

# Archery

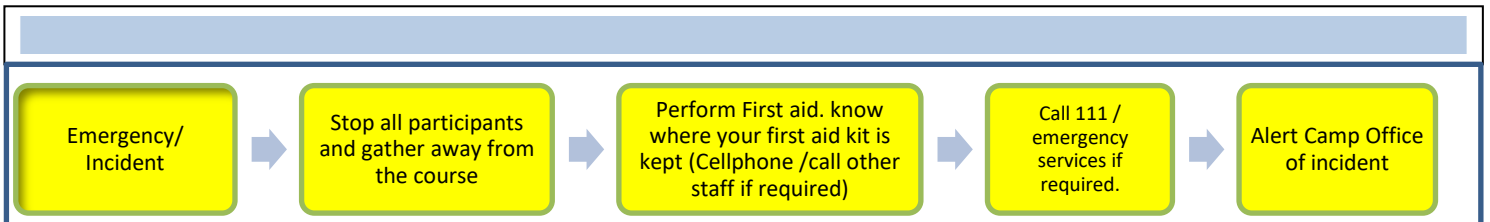


## Standard Operating Procedures

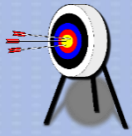
*This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed*

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

|  |  |  |                     |
|--|--|--|---------------------|
| <b>Activity:</b>   | Archery  |  |                     |
| <b>Location of Activity:</b>   | Archery range off sports field   |  |                     |
| <b>Site:</b>   | Whakamaru  | <b>Area:</b>   | Activities          |
| <b>Reviewed By:</b>  | Chris & Keziah Muir  | <b>Version:</b>  | 3                   |
| <b>Position:</b>   | Site Managers  | <b>Approved:</b>   | Ted Muir (20/12/22) |
| <b>Date Reviewed:</b>  | 20/12/22   | <b>Location of Hard copy:</b>  | Office              |
| <b>Number of Participants:</b>   | <b>Max Ratio:</b>  | 1 Instructor or Supervisor / 10 Participants<br>Note: Ratio adjusted with changes in risk levels |                     |
| <b>Instructor Competence:</b>  | Site specific induction and assessment on 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.<br>Participants Supplied: Covered Shoes, Appropriate Clothing for weather conditions.                  |  |                     |
| <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> | Fire Arms Safety Code, Fire Arms Licence, Archery Good Practice Guide 2018, Health and Safety at Work (Adventure Activities) Regulations 2016. |  |                     |

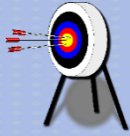


| Equipment Check (Staff Only) |   |
|------------------------------|---|
| 1                            | Bows- cracks in body, fray in string, shape under tension                           |
| 2                            | Arrows- Straight, nock is whole, all feathers are attached, point, enough for group |
| 3                            | Targets- Face is intact, backing is whole   |



# Archery

| Operating Procedures                         |  |
|--|--|
| <b>Pre-activity Check</b>                    |  |
| 1  | Attend training and safety briefing with staff.  |
| 2  | Familiarise with SOP/ equipment location.  |
| 3  | Visual check of equipment, targets, structures etc.  |
| <b>Setup</b>                                 |  |
| 1  | Collect equipment from activity room.  |
| 2  | Check targets are fully secured and Guide rope is up.  |
| <b>MiCamp Instructor Brief to Supervisor</b> |  |
| 1  | Go over SOP's.   |
| 2  | Conduct training as per "Activity supervisor training and acknowledgement form".   |
| 3  | Ensure supervisor is aware of emergency procedures.  |
| <b>Supervisor Brief to Participants</b>      |  |
| 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 wait in designated area.  |
| 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 at the targets only!.</b>  |
| 5  | Arrows are to be carried in a safe manner. No running in shooting range.   |
| <b>Operating Instructions</b>                |  |
| 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 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  | <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 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. |
| <b>Closing Down the Activity</b>             |  |
| 1  | Gather all gear up and check that it is all returned. Note any broken or damaged gear.   |
| 2  | Alert the host of any changes/maintenance needed.  |
| <b>Pause points</b>                          |  |
| 1  | Pause activity if loaded bow points anywhere other than the target.  |
| 2  | Pause activity if anything enters the firing zone.   |
| 3  | Pause activity at any time if conditions or people become unsafe.  |
| 4  | Pause activity if anyone gets Injury.  |



# Archery

## Hazards and risk Identification

This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.

**\*All Risk must be continually monitored throughout the activity\***

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                |
| Participants or others been shot by an arrow               | Shooters must wait for supervisor to say they can collect their arrows, only when all bows are handed over! All participants and others must stay behind roped area while shooting.   | Low        | High      | ADMIN                |
| Participant been poke 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                                 | Bow and arrows always pointed at ground or target while loading and aiming! Supervisor to ensure group is operating in a safe manner. 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, physically intervene and point bow to the ground, remove bow if necessary  | Low        | High      | PPE                  |

**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**