

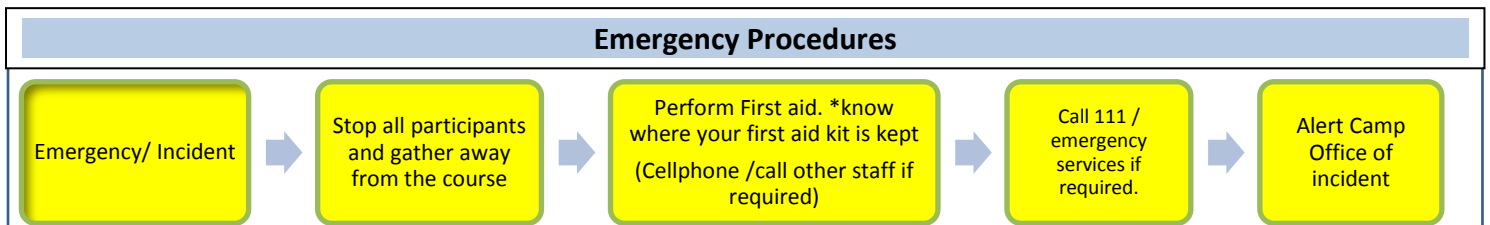


## Standard Operating Procedures

*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 debrief and meetings.*

<b>Activity:</b>	Archery		
<b>Location of Activity:</b>	Archery range by bottom corner of driveway, near Lodges		
<b>Site:</b>	Taupo	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Ted Muir	<b>Version :</b>	2
<b>Position:</b>	Manager		
<b>Date Reviewed:</b>	24/07/2018	<b>Location of Hard copy:</b>	Activity Shed
<b>Number of Participants:</b>	<b>Max Ratio:</b> 1:10	Ratio adjusted with changes in risk levels	
<b>Supervisor Competence:</b>	Supervisor competent in group management and trained on SOP/ Emergency Procedures		
<b>Equipment / Clothing Requirements:</b>	Bows Arrows Targets		
<b>Activity Requirements:</b>	Covered Shoes		
<b>Communication Procedures:</b>	Use Supervisors 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>	Basic Archery Pocket Guide		



Equipment Check (Staff Only)	
1	Bows- cracks in body, fray in string, shape under tension
2	Arrows- Straight shaft, nock is whole, all fletching are attached, point, enough for group
3	Targets- Face is intact, foam isn't damaged



# Archery



## Operating Procedures

### Pre-activity Check

- 1 Attend training and safety briefing with staff
- 2 Familiarise with SOP/ equipment location
- 3 Visual check of equipment, targets, structures etc

### Setup

- 1 Collect equipment from activity shed
- 2 Check targets are fully secured

### MiCamp Instructor Brief to Supervisor

- 1 Go over SOP's
- 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 people shooting and supervisor to be by shooting line, two at a time, all others to sit back at bench
- 3 All arrows must be shot before anyone can enter shooting range, bows must be handed back to supervisor!
- 4 **\*Loaded bow to be pointed at the targets only!**
- 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 drawn by the opposite hand
- 3 Arrow loaded onto the bow with the odd coloured feather facing out and the notch clipped onto the string above the bead. Ensure that this is all done with the arrow pointing towards the target
- 4 Using the tips of your fingers the string is drawn back to the ear, elbow raised high and arm holding bow locked straight out in front
- 5 Arrow is released by opening the fingers holding the string
- 6 Repeat until all the arrows are released
- 7 **\*Walk at the side of the range to the targets** and remove arrows from target: place one palm flat on the target close to arrow and pull with the other hand from the base of the arrow in the same direction it went in

### Closing Down the Activity

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

### Pause points

- 1 \*Pause activity if loaded bow points anywhere other than the target.
- 2 \*Pause activity at any time if conditions or people become unsafe

\*Safety points: Ensure this is done

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



# Archery



Hazards and risk Identification				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. <b>*All Risk must be continually monitored throughout the activity*</b> New hazards/ risk must be reported or resolved appropriately as soon as possible.				
Environment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		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 prior to activity. Bring water bottle. Program breaks. Supervisor rotations. Participants 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
Activity Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove participant from activity area or deny participation if safety of others is compromised.	Low	High	ADMIN
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Incorrect use of equipment	Bow and arrows always pointed at ground or target while loading and aiming! Supervisor to ensure group is operating in a safe manner. Shooters must wait for supervisor to say they can collect their arrows, only when all bows are handed over! All participants must stay behind roped area while shooting. Participants are briefed and demonstrated the correct use of all equipment and how to avoid injury using posture. Arrows to be transported by supervisor to and from activity site.	Low	Extreme	PPE
Equipment failure	Regular checks of equipment. Removed from use and clearly labelled if faulty.	Low	Medium	PPE
Pause Points	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant points loaded bow away from target at any time	Stop them immediately, move other participants away from shooting area, remove bow if necessary	Low	High	PPE