

## Shooting (Archery) – SOP

### Last Review:

This SOP was last reviewed on 30 October 2020.

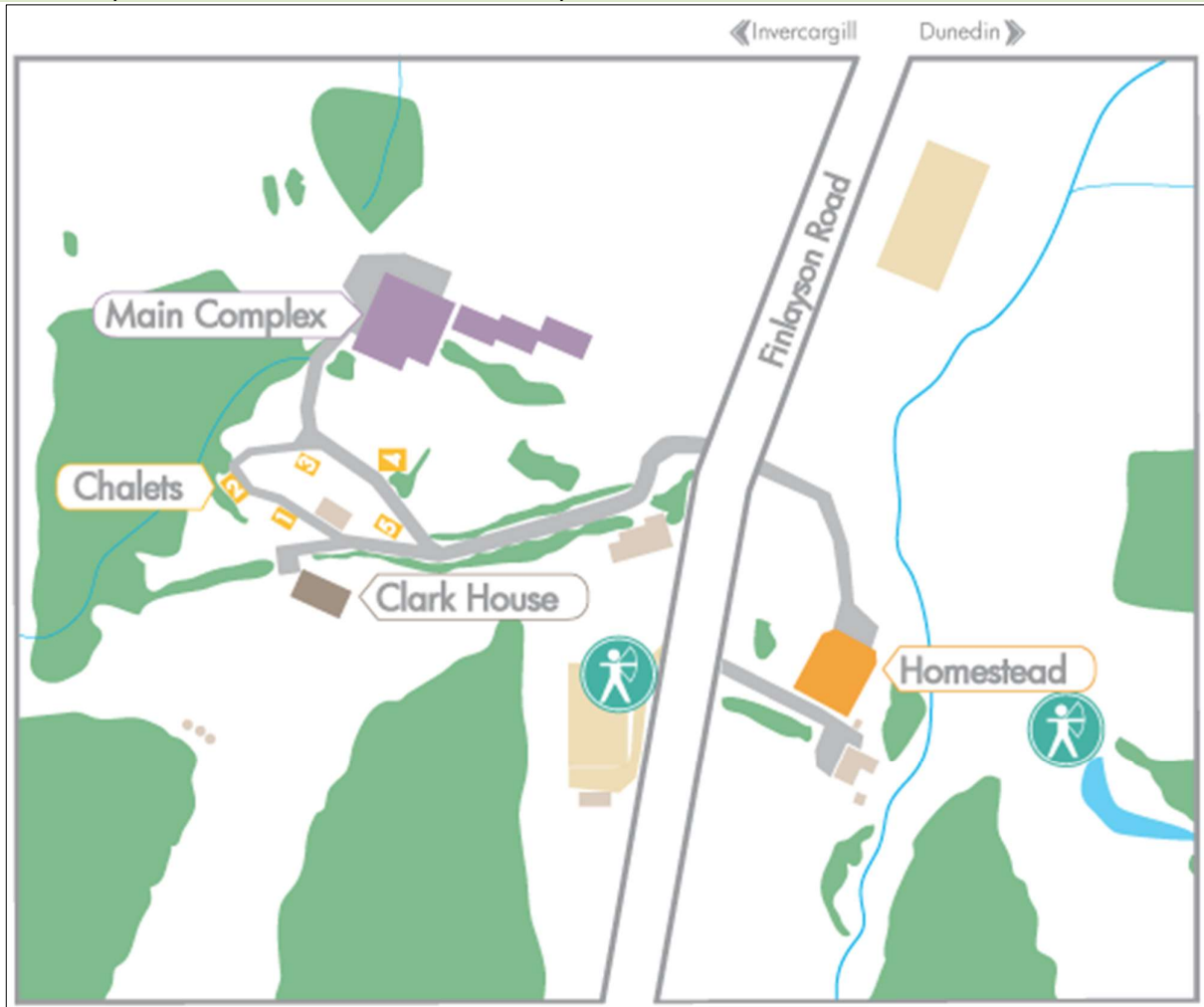
### Activity Summary

The CYC Waihola Shooting (Archery) activity is a **medium risk activity** that involves shooting targets with carbon fibre arrows from either 16lb or 20lb strung re-curve bows designed for entry level archery.

