

Vacation Care Risk Assessment

Name of Day: Zoom Archery

Date: 18/01/21

Number of children: 75

Number of Educators/Adults: 7

Transport Method: Bus

Commencement Time: 9:30

Conclusion Time: 2:30

Venue Address: A.S.Tanner Reserve, Chuter Ave, Monterey NSW 2217

Description of the Activities: Archery

Items to be taken on the excursion: Excursion Bag

Which risk assessment safety points are relevant for today? (Please tick)

☐

Adventure Play

☐

Animals

☐

Art & Craft / Creative activities

☐

Bushland/Water environments

☒

Children with additional needs

☐

Food & Cooking

☐

Media & Entertainment

☒

Sport/Physical activity

☐

Water Play

☒

Excursion travel

☒

Infectious Diseases

Ensure risk assessments are available to parents on the day, that they have been read by all staff involved and any relevant risk preventative measures are illustrated to children.

Is a site visit required? Yes ☒ No ☐

If yes, please record name of staff member conducting site visit as well as the date of the visit.

Is there a site-specific risk assessment for the venue? Yes ☒ No ☐

If yes, please print and make available to all staff and parents.

Other than risks presented in the above documents, please outline any activity specific risks on the table on page 2.

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Trip hazard	The children may slip/fall when walking through park	<ul style="list-style-type: none"> The use of wet floor signs if there has been a large spill Completing checks and clearing any potential hazards before child use an area 	3	<ul style="list-style-type: none"> Giving clear instructions on where children should be Ensuring children are wearing appropriate footwear and tie up laces 	Educators have a responsibility to keep an eye on all the children and mindful of any objects that may be a trip hazard
Electricity	The children	<ul style="list-style-type: none"> Power points have flip over plastic case to cover electrical points Regular testing of electrical items takes place in line with school policies 	2	<ul style="list-style-type: none"> For vacation care we can bring or use the insertable power point covers as these are safer and harder for children to pull out and play with 	Educators have the responsibility to watch over children and make sure they are not playing with or touching power points of electrical items
Hit by bow and/or arrow	All	<ul style="list-style-type: none"> Safety talk before departure Staff to child ratio 1:10 	3	<ul style="list-style-type: none"> Children are briefed by trained coaches Do not allow children to walk in front of bow and arrow at any time Children only to shoot arrow when instructed Advise children to always look around them before shooting 	Educators have the responsibility to ensure children are carefully following coaches' instructions and to assist them when needed to avoid an injuries

				<ul style="list-style-type: none"> • Ensure children are not moving around with bow and arrow • Show children how to hold equipment correctly 	
Hit by falling target	Children	<ul style="list-style-type: none"> • Safety talk • Maintain 1:10 ratio for excursions 	4	<ul style="list-style-type: none"> • Children carefully instructed on how to pull arrow out of target • If arrow is imbedded deeply, or out of reach for children staff to take out 	Educators have the responsibility to ensure children are carefully following coaches instructions and to assist them when needed to avoid an injuries
Muscular fatigue / sore arms or hands	Children	<ul style="list-style-type: none"> • Safety Talk • Allowing children to rest when required 	4	<ul style="list-style-type: none"> • Warm up before use of equipment • Give appropriate size/strength bows to appropriate participants 	Be mindful that children may become fatigued. Allow them to rest and assist them if necessary,

RISK ASSESSMENT FORM TEMPLATE

Risk Assessment Matrix

Consequences / Impact	Probability / Likelihood			
	Very Likely Could happen at any time	Likely Could happen some time	Unlikely Could happen but very rare	Very Unlikely Could happen but probably never will
VERY HIGH - Kill or cause permanent disability or ill health	1	1	2	3
HIGH - Long term illness or serious injury	1	2	3	4
MEDIUM - Medical attention and several days off work	2	3	4	5
LOW - First Aid required and no time off work	3	4	5	6

Risk assessments are conducted to ensure that there is correct and reasonable supervision carried out for activities. If you believe an activity requires ratios other than 1:15 for an in-Centre day and 1:10 for an excursion day, please note this down in the preventive measures column and alert the Centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment: Zoe Hanna



