

GROUP LEADER...

- ➡ Group Leader run after briefing by TSCC staff
- ➡ Disclose relevant medical conditions
- ➡ Fulfil responsibilities in SAP below
- ➡ Responsible for overall group management

PARTICIPANTS...

- ➡ Footwear

INSTRUCTOR...

- ➡ Pass internal training and assessment program

RESTRICTIONS

Under 5yrs

RATIOS (not including instructor)

1 adult : 12 students

| What could go wrong? 'The potential harm' | What would cause it to go wrong? 'The hazard' | How could we prevent it from going wrong? 'The mitigation' | Responsibility of? | When will it be done? | Emergency Plan |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Death/Serious Injury (Shot by arrow) | <ul style="list-style-type: none"> - Inadequate instruction - Failure to follow instruction - Bystanders in front of archer - One archer collecting arrows before other archer has finished - Archer turning with loaded bow towards bystanders | <ul style="list-style-type: none"> - Instructors are suitably qualified - Clear instructions are given - Listen attentively and follow instructions - Position targets so nobody can walk behind them - Everyone must be standing or seated behind archers - No one is to go past the archers until all arrows are fired - Point the bow towards clear targets at all times - Facilitator to stand between and behind the archers | <p>TSCC TS instructor Participants + Group Leaders</p> <p>Group Leaders</p> <p>Group Leaders</p> <p>Participants + Group Leaders</p> | <p>Before</p> <p>Before</p> <p>Beginning & During</p> <p>During</p> <p>During</p> | <p><i>Suspected major injury</i></p> <ul style="list-style-type: none"> - All to vacate area - Instructor to coordinate first aid - Instructor to radio to main office to arrange for ambulance or extra assistance - Assess if activity can continue |
| Damage to Equipment | <ul style="list-style-type: none"> - Arrows being loaded incorrectly - Dry firing bows - Removing arrows incorrectly from targets or ground - Gear being left out - Targets getting blown over - Arrows going right through targets | <ul style="list-style-type: none"> - Brief clients on loading the bows and flight positions - Bows are not fired without arrows loaded - Don't bend or flex arrow when removing. Pull straight out on the angle it went in. - Lock bows and arrows away between sessions - Setup targets in a sheltered location down wind - Make sure targets are well maintained | <p>TS instructor</p> <p>Group leader</p> <p>Participants + Group leaders</p> <p>TSCC</p> | <p>Before</p> <p>During</p> <p>During</p> <p>Before</p> | <p><i>Other/ Minor Injury</i></p> <ul style="list-style-type: none"> - Group leader to administer first aid |
| Impact Injury | <ul style="list-style-type: none"> - Not using the correct bow for your strong arm (left hand right hand bow) - Bow string whipping inner forearm | <ul style="list-style-type: none"> - Have left and right bows available - Offer forearm guard to group | <p>TS instructor</p> | <p>Before</p> | |
| Exposure to Elements (sun, wind, temperature) | <ul style="list-style-type: none"> - Long periods out in the sun or wind and rain without correct clothes | <ul style="list-style-type: none"> - Move to an indoor Activity during "bad weather" - Ensure the group has adequate clothing | <p>TS instructor</p> <p>Participants + Group leaders</p> | <p>Before</p> <p>Before & During</p> | |
| Psychological Harm | <ul style="list-style-type: none"> - Being bullied or forced to participate | <ul style="list-style-type: none"> - Challenge by choice - Group encouragement | <p>TS instructor</p> <p>Participants + GL</p> | <p>During</p> | |

Please note: The Instructor may cancel this activity at any time if conditions outlined in this SAP are not able to be achieved or maintained. **Serious Hazards are highlighted**