



Safety Action Plan

Program: Introduction to Archery

Risk Level: Medium

Instructor - Participant Ratio: 1:12 (6 Shooting at a time)

Minimum Age: 8 years

Maximum number of youth per group: 12

Supervisors: Blue Light Instructor plus parent help/teacher(s)

Important Information for Volunteer Leaders of Activity Groups

1. All participants and their safety is your responsibility for the entire duration of the session. Do not allow any child to leave the group without your permission.
2. Please ensure your cell phone is turned off and your attention is on the children at all times.
3. Please ensure you are acquainted with the Activity Instructions and RAMS form for your activity, prior to beginning the session.
4. It is expected that your organisation will have briefed leaders as to any special needs/at risk children (eg severe allergies)
5. If you have any concerns about the activity, please speak with Blue Light staff immediately.
6. During a session, the instructor may make a decision about whether it is safe to continue the activity, or stop if it is necessary.
7. Normal precautions for child safety apply such as:
 - Ensure adequate clothing and footwear are worn especially if outdoors
 - Maintain group control at all times
 - Understand emergency procedures
 - Know who your First Aid Officer for the group is and their location
8. Encourage full group participation and have fun together!



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Risk Assessment

| What could go wrong? | What would cause it to go wrong? | How could we prevent it from going wrong? | Whose responsibility is it? | When/Where will it be done? |
|-------------------------------------|---|---|------------------------------------|--|
| Death, injury, physiological stress | Fitness level Inexperience Unable to follow instructions Suitable clothing Other obstacles and people Range not safe or secure Bows not serviced or checked Incorrect arrow for target | Refer Fire Arms Code Experienced Instructors Good clear instructions Correct equipment (size and suitability) Area checked for hazards and range inaccessible to people and animals Adequate appropriate clothing Pack First Aid kit Ratio of Leaders to Youth Youth not shooting to be in a safe and supervised area | Instructor, staff and participants | Prior to leaving school and at the site check at regular intervals |
| Sun stroke/sun burn | Lack of sunscreen or clothing caps etc | Leaders to stress importance before leaving school. Extra sunscreen to be brought up and held in the van. | Leaders and participants | Continual monitoring by leaders and volunteers |
| Dehydration/energy loss | Lack of water and food | Leaders to ensure participants have their own water bottles and food. | Leaders and participants | Prior to commencing programme |
| Hypothermia | Exposure to elements Incorrect clothing | Regular breaks for drinks and food. Gear list for youth and parents. Clothing checked for suitability. | Leaders | Prior to commencing programme |
| Arrow deflection | Incorrect use | Instruction | PIC | During the training session |
| Bow string abrasion to arm | Bow held incorrectly | Instruction | PIC | During the training session |

Emergency Plan

| | |
|---------------------|---|
| Take Control | Assess and contain situation; prioritise actions; delegate roles; look after rest of group. |
| Strategy | Remove person(s) from life threatening environment. |
| First Aid | Treat person(s) for injuries. |
| Evacuate | Package and transport person(s) to professional health care; look after rest of group. |
| Communicate | Notify emergency services; contact Blue Light Chairman; organise media spokesperson. |