



Blackwood Special Schools Outdoor Education Centre Inc.

Post Office, Blackwood, Victoria, 3458, Australia
 Phone: (03) 5368 6768 Fax: (03) 5368 6835
 E-mail: blackwood.specialschools.oec@edumail.vic.gov.au
 Internet: www.blackwoodssoec.vic.edu.au
 Incorporation (ACN) No:- AOO38155E
 Australian Business No:- 72 406 523 558



ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

ARCHERY – Archery Activity Site & Blackwood Sports Reserve



List:- Safety Issues Risks Hazards

- Non-participating students running around the Archery Activity Area
- Students not listening to or following the safety instructions
- Students pretending to fire arrows at each other or local wildlife
- Students going forward of the firing safety rope before it is safe
- Students carrying their bows onto the range when collecting arrows
- Students being injured as a result of incorrect technique



Can a satisfactory Plan be developed to keep participants safe?

YES



Develop Safety Management Plan

NO



Avoid Activity



Consider / Include

Nature of the venue – Physical Terrain:-

- Shaded outdoor venue surrounded by bush
- Activity Site is flat – Terrain running downhill
- Trees, timber boundary, retaining wall & safety net

Special Characteristics of this Location:-

- The area is fenced off
- The Archery Activity Site is defined by a timber boundary

Specific Checks for Immediate Hazards:-

- Ensure there is no tree debris on the Archery Site
- Ensure Archery Firing Safety Rope is in place
- Ensure the ALL Archery Equipment is safe

Weather:-

- Not an appropriate Activity in inclement weather
- Check past & current weather conditions
- Be prepared for a change in the weather



























Venue Check prior to Excursion:-

- Clear Archery Site of any tree debris
- Ensure ALL Archery Equipment is safe
- Set up Targets, Firing Safety Rope, Bows & Arrows






















































The Activity & Level of Activity:-

- A basic but energetic Activity
- Beginners welcome to participate

A destination for exploration



Activity Appropriateness for the Age Group:-	 More appropriate for older students  10 – 18 year olds
Maturity:-	 All maturity levels
Physical Stature:-	 Students of all physiques welcome to participate
Ability Level:-	 No experience required
Readiness of the Students:-	 Students must be willing to participate  Students must be alert & attentive during Activity  Students must listen to ALL INSTRUCTIONS
Suitability of the Location:-	 Very safe & appropriate location  The Archery Activity Site & the Blackwood Sports Reserve are both Wheelchair accessible
Staff Qualifications and / or Experience:-	 Experience in supervising groups in outdoor recreation activities
Nature of the Group:-	 Students with Special Needs  Students with a variety of different Special Needs
Area to be Visited:-	 The BSSOEC Archery Activity Site  The Blackwood Sports Reserve
Participant Preparation:-	 Appropriate Clothing  Safety Briefing
Skill Development:-	 Ability to use and hold a bow correctly  Ability to load an arrow into a bow  Ability to safely fire an arrow at a target
Fitness Development:-	 Low fitness level  Physical Activity
Advance Briefing:-	 Highlight Safety Requirements to Students  DO NOT enter Archery Range until safe  Non-participants to remain seated at all times  Move safely & slowly around the Archery Activity Site

