

# Archery



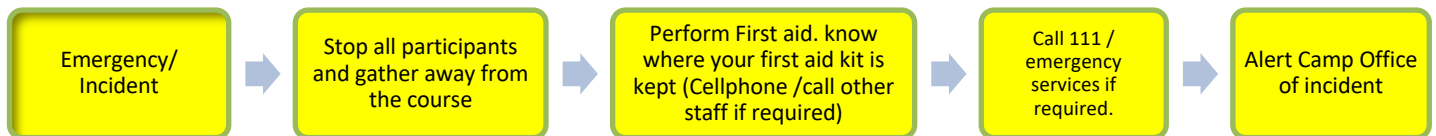
## Standard Operating Procedures

*This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed.*

*This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debriefs and meetings.*

<b>Activity:</b>	<b>Archery</b>		
<b>Location of Activity:</b>	Archery range off the sports field		
<b>Site:</b>	<b>Whakamaru</b>	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Christy Breetvelt	<b>Version:</b>	3
<b>Position:</b>	Instructor	<b>Approved:</b>	02/05/2024. Stephen Fox. Manager.
<b>Date Reviewed:</b>	02/05/2024	<b>Location of Hard copy:</b>	Office
<b>Number of Participants:</b>	<b>Max Ratio:</b>	1 Instructor or Supervisor / 10 Participants Note: Ratio adjusted with changes in risk levels	
<b>Instructor Competence:</b>	Site-specific induction and assessment of internal competencies.		
<b>Supervisor Competence:</b>	Supervisor competent in group management and trained on SOP/ Emergency Procedures.		
<b>Equipment &amp; Clothing Requirements:</b>	MiCamp Supplied: Bows, Arrows, Targets. Participants Supplied: Covered Shoes and appropriate Clothing for weather conditions.		
<b>Communication Procedures:</b>	Use the Supervisor's cell phone to contact emergency services and /or staff. Alternative communication; Send runner to office or staff member.		
<b>Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:</b>	Firearms Safety Code, Fire Arms Licence, Archery Good Practice Guide 2018, Health and Safety at Work (Adventure Activities) Regulations 2016.		

### Emergency Procedures



### Equipment Check (Staff Only)

1	Bows- cracks in body, fray in string, shape under tension
2	Arrows- Straight, noch is whole, all feathers are attached, point, enough for group
3	Targets- Face is intact, backing is whole

## Operating Procedures

### Pre-activity Check

- |   |  |  |
|---|--|--|
| 1 | Attend training and safety briefing with staff.        |  |
| 2 | Familiarise with SOP/ equipment location.              |  |
| 3 | Visually check the equipment, targets, structures etc. |  |

### Setup

- |   |   |  |
|---|---|--|
| 1 | Collect equipment from the activity room.                 |  |
| 2 | Check targets are fully secured, and boundary rope is up. |  |

### MiCamp Instructor Brief to Supervisor

- |   |  |  |
|---|--|--|
| 1 | Go over the SOP.   |  |
| 2 | Conduct training as per "Activity supervisor training and acknowledgement form". |  |
| 3 | Ensure supervisor is aware of emergency procedures.                              |  |

### Supervisor Brief to Participants

- |   |  |  |
|---|--|--|
| 1 | Gather the group together and show them the general area.  |  |
| 2 | Only the supervisor and the people shooting are to be by the shooting line. Two may go at a time. All others are to wait in the designated area. |  |
| 3 | All arrows must be shot before anyone can enter the shooting range. Bows must be handed back to supervisor!                                      |  |
| 4 | <b>Loaded bows are to be pointed at the targets or the ground only!</b>  |  |
| 5 | Arrows are to be carried in a safe manner. No running in shooting range.   |  |

### Operating Instructions

- |   |   |  |
|---|---|--|
| 1 | Explain the rules, and how to load and aim.   |  |
| 2 | Bow can be held in either hand depending on preference, the string is drawn by the opposite hand.   |  |
| 3 | Load an arrow onto the bow; the nock clipped onto the string below the nocking point. Ensure that this is all done with the arrow pointing towards the target.  |  |
| 4 | Using the tips of your fingers draw back the string to your ear, elbow raised high and holding the bow with your arm locked straight out in front of you.   |  |
| 5 | Arrow is released by opening your fingers holding the string.   |  |
| 6 | Repeat until all the arrows are released.   |  |
| 7 | <b>Walk at the side of the range to the targets</b> and remove arrows from target: place one palm flat on the target close to the arrow and pull with the other hand from the base of the arrow in the same direction it went in.                       |  |
| 8 | <b>Supervisor is to call "STOP" if anything is to enter the firing zone.</b> When "STOP" is called, participants are to stop what they are doing and slowly point loaded bows to the ground. They are not to fire again until the "all clear" is given. |  |

### Closing Down the Activity

- |   |   |  |
|---|---|--|
| 1 | Gather all the gear and check that it is all returned. Note any broken or damaged gear. |  |
| 2 | Alert the host of any changes/maintenance needed.                                       |  |

### Pause points

- |   |   |  |
|---|---|--|
| 1 | Pause the activity if loaded bow points anywhere other than the target or the ground. |  |
| 2 | Pause the activity if anything enters the firing zone.                                |  |
| 3 | Pause the activity at any time conditions or people become unsafe.                    |  |
| 4 | Pause the activity if anyone gets Injured.  |  |

<b>Hazards and Risk Identification</b>				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. <b>*All Risks must be continually monitored throughout the activity*</b> New hazards/risks must be reported or resolved appropriately as soon as possible.				
<b>Environment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Driveway next to shooting range	Participants are kept off the road at all times.	Low	High	ADMIN
Weather/sun (Supervisors & participants)	Apply sunscreen before activity. Bring a water bottle. Program breaks. Supervisor rotations. Participants are to wait in shaded areas.	Low	Medium	PPE
Distraction from other groups	Supervisors to use good group management. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium	ADMIN
Change in weather	Ensure everyone has appropriate clothing. Supervisor to halt activity at any time if weather compromises safety. Weather Risk assessed continuously.	Low	Medium	PPE
<b>Activity Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
Participants or others have been shot by an arrow	Shooters must wait for the supervisor to say they can collect their arrows, only when all bows are handed over! All participants and others must stay behind the roped area while shooting.	Low	High	ADMIN
Participant poked in the eye	Walk at the side of the range to the targets so you can see the arrow. Do not walk directly at the target as it is hard to see the arrows.	Low	Medium	ADMIN
<b>Equipment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Incorrect use of equipment	Bow and arrows are to be pointed at the ground or the target while loading and aiming! Supervisor to ensure the group is operating safely. Participants are briefed and demonstrated the correct use of all equipment and how to avoid injury using posture. Arrows are to be transported by the supervisor to and from the activity site.	Low	Extreme	PPE
Equipment failure	Regular checks of equipment. Removed from use and clearly labelled if faulty.	Low	Medium	PPE
<b>Pause Points</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Participant points loaded bow away from the target at any time	Stop them immediately, physically intervene and point the bow to the ground, remove the bow if necessary	Low	High	PPE

**This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As of the time of approval, this SOP meets all known regulations (Adventure Activity regulations, Safety Audit Standards etc) and current industry good practice**