Risk Management

Zoom Mobile Archery- Risk Assessment						
Hazard	People Affected	Likelihood	Severity	Risk Control	Further Action	Residual Risk
Shot by an arrow	All Participants	Unlikely	Very Harmful	Putting barricades and warning signs around the shooting area. Arrows only to be touched following the command "Fire When Ready" or "Load" . No one is to load or touch arrows until they are standing astride the firing line. Once a Participant has shot all three arrows they are to retire and step back from the firing line and wait for further instructions. Do not distract others while loading an arrow or shooting. No one is to collect their arrows until the command "Collect Your Arrows" .	Staff must position themselves in such a position, so that they are able to see all participants who are shooting. Firing Line identified to the participants. Set up a waiting area. Instruct participant to wait in the waiting area until told otherwise. Staff observant and alert throughout the session.	Low
Over drawn arrow piercing bow hand	All Participants	Unlikely	Harmful	All Arrows are 32inches, sufficient to prevent this from happening.	Staff to check all the participants to ensure the right size.	Low
Falling onto an arrow	All Participants	Unlikely	Harmful	Participants warned not to run when carrying arrows. Arrows to be carried with point	Staff vigilance throughout the session.	Low



				safe-pointing to the ground.		
Running into an arrow	All Participants	Unlikely	Harmful	When moving around the shooting area participants are not allowed to run at any time. Participants must always approach the target from the side or between NEVER Straight on.		Low
Hit by an arrow	All participants	Unlikely	Very Harmful	If more than one person is shooting at a target only one collects their arrows at a time. Staff will let you know when it is safe to approach the target. Participants are told to ALWAYS check behind them before pulling out their arrows.	Waiting area is identified for the other person.	Low
Hit by falling target	All Participants	Unlikely	Slight Harm	Participants are to place one hand on the target and pull the arrow with the other hand, to anchor the target. Difficult to reach or deeply embedded arrows are to be withdrawn by staff only.	Staff to be present at the targets when arrows are being withdrawn. Targets are secured from behind.	Low
Damaged or broken equipment	All Participants	Unlikely	Harmful	All equipment checked before use by staff and coaches. Damaged equipment are to be taken out of service and	Damaged or broken equipment discarded. Regular checks of and maintenance equipment as necessary.	Medium



				recorded in the withdrawn log until repairs are carried out or the item is scrapped. Damage happening during the session is to either be repaired at the time or the item withdrawn as above and a replacement is used		
Dry fire the bows	All Participants	Unlikely	Very Harmful	Participants are told about the dangers of dry firing the bows. Participants are NOT ALLOWED to move around with bow and arrows.		Low
Carrying archery equipment down to site.	All participants	Unlikely	Harmful	Participants are shown how to hold equipment vertically using the handle and not the string.	Staff to account for all arrows	Low
Hit by bow string	All Participants	Sometimes	No/very slight Harm	All participants are to wear a tight long sleeve shirt or a arm guard on the hand holding the bow.	Staff to supply arm guards to all participants	Low
Sore Fingers	All Participants	Sometimes	No Harm	Finger tabs to be available and used when pulling the string.	Staff to supply finger tabs to all participants	Low
Strained Joints	All Participants	Sometimes	Slight Harm	Bows with appropriate draw strength to be used for participants. Warm up before session.		Low





Your COVID-19 Safety Plan

Community sporting competitions and full training activities

Business details

Business name	Zoom Mobile Archery
Business location (town, suburb or postcode)	Monterey
Completed by	Sam Hamze
Plan approved by	Sam Hamze
Email address	info@zoomarchery.com.au
Effective date	24 September 2020
Date completed	29 October 2020

Wellbeing of staff and customers

Exclude staff, volunteers, parents/carers and participants who are unwell.

We will do our best to Exclude staff, volunteers, parents/carers and participants who are unwell.

Provide staff and volunteers with information and training on COVID-19, including when to get tested, physical distancing and cleaning, and how to manage a sick visitor.

All Staff/volunteers have been provided with the safety rules

Make staff aware of their leave entitlements if they are sick or required to self-isolate.

The staff/volunteers are aware of their entitlements.

Display conditions of entry (website, social media, venue entry).

We have no conditions of entry, other than stay home if unwell

If hiring the facility, consult with the owners/operators to address these requirements to understand what measures may already be in place.

Hiring the field from Bayside council, and have asked about measures being in place.

Ensure COVID-19 Safety Plans are in place, where relevant, for:

- **Swimming pools**
- **Indoor recreation facilities**
- **Major recreation facilities**

Premises with an indoor gym must complete the COVID-19 Safety Plan for gyms and register their business through nsw.gov.au. Premises with a food or drink premise must complete the COVID-19 Safety Plan for restaurants and cafes and register their business through nsw.gov.au.

