

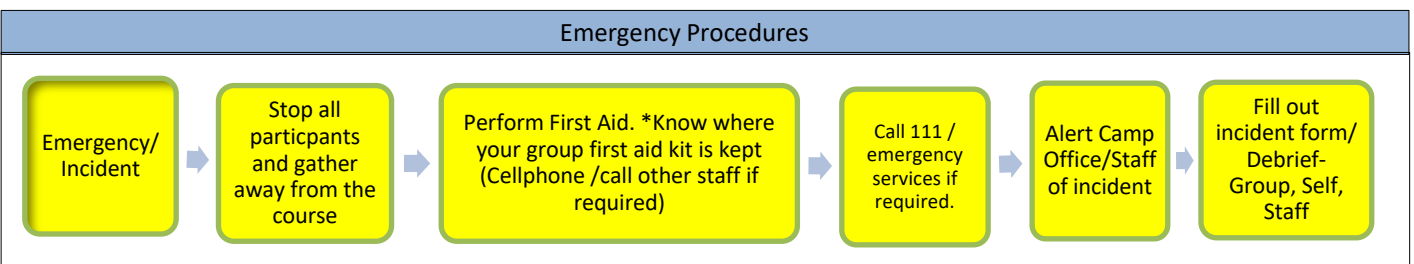


### Standard Operating Procedures

*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>	Archery		
<b>Location of Activity:</b>	Archery range by the bottom corner of the driveway, near Lodges		
<b>Site:</b>	Taupo	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Christy Breetvelt	<b>Version :</b>	3
<b>Position:</b>	Instructor	<b>Approved:</b>	17/04/2024. Stephen Fox. Manager.
<b>Date Reviewed:</b>	17/04/2024	<b>Location of Hard copy:</b>	Camp 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, Firearms Licence, Archery Good Practice Guide 2018, Health and Safety at Work (Adventure Activities) Regulations 2016.		



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, backing is in a tidy condition

**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**



# 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 the train station. |  |
| 2 | Check targets are fully secured.          |  |

### 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 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 | <b>Loaded bow to be pointed in the archery range 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 drawn by the opposite hand.   |  |
| 3 | Arrow loaded 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 the string 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 | <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 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 archery range.</b> When STOP is called participants are to stop what they're doing, slowly release tension on string and 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 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 conditions or people become unsafe.      |  |
| 3 | Pause activity if anyone gets injured.                              |  |



# Archery



Hazards and Risk Identification				
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.				
Environment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Driveway next to the shooting range	Participants are kept off the road at all times.	Low	Medium	ADMIN
Weather/sun (Supervisors & participants)	Apply sunscreen before the 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 the supervisors of other groups if necessary. Use positive communication.	Low	Medium	ADMIN
Change in weather	Ensure everyone has appropriate clothing. The supervisor is to halt the activity at any time if the weather compromises safety. Weather Risk is to be assessed continuously.	Low	Medium	PPE
Activity Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant behaviour compromises group safety	Give the safety brief. Staff or Supervisor can remove the participant 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 have been 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
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Incorrect use of equipment	The bow and arrows are always pointed at the ground or the target while loading and aiming! The supervisor ensures that the group is operating safely. The participants are to be briefed and shown the correct use of all of the 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 the 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 archery range at any time	Stop them immediately, physically intervene and point the bow at the ground. Remove the bow if necessary.	Low	High	PPE
<b>Pause activity at any time conditions or participants become unsafe.</b>				