### Location

Either:

- Flat area next to water tanks
- Unused Horse Arena
- Dam paddock on Homestead side of camp



### Requirements for activity

#### **Activity Leader**

An activity leader is required for this activity:

- ▶ Only one person will be deemed to be the Activity Leader for each session

- ▶ The activity leader must have a current *CYC Waihola Shooting Supervisor* qualification with *Archery Endorsement*<sup>56</sup>.

### Qualifications

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Shooting Supervisor* with the *Archery Endorsement*

### Supervision Ratios

When children<sup>57</sup> are present:

- ▶ the high risk ratio of 1 competent adult to 5 children applies
- ▶ there is a two competent adult minimum (this minimum includes the Activity Leader)
- ▶ Whilst not the law, it is strongly recommended that for each child that is using an bow there must be "immediate and hands-on" supervision for each bow<sup>58</sup>.

When children are not present then there is no supervision ratio other than the requirement for a trained person to be the Activity Leader

### Activity Restrictions

The maximum number of bows to be used at any time is 2.

### Activity Sign-off

As part of completing the daily log-book for this activity the [Shooting \(Archery\) – Activity Sign-off](#) must be completed every time this activity runs.

### Activity Equipment

There is one equipment box for this activity.

#### Archery Equipment Box

This box is to be taken to the activity area every time the activity is in use. It is to be locked when not in use.

The box will contain:

- ▶ Activity Logbook containing:
  - ▷ these current instructions
  - ▷ the current Activity RAM
  - ▷ a daily Activity Sign off sheet
- ▶ arrows
- ▶ bow wax
- ▶ arm guards
- ▶ disassembled bows
- ▶ pens and pencils for recording in Activity logbook
- ▶ 2x sets of rope and two electric fence standards to:
  - ▷ used to mark the firing line
  - ▷ used to mark the spectator line if required

#### Targets

These targets are made up of two steel upright stands and two closed cell foam targets. The targets must be taken to the activity area every time the activity is in use. Alternatively the barrels at Horse Arena maybe used to hold the archery targets upright.

If this activity is to be run in any location other than the the Horse Arena then a off-site activity first aid kit is to be taken to the activity location

<sup>56</sup>A person with a current *CYC Waihola Shooting Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Shooting Supervisor* qualification with *Archery Endorsement*.

<sup>57</sup>Refer to Appendix 1.1 Glossary of Terms

<sup>58</sup>Refer to Good Practice Guide (Target Shooting) [version 1:2018] page 3



## **Ancillary Services**

No ancillary services are required for this activity.

## **Key reasons to postpone activity**

This activity should not be run or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate competent supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

## **Operating Procedures**

### **6 monthly check**

A paid staff member must review and physically inspect the activity every 6 months using the [Flowchart of Risk Management Processes](#), [Shooting \(Archery\) – Risk Analysis](#) and the [Shooting \(Archery\) – Risk Analysis](#) to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- ▶ Any safety concerns from the 6 monthly check will result in the activity being out of action until the safety concern is remedied.

### **Day of Activity Check**

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity. Conditions deemed to be unsuitable will be determined by any of the following:
  - ▷ Heavy precipitation
- ▶ The Activity Leader must complete the pre-activity sections of the [Shooting \(Archery\) – Activity Sign-off](#)

### **Activity Setup**

The Activity Leader must set up the activity by doing the following:

- ▶ Erecting the targets
- ▶ Placing the firing line and spectator line on the ground with at least 3 metres between them

Archery Bows are not to be set up until participants arrive unless the Activity Leader remains with the set-up bows at all times or all arrows are taken from the area to a safe location until use.

### **With Each New Group of Participants:**

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader

The introductory talk will cover the following:

- ▶ The Safety Rules as detailed below
- ▶ A demonstration of:
  - ▷ the correct shooting stance
  - ▷ how to fire an arrow at the target correctly
  - ▷ how to retrieve arrows embedded in the target and how to retrieve arrows embedded in the ground

The safety rules are:

- ▶ Always point the bow and arrow in a safe direction at all times
- ▶ Only two participants are allowed on the firing line at any time only when given permission by the Activity Leader



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- ▶ When participants are finished shooting their arrows they are to place the bow on the stand and step back to the spectator line until given express permission from the Activity Leader to go forward to retrieve arrows in the firing zone
- ▶ No spectators are to go beyond the spectator line
- ▶ Explain what the "stop signal" means – that participants are to immediately lower their bows to the ground due to a safety issue.

