

SILVRBAND LODGE ACTIVITY PLAN



LIVE THE OUTDOORS

ARCHERY

This document has been prepared with reference to the Department of Education and Training Victoria 'Safety Guidelines for Education Outdoors' and the Australian Adventure Activity Standards. These were accessed online [here](#) and [here](#) at the date of the most recent update.



In consultation with user groups, Silverband Lodge designs and delivers a broad range of experiential learning programs at Silverband Lodge sites and beyond.

From self-led on site activities, to multi-day expeditions, Silverband Lodge staff will assist in program design and delivery for all ages and abilities.

Programs are designed in response to the desired outcomes of each user group and will always be appropriate to the age, skills and experience of attending participants.

Program design will sequence activities to provide the best possible outcome and each activity offered in the program will be conducted in accordance with the following activity plan.

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1. EDUCATIONAL PURPOSE

The aims of Archery is to;

- Encourage persistence, practice and discipline
- Accept and overcome challenge
- Extend personal boundaries
- Care for fellow participants
- Become familiar with the use of safety techniques
- Have fun
- Engage in an exciting and exhilarating activity

This activity is not aimed at excellence in skill acquisition but rather improvement in performance.

ACTIVITY OUTLINE AND METHOD

Archery is a teacher / group leader or group-led activity. Archery is generally conducted in a 1.5 hour session or a 2-3 hour session in conjunction with another activity.

1. Group leaders who will be conducting the archery session must meet with Silverband Lodge staff to be briefed on how to conduct archery. They will also be provided with written instructions. The Group Leader must pass instructions on to other staff who will also facilitate archery if they have not attended the Silverband Lodge briefing. Participants will be given the opportunity to ask questions.
2. Collect equipment from Silverband Lodge staff (instruction folder, balloons, bows & arrows).
3. Meet with your group in the designated area and escort them to the archery area. Targets and safety line will be setup by Silverband Lodge prior to arrival.
4. Explain the activity to the group as per the instructions provided by Silverband Lodge.
5. Attach balloons to targets if desired.



2. ENVIRONMENT

LOCATION

Archery is conducted on a level open area which is located well away from other camp activities and is also an easily defined area. Three targets are setup

The group's prior experience and current abilities will determine the amount of time spent on the activity, depending on group size and prior experience.

COMMUNICATION

In the case of an emergency or extreme weather conditions, archery is located onsite where access to communications and external assistance is readily available.

In the case of an incident at the archery site, Silverband Lodge staff must be notified so they are able to assist as needed. Silverband Lodge staff will always be contactable via telephone communication.

WEATHER

The weather conditions are assessed in preparation for each session and closely monitored throughout the session. Variable weather conditions are possible through all seasons. Archery is a weather dependent activity and therefore on days of extreme temperatures, high winds or very wet/cold conditions, altering or cancelling the activity will be considered. It will be the responsibility of Silverband Lodge staff to make this decision.

TRANSPORTATION

No transportation required.



3. ACTIVITY

STUDENT SKILLS

Regardless of prior experience, the attending group leader will conduct an activity briefing with each group to provide participants with the following information.

- There will be no more than four participants shooting at each target at anytime
- Two firing lines will be laid – participants firing will stand on the front line and participants waiting for their turn will stand behind the second line. Participants should not cross their respective lines unless directed.
- No participant handles a bow or arrow until the command “Fire when Ready”
- Each participant fires three arrows and upon completion lays the bow on the front line.
- When all participants have fired and bows are on the ground the command “retrieve your arrows” is given. Participants may cross the front line and to collect their arrows.
- Students are not permitted to run during the archery activity.
- Proper technique for holding the bow
- Expectation of participants to act responsibly towards other participants, the environment and for safety reasons.
- Appropriate clothing (see below).
- Protection of the natural environment and minimal impact practices.
- A discussion of the nature and rationale of challenge activities.
- Sufficient information for participants to act in the case of emergency.

On conclusion of each archery session a de-brief discussion will be facilitated by the instructor covering the following points:

- At first did you ever think you would hit the target?
- What happened with practice?
- Was it safe when done properly?

EQUIPMENT

Silverband Lodge staff are familiar with the safe use and maintenance of equipment used for archery.

Equipment is checked;

- Immediately prior to commencing the activity
- Thoroughly each month as part of the maintenance schedule

It is the responsibility of Silverband Lodge staff to

- Ensure all required equipment is provided in working order and onsite at activity

Bows and Arrows

The teacher/school representative will be provided with required number of bows and arrows at the beginning of each day by Silverband Lodge staff. The bows used are appropriate for children aged 9 and over.

The arrows used are metal tipped and should only be used for their intended purpose and as directed by Silverband Lodge staff.

FIRST AID KITS

The group leader should have access to a first aid kit during the archery session.

