents. * For participants with known allergies, schools must comply with the [Supporting students with asthma and/or at risk of anaphylaxis at school procedure](https://ppr.qed.qld.gov.au/pp/supporting-students-with-asthma-and-or-at-risk-of-anaphylaxis-at-school-procedure) and the school’s [Anaphylaxis Risk Management Plan](https://ppr.qed.qld.gov.au/attachment/anaphylaxis-risk-management-plan.docx), including an adult supervisor of the activity with [anaphylaxis training](https://etraining.allergy.org.au/). * An adult with current emergency qualifications for foreseeable incidents is required to be quickly accessible to the activity area.   **Induction and instruction**   * 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. * Instruction is required for students on safety procedures and correct techniques (e.g. preventing injury).   **Consent**   * [Parent consent](https://ppr.qed.qld.gov.au/attachment/activity-consent-form.docx) is required for all activities conducted off-site. For activities conducted on-site, [parent consent](https://ppr.qed.qld.gov.au/attachment/activity-consent-form.docx) is required for extreme risk activities and strongly recommended for high risk activities conducted on-site. |
| **Students**   * RBSLEC staff will consult the E2 (Diverse Learners form) to capture students with special or medical conditions. RBSLEC staff will discuss plans and adjustments with visiting school teachers. * RBSLEC Sun Safety policy will be implemented and monitored during the activity.   **Emergency and First Aid**   * RBSLEC holds emergency contact details for all students in office. * Student medical details are filed at RBSLEC office with visiting school staff to manage medication needs of students (eg. taking asthma puffer, epi-pen). * RBSLEC teachers/instructors will have a mobile phones on hand to contact emergency services, RBSLEC office, school and group leaders. * RBSLEC staff to follow Archery Standard Operating Procedure to deliver activity. * RBSLEC staff to contact RBSLEC Principal at the first sign of an emergency situation. * RBSLEC staff to provide students with a thorough induction prior to beginning the activity that includes all safety procedures involved in conducting archery in a safe environment. (Refer to SOP) * Warning signs placed in the firing zone to alert people in the vicinity that an archery activity is being conducted. A long and clear expanse behind the target is marked for stray arrows. * RBSLEC staff members carry First Aid kits to apply initial first aid as required. * RBSLEC staff members will have the following first aid qualifications:   HLTAID001 Provide cardiopulmonary resuscitation  HLTAID002 Provide basic emergency life support  **Induction and Instruction**   * RBSLEC staff are inducted on the Archery lesson plan and Standard Operating Procedures. These are reviewed and refreshed with staff annually. * Students and visiting staff are provided with a detailed induction to participate in the activity safely. This includes procedures and commands for shooting, retrieving and handling the arrows.   **Consent**   * Parental consent is obtained for all high activities that are conducted at RBSLEC. |
| **Supervision**  Principals make final supervision decisions for the activity. Sufficient adult supervision must be provided to manage the activity safely (including emergency situations).   * 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’ disability on safety during the activity. * 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. * Before the activity, all adult supervisors: * must be familiar with the contents of the CARA record * must assess [weather conditions](http://www.bom.gov.au/), and obtain accurate information on [tides](http://www.bom.gov.au/australia/tides/#!/qld), depths, currents and other expected water conditions (if applicable) prior to undertaking the activity, inspecting the intended location in order to identify variable risks, hazards and potential dangers. * During the activity, all adult supervisors: * **must** be readily identifiable * **must** closely monitor students with health support needs * **must** comply with control measures from the CARA record and adapt as hazards arise * **must** suspend the activity if the conditions become unfavourable (e.g. poor visibility, extreme temperatures, thunderstorms). |
| **Supervision**   * Visiting teacher will be required to support RBSLEC staff with behaviour management and general supervision. * RBSLEC staff will consult the E2 Medical Form to become aware of any students with medical issues or disabilities. RBSLEC staff will consult with visiting teachers to discuss program adjustments. * An RBSLEC staff member will deliver and supervise the activity and will be assisted in supervision by at least one visiting staff member. * The group size will be a maximum of 32 for a supervisor ratio of 1:16. * Reducing group numbers will be considered for younger year levels and those groups with special needs or requiring extra support. * RBSLEC staff will perform a visual assessment of the activity area prior to commencing to identify and remove risks. They will also visually check the weather and consult the ‘BOM’ for further detail if inclement weather looks possible. * RBSLEC staff will be continually monitoring students, the weather and the physical environment for the duration of the activity and make adjustments as required. * Clear whistle/verbal commands will be outlined during the induction. |

