

Combat Archery Activity Plan

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1 OUTCOMES

- To develop a sense of achievement and progress through practice.
- Correctly place the 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 practise safe techniques for participating with others in a combat archery session.

2 ACTIVITY

2.1 OUTLINE

A Combat Archery session is held at the cleared area beyond the entry of Gate 1 at Lake Camp. A session can run from 1hr - 2 ½ hours in length. Each session will include these elements and follow a similar outline:

- Students operate in pairs and/or teams for the activity session.
- The instructor will provide a safety briefing, including correct signals, descriptions, demonstrations of how the safety equipment is used, and rules for safe distance shooting.
- Students will have several turns to practice whilst the instructor coaches on technique both as a group and individually while firing at targets.
- Groups can then practice shooting at one another as well as catching the arrows.
- Students will then engage in a series of activities themed around combat archery.

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 are 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: 58-inch recurve bows rated at 20-28 pounds

String: 58-inch strand strings

Arrows: IDV arrows. Carbon fibre arrow shaft, single fletch end, plastic nock points, silicone bulb tipped arrows.

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 rubber-soled 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 jewellery 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. This activity is within 600 metres of the main campsite buildings or the office in event of communications failure.

2.4 FIRST AID

Camp Coolamatong activity staff all hold a 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. 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
- the school staff member is not trained AND it cannot wait until the school's designated first aider can be found.

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 having difficulty.

Ideally, maximum group sizes on the field will be capped at 16.

3.2 SCHOOL STAFF MEMBER REQUIREMENTS

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

It is Camp Coolamatong and DET 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 behaviour, group management and the overall welfare of their students. Each activity cannot commence if he/she is not present.

It is also required that the school staff members will 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 Combat Archery field is located at the back of the clearing near Gate 1 entrance to Lake Camp. This is only 30m from Lake Camp Activity Shed, which is situated between Lake Camp accommodation and Mason Bay. It is accessible via Gate 1 of Lake Camp, on Cranswick Rd. It can also be accessed from the path that crosses the Lake Camp Activity Shed. There is direct vehicle access in case of emergency or for students with reduced mobility.

4.2 WEATHER

Each session is assessed by the Program Manager prior to commencing, with participant skills, weather conditions and activity outcomes being taken into consideration. During the session, the Coolamatong activity leader may also use their discretion to modify as session or finish it 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 tactical 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. | Satisfactory | Major | Unlikely | Medium | Ongoing review required |
| | 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 re students with allergies | | | | | |
| | School staff hand out morning & afternoon tea so students with allergies are given correct food. | | | | | |
| Bites & Stings: Insects (mosquitoes, ants, | 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. | | | | | |

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| bees, wasps, scorpions) | | | | | | |
| 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/scrub 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 showing signs of being cold are taken back for warm 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 Coolamatong's Adverse Environmental Conditions Policy in dealing with managing, modifying and cancelling activities due to extreme weather. | | | | | |
| Falls & Trip Hazards | Students must always wear closed-toe shoes 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 alternate 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 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 Adverse Environmental Conditions Policy dealing with managing, modifying and cancelling activities due to extreme weather | | | | | |

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| Lost Student | Students are expected to stay with 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 | Adherence to the Adverse Environmental Conditions Policy 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 |
| | All students wear protective headgear during games and practice. | | | | | |
| | Students are briefed in detail about the activity zones and when and how to fire safely. | | | | | |
| | Minimum safe distance of 5m established for shooting at opponents. | | | | | |
| | If rules are not being complied with, stop game at once to remind players of rules before continuing. | | | | | |
| 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 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 *HLTAID0011 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.