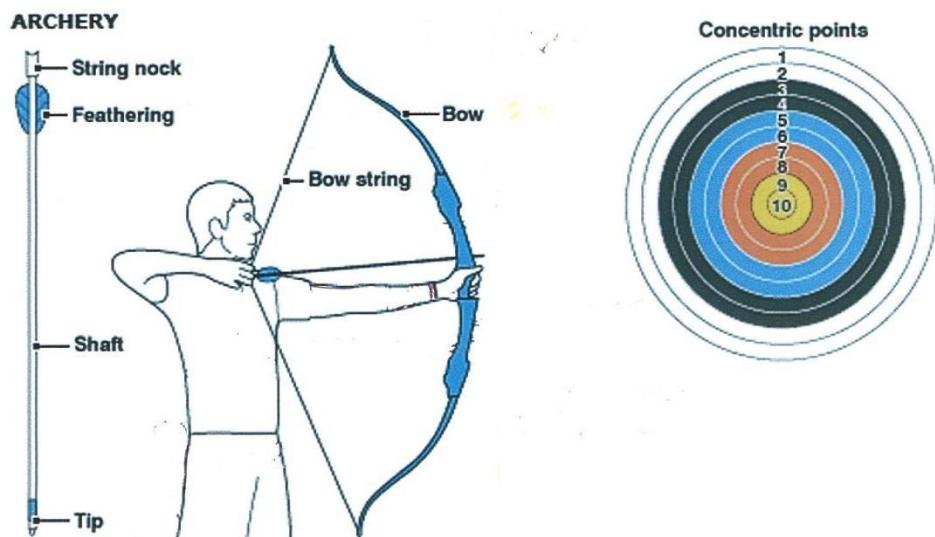
CLOTHING

While equipment and clothing is weather dependent when participating in archery, participants will;

- Wear a long sleeve shirt/top
- Wear sturdy shoes
- Remove jewellery and watches
- Tie hair back

IDENTIFICATION

It is the responsibility of the user group to manage the group effectively ensuring all participants are accounted for at all times.



4. PEOPLE

STAFF

The group leader / school representative needs no formal experience or qualification to conduct this activity. Strict group supervision and control and an induction session from a Silverband Lodge staff person are required before conducting the activity.

Responsibility of the group leader/school representative

The group leader/school representative will also be responsible for the following;

- Instructing the activity in a safe manner
- Monitoring the welfare and fitness of participants
- Ensuring safety procedures are clearly communicated to participants
- Undertake a head count prior to, during and after the activity
- Record near miss incidents and accidents and submit them to Silverband Lodge staff.

TEACHER / GROUP LEADER BRIEFING

School staff must be available prior to the activity for approximately 15 minutes for an in service briefing from Silverband Lodge. The briefing may happen with all staff together or school staff may be asked to pass information on to other staff also facilitating archery.

- Targets will be set up. You will have three or four bows and a number of arrows to distribute between the bows.
- There will be two safety lines set up. Any students not shooting must remain behind the first line. Only the archers will be allowed past the first line.
- Students should not handle a bow or arrow until instructed by the staff member.
- Students should load the bows facing away from the remaining group members.
- Students will then fire their allocated arrows. When they are finished, they should place their bow on the ground and wait until all other bows are also placed on the ground.
- On instruction from the staff member students will be able to cross the safety line to retrieve their arrows and return them to the next person in line.
- Students should not run during archery.
- To prevent bruising to the forearm, students should wear long sleeved shirts.
- Staff will be provided with instructions on firing technique by Silverband Lodge staff.
- Between activity sessions archery equipment must be stored in an area not accessible to students.
- Confer with Silverband Lodge Staff of what procedures to follow should the instructor become incapacitated for any reason.
- **At the end of each day Silverband Lodge staff will ensure equipment is locked away.**

SUPERVISION

Supervision is a critical factor in managing risk in the outdoors. Archery is suitable for both primary and secondary age participants over 9 years old.

The minimum supervision ratio will be:

1 group leader: Up to 15 students or campers

The allocation of staff should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

INFORMED CONSENT

Schools are responsible for obtaining informed consent from parents/guardians of students prior to the activity. A list of participants, medical forms and parental authority should accompany the group leader/school representative to the activity.

FIRST AID

The group will have a quickly accessible and contactable Group Leader / School Representative on site with a minimum of the following current (within 3 years) first aid qualification or equivalent:

HLTAID011 Provide First Aid

and a current (updated within 12 months) Cardiopulmonary Resuscitation (CPR) qualification or equivalent:

HLTAID009 Provide Cardiopulmonary Resuscitation

Group/school representatives will be responsible for all student medical forms and for ensuring medical forms and any medications are taken to activity venues.

A first aid kit will be located on site. Additionally, each group is required to supply their own first aid kit. Silverband Lodge and contracted staff with first aid training will administer first aid under the following circumstances:

- In an emergency situation
- If the designated group/school representative is unable
- If the group's designated first aider cannot be located or in difficulty

All staff / group members with known medical conditions that might compromise the group's risk management plan should make accompanying staff aware of this condition. Be aware that issues of confidentiality will be involved in any such disclosure.

5. RISKS

RISK ASSESSMENT

A detailed risk assessment is conducted of this activity, which is attached to this document and reviewed annually, or as required.

HOW TO

Where applicable, the relevant 'How To' should be read in conjunction with this Activity Plan.

