

## CHRISTIAN YOUTH CAMPS – BURLEIGH HEADS **ARCHERY**

**Activity Coordinator:**

**Venue(s)** Camp Drewe (Lennox heads), Numinbah Valley  
**Date of Excursion:**

**Ages Attending:**

**The Process –**

1. Breakdown the activity into actions (eg. off and on the bus, in transit, toilet stop, each activity at venue, unstructured time)
2. For each activity:
  - Identify what hazards may exist, what harm may result, and to whom - consider **consequences** should an incident occur
  - Enter what practices you currently have in place to reduce the **frequency** or **consequences** of injury
  - Discuss **as a group** what further controls are possible-consider risk versus educational outcome. Does the control measure actually introduce any **new risks?**
  - Identify & document **who** puts each control in place and in what time frame
3. When considering 'further controls' start at the top of the following 'hierarchy of control'- the higher on this list the more reliable the control:
  - Eliminate – some activities of an excursion may need to be eliminated if the risks can't be controlled eg swimming in a dangerous rock pool
  - Substitute - lower risk activity with same outcome eg swimming at patrolled beach between the flags
  - Redesign - change or reorder activities eg swimming activity changed to cooler time of day to avoid peak sun exposure
  - Isolate – provide clear instructions to participants at the start of an activity eg set boundaries to keep participants out of problem areas
  - Admin controls – plan & coordinate each action of an activity eg clear rules & expectations for activity, supervision roster
  - Personal protective equipment – last option that should be considered but in some cases the only practical control eg approved helmet for horse riding

**Review** – this workplace health and safety risk assessment is to be reviewed when:

- An incident where staff or students are injured
- Any staff member considers the level of risk has become unreasonable
- A change in staff or participant mix
- A new activity is introduced
- Circumstances change significantly
- There is new information that may influence the risk assessment
- After the activity
- Each time the activity is undertaken

You must do this step to complete the risk management process because: it's the law (WH&S Act), it is an internal audit requirement, it ensures the knowledge gained is passed on to others proposing to engage in a similar activity, the review process improves the skills of those staff involved.

Implemented by: \_\_\_\_\_

Site Manager: \_\_\_\_\_

WHSO: \_\_\_\_\_

## Appendix B – Hazard Assessment Categories

### Step 1 – Identify the Hazard

Risk category	Example of Risk	Hazard Category	Example of Hazard
Sound	Hearing Damage	Electrical	Shock, Burns
Biological	Micro-organisms	Kinetic Energy	Projectiles, Penetrating Objects
Hazardous Substances	Skin contact, Inhalation	Mechanical Energy	Caught between, Struck by / against
Extremes of Temp	Effects of Heat or Cold	Thermal Energy	Spills and Splashes of Hot Matter
Gravity	Falling Objects, Slips, Trips and Falls of People	Radiation	Ultra -violet, Arc Flashes, Micro-Waves, Lasers
Confined Spaces	Restriction of movement	Vibration	Aggravates body/limbs stability

### STEP 2 - Calculate the RISK Rating (Low / Medium / High) using the chart below.

RISK ASSESSMENT FACTORS		
<b>EXPOSURE</b> (Rating) 1 RARE (less than 20% of time) 2 OCCASIONAL (20%-60% of time) 3 FREQUENT (over 60% of time) (This refers to the amount of time in any given working day that staff are exposed to the Hazard)	<b>PROB. OCCURRING</b> (Rating) 1 UNLIKELY 2 POSSIBLE 3 VERY LIKELY (This refers to the probability of an injury occurring should the Hazard be engaged)	<b>CONSEQUENCES</b> (Rating) 2 MINOR (Scratches/ Bruises) 3 MODERATE (Breaks/ Burns) 4 SERIOUS (Permanent loss) (This refers to the potential severity of the injury)
Score 6 and below = L	Score 7 = M	Score 9-10 = H

### STEP 3 - Specify the Control Measure (Column 3 over page) required to **eliminate** the hazard or bring it's consequences to a **Low** rating.

Control Categories		
Elimination	Risks to be designed out and control measures to be designed in.	Hazard eliminated
Substitution	Replace the material / part or process with a less hazardous one.	Hazard eliminated
Re-Design	Redesign work processes to eliminate the risk.	Hazard eliminated
Separation	Isolating the hazard from the people by enclosing or guarding.	Hazard covered
Administration	Adjusting the time or conditions of risk exposure.	Hazard worked around
P. P. E.	Using appropriately designed and properly fitting equipment where above controls are not available.	Hazard remained but staff protected

Please note: Some hazards may not be identified in the above "Hazard Assessments". These have been labelled as "other".

<b>Activity/Camp Coordinator</b> ..... Date .... / ... / .... (Signature) .....	<b>Site Manager</b> ..... Date .... / ... / .... (Signature) .....
<b>Risk assessment authorised by WH&amp;S Officer</b> Andrew Grant Date .... / ... / .... (Signature) .....	<b>Other relevant parties</b> Name ..... Date .... / ... / .... (Signature) .....