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| **Supervisor qualification**  Principals make final decisions in determining supervisor capability (competence, relevance and currency) and are responsible for encouraging and enabling school-based activity supervisors to raise their qualifications to improve safety standards.   * All adult supervisors must comply with the [Working with children authority procedure](https://ppr.qed.qld.gov.au/pp/working-with-children-authority-procedure) and be able to identify, and respond to, risks or hazards that may emerge during the activity. * A registered teacher **must** be appointed to maintain overall responsibility for the activity. * At least one adult supervisor is required to be:   Low risk level   * A registered teacher with knowledge of the activity and its potential hazards   or   * An adult supervisor, working under the direct supervision of a registered teacher, with competence (knowledge and skills) in the activity.   Medium risk level   * A registered teacher with competence (knowledge and skills) in teaching the activity   or   * An adult supervisor, working under the direct supervision of a registered teacher, with qualifications in the activity or similar.   High risk level   * A registered teacher with qualifications in the activity (or equivalent demonstrated capability) and with competence (knowledge and skills) in teaching the activity   or   * An adult supervisor, working under the direct supervision of a registered teacher, with qualification or current accreditation in the activity.   Extreme risk level   * A registered teacher with qualifications or current accreditation in the activity   or   * An adult supervisor, working under the direct supervision of a registered teacher, with a high level qualification or accreditation in the activity. |
| **Supervisor qualification**   * The RBSLEC staff member delivering this activity will be a registered teacher or RBSLEC staff member who has completed an internal Archery induction. This includes becoming both familiar with the lesson plan, Standard Operating Procedures and spending time in the practical environment to build skills and knowledge to teach the activity. |
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| **Facilities and equipment**  The qualified adult supervisor of the activity, in consultation with the principal, determines the requirements for facilities and equipment appropriate to the local context.   * Consult [*Chemicals in curriculum activities*](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines) for support in assessing the risks of chemicals used with/by students in curriculum activities. * If a CARA record is required in OneSchool, a summary of chemicals, plant, equipment and/or materials used in the activity must be provided by entering directly onto the CARA record in OneSchool or by attaching a summary. Sample templates are provided on [*Chemicals in curriculum activities*](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines) and [*Plant, equipment and materials in curriculum activities*](https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines)*.* * 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. This may be in a specialised facility (e.g. laboratory) or other suitable location (e.g. incursion, field trip). Undertake a reconnaissance of new or infrequently used locations to ascertain suitability. * Designated areas for the activity, spectators and vehicles are established (e.g. safety/exclusion zones considering buildings, pedestrians, members of the public, vehicles and other activities). * Participants must wear [Personal protective equipment](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/resources) as relevant (e.g. enclosed footwear). * Equipment must be sized to match the ability and strength of students and used in accordance with the manufacturer’s instructions. * If privately owned equipment is being used, Principal approval and owner consent/insurance details must be obtained prior to the activity. |
| **Facilities and equipment**   * The Archery activity will take place on Council fields in the Runaway Bay Sports Precinct which is in close proximity to the Gold Coast Performance Centre. * The fields offer ample space to safely deliver the activity and are fully maintained and kept to a high standard. * Students are required to wear enclosed shoes. * Students are recommended to wear a hat and sunscreen for protection from the sun. * Arm guards are accessible in order to protect their inside forearm from the bow’s string. * The bows provided cater for the begininer level with minimal tension applied to the bow’s string. * Whistle/verbal commands are discussed with students during the induction and include a command for student’s to make their way to a station, to fire and to then retrieve the arrows. * The student’s age and ability is taken into account when determining how far to set-up the targets from the stations. All targets and stations are set up parallel to each other. Targets are spaced a safe distance apart and no more than 3 stations allocated per target. * There must be at least 1 metre between each station. There must be a waiting line 3 metres behind the shooting line. * Target stands have foam padding to avoid damaging the arrows. |

**Hazards and control measures**

Information on managing common hazards and risks in the school environment can be found at [Hazards and risks](https://education.qld.gov.au/initiatives-and-strategies/health-and-wellbeing/workplaces/safety/hazards).

*Add rows to the tables as necessary.*

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| **Considering environmental hazards** | **Planned control measures** |
| **Biological Hazards** | * RBSLEC and visiting staff to carry first aid kits to treat open wounds. |
| **Environmental Conditions** | * RBSLEC sun safety policy is applied during this activity with all students recommended to wear hats and apply sunsreen. * Students will be instructed to take their water-bottles to the field and reminded to remain hydrated during the activity. * The weather will be visually checked prior to the activity commencing and monitored throughout. Signs of inclement weather will be followed-up on the ‘BOM’ website and the activity will be cancelled if lightning is observed with students returning to the Centre. |
| **Considering facilities and equipment hazards** | **Planned control measures** |
| **Boundary Clearence** | * The activity will be conducted in an open field with ample space available. This includes at least 20m of clearance on each side and 50m of clearance for overshooting behind the target. * Students will be standing in a line next to each other (not staggered) when firing and be spaced at least 1m apart. * A zone behind the firing line will be marked out using cones for those in the next group waiting to fire. * All other students will be in a designated waiting area behind the firing line. |
| **Faulty Equipment** | * Equipment will be checked for damage at the conclusion of each activity. * Faulty equipment will be removed from the activity box to be disposed of or repaired. * Quivers are provided to students to store bow and arrows safely during the activity. * Equipment will be locked in a secure box and put in the storage shed at the conclusion of the activity. |
| **Considering students** | **Planned control measures** |
| **Accidental Impalement** | * Students will be provided with safety instructions to shoot the arrow. * Students are required only to put their arrows to target. * RBSLEC teacher will continue to monitor students and the firing zone to ensure that it remains clear while students are firing. * RBSLEC teacher will wait until each student has fired all of their arrows and has placed their bow back on the quiver before providing the final instruction:   + Range is clear * Students are instructed to watch where they are placing their feet and walk when collecting their arrows to avoid impalement. * Students are instructed to gently remove arrows from targets * Students should not stand directly behind the arrow they are attempting to remove. |
| **Exhaustion, fatigue, dehydration** | * Instructors continually monitor students for signs of fatigue and take regular hydration breaks. * RBSLEC staff to utilise shade from trees for induction on hot days. |
| **Student Issues** | * RBSLEC staff recommended students to remove any jewellery. * Students are recommended to tie long hair back. * Students are instructed not to run at any time during the activity. |

| **Monitoring and Review** *(to be completed during and/or after the activity.)* | **Yes** | **No** |
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| Have additional hazards been identified? |  |  |
| Were the control measures effective? |  |  |
| Are further or different actions required? |  |  |
| Details: | | |

1. *The* ***inherent risk level*** *is determined before any control measures are put in place. Refer to the* [CARA planner](https://ppr.qed.qld.gov.au/attachment/cara-planner.docx). [↑](#footnote-ref-1)