EMERGENCY STRATEGY

On arrival User groups will be provided with a copy of the Silverband Lodge Emergency Management Plan.

- Mobile phone communication is available at the archery site. Emergency vehicle available at all times.
- Participant names, addresses, details, permission forms, medical forms are held by teacher / group leader at activity site
- Any special medical issues are known by teacher / group leader and any students with potential medical conditions are monitored during the activity
- Archery sessions are weather dependent and therefore in periods of extreme temperatures or high winds activity will not take place.
- A group / school representative will need to be at the archery site. In the event that a school representative is not available to be at the archery site the activity will be cancelled.
- A person will be nominated to monitor the behaviour of students at the archery site.
- All group leaders / school representatives / assistants to the instructor will be briefed on the emergency strategy and supervision responsibilities should the instructor become incapacitated for any reason. This person would be expected to seek appropriate assistance if required.



LIVE THE OUTDOORS

RISK ASSESSMENT - ARCHERY

The list below incorporates some of the risks identified associated with Archery.

Please note: the list below is not all encompassing, and some associated risks may not have been identified.

Risk Description	Existing Controls	Rating		
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood
Participant crosses firing line before directed and is injured by a fired arrow	<ul style="list-style-type: none">• Silverband Lodge staff must ensure group leader understands safety procedure and has access to 'How to' card.• Group Leader must communicate clearly with participants the need to stay behind firing line and wait for the command "Retrieve your arrows".• Participants who do not follow these instructions will be asked to sit out.	Satisfactory	Moderate	Rare
Participant misplaces footing causing the participant to slip or trip leading to injury.	<ul style="list-style-type: none">• Silverband Lodge staff must ensure group leaders understands safety procedure and has access to 'How to' card.• Correct footwear is to be worn.• Participants are made aware of potential dangers• Participants are advised not run during activity	Satisfactory	Minor	Likely
Participant or staff member is stung or bitten by ant, bee, spider etc, leading to swelling or anaphylactic reaction.	<ul style="list-style-type: none">• Ensure staff are aware of any allergies, specifically anaphylactic students.• Medications should be carried at all times in close proximity to participant.• Evacuation procedure should be well known by staff.• Communications will be carried and available at all times.	Satisfactory	Moderate	Likely
Participants receive excessive bruising on forearm from the bow string.	<ul style="list-style-type: none">• Participants should wear long sleeved tops/shirts.• Group leader will ensure instructions are communicated thoroughly to participants to encourage proper techniques to limit bruising.	Satisfactory	Minor	Unlikely
Participant lets arrow go before pointing at target leading to injury of themselves or another participant.	<ul style="list-style-type: none">• Participants will be instructed to always point arrow towards the target when loading the bow as per 'How to' card.• Silverband Lodge staff must ensure group leaders understands safety procedure and has access to 'How to' card.• All other participants will remain behind the second firing line.	Satisfactory	Minor	Unlikely
Damaged equipment causing leading to injury	<ul style="list-style-type: none">• All bows and arrows are checked by Silverband Lodge staff at the beginning of each day.• All equipment is thoroughly checked weekly and repaired and replaced as required as part of scheduled maintenance checks.	Satisfactory	Major	Rare



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RISK ASSESSMENT - ARCHERY

Risk Description	Existing Controls	Rating		
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood
Participant misbehaves causing potential danger to themselves and/or the entire group.	<ul style="list-style-type: none">Participants are briefed and made aware of potential dangers within the environment.Behavioural expectations of participants are fully explained.Group leader to assist as per camp supervision protocols.In the case that behaviour creates a situation where anyone is put in a potentially dangerous situation, the activity will be cancelled.The group leader will be responsible for deciding if circumstances are such that the activity cannot be conducted in a safe manner.If this decision is made the activity will be stopped immediately.	Satisfactory	Major	Unlikely
Strong winds leading to discomfort and potential injury to participant.	<ul style="list-style-type: none">Review weather condition prior to activity.Assess students' ability to cope with increasingly difficult conditionsCancel activity if appropriate.	Satisfactory	Minor	Unlikely
Exposure to extreme weather conditions including wet, cold and windy or heat and sun causing discomfort and potentially leading to illness such as hyperthermia, extreme sun burn, heat exhaustion or heat stroke.	<ul style="list-style-type: none">Review weather conditions prior to activityMonitor temperature and shorten, relocate or adjust activity as requiredEnsure adequate fluid intakeEnsure appropriate, adequate clothing and protection against elements is worn before and during activityObserve participant's condition during activity.Consideration of wind chill factor if wind is presentCancel activity if conditions are such that activity cannot be conducted safely and participation will place participants in extreme danger.	Satisfactory	Moderate	Likely

Site Assessment:

Archery is located at Silverband Lodge at both Wonderland and Pinnacle areas. It is conducted on a level open area which is located well away from other camp activities and is also an easily defined area where Three to four targets are setup.

The group's prior experience and current abilities will determine the amount of time spent on the activity, depending on group size and prior experience.

Silverband Lodge will ensure that an appropriate form of communication is available at all activity locations