A destination for exploration




Equipment Maintenance Procedures & Checks:-	<ul style="list-style-type: none">  Check all equipment prior, during & after use  Ensure Archery Activity Site is safe  Remove unsafe equipment for repair or disposal 						
Personal Equipment:-	<ul style="list-style-type: none">  Students are to wear appropriate & comfortable clothing  Appropriate Shoes are required  Students tie back long hair, remove jewellery & watches 						
Special Equipment:-	<ul style="list-style-type: none">  None required 						
Transport:-	<ul style="list-style-type: none">  Walk to the Archery Activity Site  Students driven or walk to Blackwood Sports Reserve  Equipment driven to Blackwood Sports Reserve 						
Equipment of Emergencies:-	<ul style="list-style-type: none">  1st Aid Kit 						
Protective Clothing:-	<ul style="list-style-type: none">  Students wear arm guards when participating in Archery 						
Organisational Arrangements for conducting the Activity:-	<ul style="list-style-type: none">  Group Leaders choose the Activity as part of their Camp Program  Blackwood Staff prepare & implement Archery  Blackwood Staff fully brief Group Leaders & Group 						
Staff – Student Ratio:-	<ul style="list-style-type: none">  1 : 6 – Maximum of 12 Students  2 Visiting Staff accompany Activity at ALL TIMES 						
Location:-	<ul style="list-style-type: none">  The BSSOEC Archery Activity Site  The Blackwood Sports Reserve 						
Roles of Staff:-	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Blackwood SSOEC Staff</td> <td> <ul style="list-style-type: none">  Set up the Activity  Implement the Activity AT ALL TIMES  Brief Students & ensure Activity is run safely </td> </tr> <tr> <td>Group Leader</td> <td> <ul style="list-style-type: none">  Supervision & behaviour of all Campers  1st Aid & Sun Safe Strategies  Head Count of Students at all times  Report incidents </td> </tr> <tr> <td>Visiting Staff</td> <td> <ul style="list-style-type: none">  Monitor welfare & fitness of Students  Carry out tasks as directed  Ensuring Students adhere to Safety Rules </td> </tr> </table>	Blackwood SSOEC Staff	<ul style="list-style-type: none">  Set up the Activity  Implement the Activity AT ALL TIMES  Brief Students & ensure Activity is run safely 	Group Leader	<ul style="list-style-type: none">  Supervision & behaviour of all Campers  1st Aid & Sun Safe Strategies  Head Count of Students at all times  Report incidents 	Visiting Staff	<ul style="list-style-type: none">  Monitor welfare & fitness of Students  Carry out tasks as directed  Ensuring Students adhere to Safety Rules
Blackwood SSOEC Staff	<ul style="list-style-type: none">  Set up the Activity  Implement the Activity AT ALL TIMES  Brief Students & ensure Activity is run safely 						
Group Leader	<ul style="list-style-type: none">  Supervision & behaviour of all Campers  1st Aid & Sun Safe Strategies  Head Count of Students at all times  Report incidents 						
Visiting Staff	<ul style="list-style-type: none">  Monitor welfare & fitness of Students  Carry out tasks as directed  Ensuring Students adhere to Safety Rules 						
Safety Measures:-	<ul style="list-style-type: none">  DO NOT RUN  DONOT aim at each other or wildlife  DO NOT enter the Archery Range unless instructed  Remain seated at all times when not participating 						

A destination for exploration



Group Management Arrangements:-

-  Keep the group together at ALL TIMES
-  Split the group into two different Activity Groups if there are more than twelve (12) students







Additional Activities (if required):-

-  If the weather is inappropriate:-
 -  Indoor Accommodation Site Activities
 -  Bushwalk









Activity Plan Alternative:-

-  Implement other Activities from Camp Program
-  Indoor Accommodation Site Activities











Injury Management:-

-  Dial 000 – if required
-  Treat Injury on site
-  Student to return to Activity if able
- OR**
-  Student to return to Accommodation to Rest
-  Monitor student regularly
-  Assess & Manage Injury regularly

Emergency Plan:-

-  Dial 000 – if required
-  Remove student from the Activity
-  Assess Injury
-  If required cancel the Activity
-  Visiting Staff required to supervise uninjured students
-  Help student return to the Activity
-  If safe to do so remove student from Activity Location to a safer Environment where Injury can be adequately Managed
-  Continuously Monitor & Assess the Student

Communication Plan:-

-  Group Leader to inform their Principal
-  Group Leader to inform Parents – if required
-  Group Leader to inform Blackwood Manager
-  Group Leader to complete:-
 -  Patient Care Report
 -  Incident Notification Form
-  Group Leader & Blackwood Manager to inform DEECD if Patient is Transported to Hospital
-  Blackwood Manager to inform Blackwood President – if required
-  Blackwood Manager to initiate Emergency Services – if required
-  Blackwood Manager to direct Blackwood Staff, Group Leader, Visiting Staff & Students under the direction of Emergency Services Personnel