Activity Risk/Hazard	Consequences and/ or Description of Risk <small>(Describe circumstances/tasks that might produce the Risk. If possible, list activity, procedure or job. Recall previous experience on similar projects if necessary.)</small>	Level of Risk	Control Measure to be Implemented	N - Not Done D - Done I - Implementing		
				N	D	I
Walking to & from the venue	<ul style="list-style-type: none"> <li>• Slip, trip, fall – uneven ground and or walking tracks</li> <li>• Participants may loose their footing and slip, trip or fall</li> </ul>	4	<ul style="list-style-type: none"> <li>• Participants to be asked to mind their step</li> <li>• Participants are led by instructors/leaders</li> </ul>		✓ ✓	
Supervision	<ul style="list-style-type: none"> <li>• Participant disappearance</li> <li>• Participant behaviour</li> <li>• Behaviour causing injury</li> <li>• Participant behaviour being affected, could lead to injury.</li> </ul>	2	<ul style="list-style-type: none"> <li>• Participant to instructor ratios met (as per Education Queensland guidelines)</li> <li>• Qualified instructors are always used.</li> <li>• CYC's Archery Standard Operating Procedure is followed</li> </ul>		✓ ✓ ✓	
Toilets	<ul style="list-style-type: none"> <li>• Sharps in toilet</li> <li>• Harm to participant - Sharps or a person intending harm.</li> </ul>	4	<ul style="list-style-type: none"> <li>• Participants to be "buddied" to ensure participants are in a minimum group of 2.</li> </ul>		✓	
Public Venue	<ul style="list-style-type: none"> <li>• Harm to participant</li> <li>• Members of the Public - Sharps or a person intending harm.</li> <li>• Disappearance of participant</li> </ul>	4	<ul style="list-style-type: none"> <li>• Participants to be "buddied" to ensure participants are in a minimum group of 2.</li> </ul>		✓	
Participant Health	<ul style="list-style-type: none"> <li>• Participant Health</li> <li>• Participant Fitness - Participants not being in a fit physical state to participate</li> </ul>	4	<ul style="list-style-type: none"> <li>• Participants to remove all loose jewellery, apparel or ornaments, which may cause injury to themselves or other participants.</li> <li>• Parental consent forms to be completed prior</li> </ul>		✓ ✓	

Implemented by: \_\_\_\_\_

Site Manager: \_\_\_\_\_

WHSO: \_\_\_\_\_

Safety	<ul style="list-style-type: none"> <li>• Training - Non-Adherence to safety instructions</li> </ul>	2	<ul style="list-style-type: none"> <li>• Activity to be led by qualified staff/trainers.</li> <li>• CYC's Archery Standard Operating Procedure is followed</li> </ul>	✓ ✓	
First Aid	<ul style="list-style-type: none"> <li>• Unqualified staff - Further agitation of injury</li> </ul>	4	<ul style="list-style-type: none"> <li>• Administrator of first aid to have current first aid qualification</li> <li>• First aid kit to be available at all venues</li> <li>• All staff are trained in advanced first aid</li> </ul>	✓ ✓ ✓	
Equipment	<ul style="list-style-type: none"> <li>• Arrows, bows, bow strings – Injury from equipment</li> </ul>	2	<ul style="list-style-type: none"> <li>• All equipment to be an appropriate standard and meet safety requirements</li> <li>• CYC's Archery Standard Operating Procedure is followed</li> </ul>	✓ ✓	
Ultra-violet rays	<ul style="list-style-type: none"> <li>• Radiation - sunburn</li> <li>• Heat stroke</li> <li>• Heat exhaustion</li> </ul>	3	<ul style="list-style-type: none"> <li>• Participants required to wear sunscreen and hats.</li> <li>• Participants are provided with water bottles to alleviate risk of heat stroke or heat exhaustion</li> </ul>	✓ ✓	
Non-participants	<ul style="list-style-type: none"> <li>• Supervision - lack of supervision</li> </ul>	4	<ul style="list-style-type: none"> <li>• One additional adult/leader to accompany instructors/leaders to supervise non-participants</li> </ul>	✓	
Safety	<ul style="list-style-type: none"> <li>• Contact - contactability</li> </ul>	4	<ul style="list-style-type: none"> <li>• Instructors/leaders to ensure mobile phone is available and taken on activity</li> </ul>	✓	
Weather	<ul style="list-style-type: none"> <li>• Slips, Trips &amp; Falls</li> <li>• Lightening - Injury</li> <li>• Electrocutation</li> </ul>	3	<ul style="list-style-type: none"> <li>• If the weather conditions are unsuitable the activity should be cancelled.</li> <li>• CYC's Archery Standard Operating Procedure is followed</li> </ul>	✓ ✓	