

Risk Profile

The following risks have been identified through PGL's risk assessment process:

- a. Equipment failure – bows, arrows, bosses
- b. Unauthorised entry into range or other parts of activity base; both human and animal
- c. Overshooting into public land or parts of centre used by other guests, staff or contractors
- d. Participants turning around with a loaded bow
- e. Re-bounding arrows
- f. Extreme weather – wind, low light/poor visibility, snow build up
- g. Entrapment of hair, fingers, loose clothing, jewellery in equipment
- h. Injury from archery bases – low door frames, uneven ground, swinging doors
- i. Slips/trips/falls in or around activity base, onto arrows during collection or onto unused arrows
- j. Injury from participation/physical exertion
- k. Fatigue/exhaustion/dehydration
- l. Boss falling over during collection

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

Control Measures

Deployment Requirements

Instructor Qualifications:	Centre based Training & Assessment by an approved assessor.
Max group size, Instructor: Participant ratio:	1:15
Active participation:	1:4 (1 to 5 can be used)

1. Equipment Requirement:

For Activity:

- Min 4/5 x bows sized to fit group, both left and right-handed should be available where appropriate

- 4/5 x ground quivers (If applicable)
- 20/25 x arrows
- X 8/10 arm braces.
- 2 x paper targets
- 2 x bosses
- Warning flags/signage kit. (If applicable)

Grade 1 & 2 Equipment:

- 2 x plastic targets
- 12 x suction arrows

Per Activity Base:

- The range must be clearly marked with warning signs around the perimeter and public access points. This will be centre specific dependent on base location.
- Unintentional access to the range from the sides must not be possible
- A range, including waiting & shooting lines and safe overshoot area must be clearly defined and in line with the generic range guidelines set out in the Archery ACOP.

2. Specific Clothing Requirements

Participant & Instructor:

- Long hair tied back
- Facial jewellery must be removed
- Close fitting long sleeves or short sleeves
- Shoes (no sandals or open toed footwear)

3. Session Preparation

- a. The range should be checked that it complies with guidelines set out in the ACOP.
- b. Danger areas are marked out clearly and red flag or notices positioned if required.
- c. Bows must be strung using the approved method and a purpose made bow stinger.

4. Session Instruction

- a. Bows must be carried by the handle with string positioned horizontally between the arm and body
- b. Only the instructor is to carry the arrows whilst travelling to and from the range
- c. The approved safety briefing and instruction (as per the ACOP) must be delivered to all participants.
- d. Range Rules must be clearly explained and upheld:
 - i. Active participants must stand astride the shooting line
 - ii. A bow must only be drawn or loaded at the shooting line
 - iii. A loaded bow must only be pointed at the target
 - iv. Dropped arrows must be left on the ground until the instructor gives permission for their recovery
 - v. Participants can only cross the shooting line when shooting has ceased, and they have been instructed to do so by the instructor
 - vi. Any participants on the archery range must be accompanied by the instructor and supervised when retrieving arrows
 - vii. The instructor must account for all arrows and participants before commencing shooting of the next detail
 - viii. Only walking is allowed on the archery range - hands must always be out of pockets

- ix. Participants must only carry arrows (during retrieval) in the approved manner detailed in the ACOP
 - x. Participants/instructors may only stand to the side of a boss when withdrawing arrows and they must always look behind to check for others before doing so
 - xi. Only with permission from the instructor is anyone allowed into the safety zone to the side or back of the targets during the session
 - xii. The bracer must be worn when shooting.
- e. The Stop Shooting procedure must be explained:
- i. Participants must immediately point their bows towards the ground
 - ii. Arrows to be taken off the bow
 - iii. The arrow and bow must be placed on the ground quiver
 - iv. Participants must take a large step back from the bow/ground quiver
 - v. Under no circumstances must a participant shoot an arrow after the command has been given
 - vi. Shooting can re-commence on the direct command of the Instructor when the issue has been addressed
- f. The instructor retains the discretion to employ suction arrows and targets for younger participants during their initial attempts to enhance physical capabilities and improve success rates. It is permissible to have one suction arrow target and one traditional metal arrow target simultaneously, provided that participants are reminded to direct their shots at the designated target corresponding to their skill level.
- g. The draw length of participants against the arrows is to be checked. The length of the arrow must exceed that of the draw length by approximately 6cm. If it does not, then the draw of the participant must be modified (reduced).
- h. If it is absolutely clear, through visual assessment that the draw length of the participant is not going to be longer than the arrow there is no need to measure
- i. The 6-point shooting technique must be taught as detailed in the ACOP
- j. All participants must fire their first arrow(s) guided on a 1:1 ratio before being allowed to free shoot under supervision of a 1:5 ratio, once the Instructor is happy with competence and behavior
- k. The Instructor must remain vigilant at all times when participants are shooting. If a guest requires assistance, then the instructor must continue to maintain good group control whilst dealing with the issue
- l. If any arrows are lost during the session the instructor must organise a thorough arrow search before leaving the activity base detailed in the ACOP
- m. A maximum of 3 archers per target is allowed
- n. Paper sheets or balloons (if being used) must be attached to the face of the boss.
- o. The instruction to retrieve arrows can only be given when each detail has finished shooting. During retrieval, those not collecting arrows must remain behind the waiting line
- p. When arrow retrieval is taking place no arrows must be left on or behind the shooting line, or in any other place where they could be shot from bows.
- q. At all times, the location and use of all arrows must be known to the instructor and these should never pose any threat or potential threat to any person or animal.
- r. An initial arrow retrieval demonstration can be completed as a group, then should be run on a 1:5 ratio during the session.
- s. During arrow retrieval, the instructor must be fully aware of the location and handling of all arrows at all times and bows must be placed on the bow rests before arrow retrieval may commence.

- t. Retrieval of arrows must commence with those closest to the shooting line and then progress away to the furthest last
- u. During arrow retrieval the instructor must be on the range supervising participants, making sure all participants return to the firing line when retrieval is complete
- v. Participants should retrieve arrows with the help of an instructor if the ground is wet
- w. Shooting can only recommence when the range is clear, and guests have been given a clear command by the instructor
- x. Having become competent at basic shooting the Instructor must progress the session on to include games and/or challenges appropriate and suitable to the group type – see ACOP

5. Session Conclusion

- a. All arrows must be accounted for with none left in the activity area
- b. A litter pick should be undertaken to collect any balloon or paper remnants.

Appendix: Queensland-Specific Safety Considerations

Additional Queensland-Specific Safety Considerations:

- Ensure compliance with local council regulations for public and semi-public outdoor recreation areas.
- QLD Heat policy should be enforced: suspend or modify sessions when ambient temperature exceeds safe limits (e.g., above 35°C).
- Check for and remove any signs of wildlife presence near the structure before sessions begin (e.g., snakes, spiders, ants).
- Provide a shaded rest area and ensure all participants wear hats and apply sunscreen if outdoors.