### **During the Activity**

The Activity Leader can give guidance to participants if it does not distract them from observing the safety of all present and anyone else wandering into the firing zone or behind the targets.

Other adults and leaders can give one on one instruction by standing next to each participant if given permission by the Activity Leader however they cannot give instructions to retrieve targets from within the firing zone.

If the Activity Leader observes a person or animal within the firing zone or anything else that could endanger others then they will sound the "stop signal" and the activity will not re-commence until the issue is resolved.

### **After the the activity is finished:**

Archery Bows are to be disassembled and placed back into the equipment box.

If the instructor is leaving the Archery activity area for any reason at all then the Archery Bows must be disassembled. The targets and safety lines can be left erected if the activity is to be run again within the same day. Anything else removed from the Archery box is to be returned to it.

The Activity Leader must complete after activity sections of the [Shooting \(Archery\) – Activity Sign-off](#)

## **Emergency and Incident Preparedness**

### **First Aid Kits**

When this activity runs at the Horse Arena, the nearest First Aid kit is located in the Horse Tack shed.

If this activity is to be run in any location other than the the Horse Arena then a off-site activity first aid kit is to be taken to the activity location

Refer to *First Aid Kits*

### **General Incident Procedures**

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

### **Puncture Wound**

All CYC Shooting Activity Leaders will be trained using a scenario where a participant receives a puncture wound from an arrow.

### **Fatigue Risk Assessment**

#### **Activity Risk Assessment**

This activity is deemed to have a **high risk factor** (high level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

### **Risk Management for this Activity**

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.



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- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

## **Drug and Alcohol Risk Assessment**

### **Activity Risk Assessment**

This activity is deemed to have a **medium risk factor** (high level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

### **Organisational Risk**

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

## **Specific Legislation relating to this activity**

### **Acts and Regulations**

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

### **Activity Safety Guidelines**

- ▶ None

### **Good Practise Guidelines**

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practice Guide \(Archery\) \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>59</sup>

## **Technical Advisers for this Activity**

- ▶ CYC Waihola Operations Manager

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<sup>59</sup>applied to this SOP as an OutdoorsMark Premium Activity

## Shooting (Archery) – Risk Analysis

- ▶ The following table represents the hazards and risks associated with this activity as per [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity**

| Risk and Hazard Analysis                       |                        |             |              | Risk Controls  |  |
|--|------------------------|-------------|--------------|----------------|--|
|  | Risk                   | Risk Rating | Serious risk | Control        | Instructions   |
| <b>People: Misuse of equipment</b>             | <b>Puncture Wound</b>  | High        | ✓            | Administrative | ▶ Clear safety instructions will be given before activity begins   |
| <b>Environment: People behind target area</b>  |                        | High        | ✓            | Administrative | ▶ Activity Leader will carry a whistle   |
|  |                        | High        | ✓            | Isolate        | ▶ Safety lines / spectator barriers will be set up   |
| <b>Equipment: Arrow ricochet from target</b>   |                        | Moderate    | ✓            | Engineering    | ▶ Targets will be more than 5 metres from firing line  |
| <b>People: Inadequate Supervision</b>          |                        | High        | ✓            | Administrative | ▶ Participants will be supervised by trained activity leader<br>▶ Clear instructions for use of activity will be given to all participants |
| <b>People: Fooling around</b>                  |                        | High        | ✓            |                |  |
| <b>People: Impairment of activity leader</b>   | <b>Fatigue</b>         | High        | ✓            | Administrative | ▶ Activity Leaders must not be fatigued when running this activity   |
|  | <b>Alcohol / Drugs</b> | Moderate    | ✓            | Eliminate      | ▶ Full alcohol / drug prohibition applies to this activity as per policy   |
| <b>Equipment:</b> Bow string burn              | Bruising               | Low         |              | PPE            | ▶ Participants will be advised to wear arm guards  |
| <b>Equipment:</b> Shattered / split arrows     | Splinters              | Low         |              | Eliminate      | ▶ Activity Leader will remove from use any splintering arrows  |
| <b>Equipment:</b> Pitted archery target stands | Scratches              | Low         |              | Administrative | ▶ Persons handling archery target stands will be advised of hazard   |

Risk and Hazard Analysis Last Updated: 30 October 2020



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