

Location
70 Finlayson Road – refer to CYC Waihola Camp Map for further details
Activity Leader Requirements
Must have a current CYC Waihola Archery Activity Leader Training
Ratio
1 adult to 5 children There is a two competent adult minimum (this minimum includes the Activity Leader) For each child that is using a bow there must be “immediate and hands-on” supervision for each bow If there are no children present the only requirement is for a trained person to be the Activity Leader
Participant requirements
Weather appropriate clothing Must wear shoes
Activity Leader Instructions
Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waihola Activity Management Policy Activity Setup The Activity Leader must: • Set up targets • Mark a firing line and a spectator line, with at least 3 metres between them Bows must not be left set up unless: • The Activity Leader remains with them at all times, or • All arrows are removed from the area and stored safely until use Before Each New Group Once participants are ready, the Activity Leader must give a safety briefing, covering: • All safety rules (see below) • Demonstration of: ○ Proper shooting stance ○ How to shoot safely ○ How to retrieve arrows from targets and the ground Safety Rules • Always point the bow and arrow in a safe direction • Only two participants on the firing line at any time, and only with permission • After shooting, place the bow on the stand and step behind the spectator line • Retrieve arrows only when given permission by the Activity Leader • Spectators must stay behind the spectator line • “Stop signal” means participants must immediately lower bows to the ground During the Activity • The Activity Leader must maintain constant supervision • They may give guidance if it doesn’t distract from overall safety • Other leaders may give one-on-one instruction with permission, but not during arrow retrieval • If a person, animal, or hazard enters the firing zone, the Activity Leader must issue the stop signal. The activity must not continue until the area is confirmed safe After the Activity • All bows must be disassembled and returned to the equipment box • If the Activity Leader leaves the area, bows must be packed down • Targets and safety lines may remain if the activity will resume the same day • All other equipment must be returned to the box • Complete the after activity section of the <i>Shooting (Archery) – Activity Sign-off</i>

Equipment
Arrows Bow wax Arm guards Bows 2 sets of rope and two electric fence standards (to mark the firing and spectator lines) Targets (These targets are made up of two steel upright stands and two closed cell foam targets. Alternatively the barrels at Horse Arena maybe used to hold the archery targets upright.)
Reasons to end activity
If at any point the activity can no longer be run safely
Activity Maintenance
Paid staff inspection of the activity every 6 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Shooting (Archery) – Risk Analysis</i> <i>Shooting (Archery) – Risk Analysis</i>
Emergency and Incident preparedness
All CYC Shooting Activity Leaders will be trained using a scenario where a participant receives a puncture wound from an arrow. There are no other specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Archery		Last Review: August 2025		Location: 70 Finlayson Road – Shed beside water tanks	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Puncture Wound	Misuse of equipment	High	People	Clear safety instructions will be given before activity begins	Low
	People behind target area	High	Environment	Activity Leader will carry a whistle Safety lines / spectator barriers will be set up	Low
	Arrow ricochet from target	Moderate	Equipment	Targets will be more than 5 metres from firing line	Low
	Inadequate supervision	High	People	Participants will be supervised by trained activity leader	Low
	Misbehaviour	High	People	Clear instructions for use of activity will be given to all participants	Very Low
Bruising	Bow string burn	Low	Equipment	Participants will be advised to wear arm guards	Very Low
Splinters	Shattered / split arrows	Low	Equipment	Activity Leader will remove from use any splintering arrows	Very Low
Scratches	Pitted archery target stands	Low	Equipment	Persons handling archery target stands will be advised of hazard	Very Low

Version Control			
Version	Date	Changes	Authorised by
2.0	20 Aug 2025	New SOP created	Esther Currei