N/A We are a outdoor sporting organisation (Archery)

Ensure processes are in place to exclude participants (including spectators and officials) if they have visited Victoria, or have visited a location in NSW at a time and date that requires them to self-isolate, in the 14 days prior. Locations with self-isolate alerts are listed on the NSW Government website.

Note: the exclusion of Victorian residents does not apply to those with border region resident permits.

Visitors from Victoria to self isolate

Physical distancing

Ensure the number of people in a facility does not exceed one person per 4 square metres of space (excluding staff) to a maximum of 500 people.

Targets and archers are spaced out to a safe distance, unless in the same family or group.

Spectators singing in groups or chanting/cheering is a particularly high-risk activity and should be avoided where possible.

We don't have cheering or chanting groups

Minimise co-mingling of participants from different games and timeslots where possible.

Co- mingling is minimal as participant generally leave after their session.

Ensure any spectators comply with 1.5 metres physical distance where practical, such as through staggered seating. People who live in the same household are not required to distance.

All spectators comply with the safe distance unless in the same household or group.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as with drop off and pick up zones or staggered start/finish times.

N/A We are located in a outdoor public park with surrounding residents.

Where possible, encourage participants to avoid carpools with people from different household groups.

N/A It is out of our control who participants arrive with

Reduce crowding wherever possible and promote physical distancing with markers on the floor where people stand or are asked to queue.

N/A We are not allowed to mark the grounds as we hire the field from Council and there are other users of the field.

Ensure communal facilities such as showers, change rooms and lockers have

strategies in place to reduce crowding and promote physical distancing.

N/A there are no showers or change rooms available on premises.

Where practical, stagger the use of communal facilities. Strongly encourage participants to shower/change at home where possible.

N/A there are no showers or change rooms available on premises.

Use telephone or video platforms for essential staff meetings where practical.

N/A all our meetings are held at the field during work hours.

Review regular business deliveries and request contactless delivery and invoicing where practical.

N/A Deliveries don't come to the field and generally require a signature

Hygiene and cleaning

Adopt good hand hygiene practices.

Hand sanitisers and soap is provided

Ensure hand sanitiser is accessible at the venue entry and throughout the facility or ground.

Hand sanitisers and soap is provided at the entrance and next to toilets

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers. Consider providing visual aids above hand wash basins to support effective hand washing.

N/A We do provide soap, however can not provide the rest as they are public toilets managed by the council.

Encourage participants to bring their own water bottle, snacks/orange slices and sweat towels. Avoid shared food and drinks.

Participants bring their own bottles

Ensure processes are in place to launder shared uniform items after use, such as bibs or jerseys.

N/A participants come with their own clothes.

Clean frequently used indoor hard surface areas, including children's play areas, at least daily; first with detergent and water, and then disinfect. Clean frequently touched areas and surfaces, including in communal facilities, several times per day.

N/A We are outdoors. All our equipment get sprayed with Glen20 after use.

Clean indoor hard surface areas used for high intensity sports with detergent and disinfectant after each use.

N/A Outdoor

Reduce sharing of equipment where practical and ensure these are cleaned with detergent and disinfectant between use.

Participants get their own equipment to use during their session and they are sprayed with Glen20 after use.

Ensure there is accessible detergent/disinfectant and gloves for visitors to use, should they wish.

Hand soap and sanitiser provided

Disinfectant solutions need to be maintained at an appropriate strength and used in accordance with the manufacturers' instructions.

Use store bought Glen 20

Staff should wash hands thoroughly with soap and water before and after cleaning.

Staff wash or use hand sanitiser regularly

Encourage contactless payment options.

All payments welcome

Record keeping

Keep a record of name and a mobile number or email address for all staff, volunteers, participants, spectators and contractors attending community sports activities, where this is practical, for a period of at least 28 days. Where possible, personal details should be collected in a way that protects it from disclosure to other customers. Ensure records are used only for the purposes of tracing COVID-19 infections and are stored confidentially and securely.

We have our own record system and will contact effected participants if necessary.

Make your staff and volunteers aware of the COVIDSafe app and its benefits to support contact tracing if required.

They are aware of the app

Community sport organisations should consider registering their business through nsw.gov.au

We are registered

Cooperate with NSW Health if contacted in relation to a positive case of COVID-19 at your workplace, and notify SafeWork NSW on 13 10 50.

We will do what is necessary

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes