

SAFETY ACTION PLAN

ACTIVITY: ARCHERY
LOCATION: ARCHERY RANGE (TITOKI & TOTARA)

GROUP LEADER...

- ➡ Group leader to run after being trained by TS Instructor
- ➡ 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)	- Inadequate instruction - Failure to follow instruction - Bystanders in front of archer - One archer collecting arrows before the other archer has finished - Archer turning with loaded bow towards bystanders - Extreme environmental event (Flooding, Earthquakes, Lightning & High Winds)	- Instructors are suitably qualified - Clear instructions are given - Listen attentively and follow instructions - 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 to manage them - Move to emergency meeting area	TSCC TS instructor Participants + Group Leaders Group Leaders TS Instructors TS instructor	Before Before Beginning & During During In the event	<i>Suspected major injury</i> - All to vacate area - Group leader to coordinate first aid - Group leader to arrange for ambulance or extra assistance - Inform host of incident immediately and fill out appropriate forms - Assess if activity can continue
Damage to Equipment	- Arrows being loaded incorrectly - Dry firing bows - Removing arrows incorrectly from targets or ground - Gear being left out - Arrows going right through targets	- 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 - Make sure targets is well maintained	TS instructor Group leader Participants + Group leaders TSCC	Before During Before	<i>Other/ Minor Injury</i> - Group leader to administer first aid
Impact Injury	- Not using the correct bow (left hand or right-hand bow) - Bow string whipping inner forearm	- Have left and right bows available - Offer forearm guard to group	TS instructor	Before	
Exposure to Elements (Sun, wind, temperature)	- Long periods out in the sun or wind and rain without correct clothes	- Move to an indoor Activity during "bad weather" - Ensure the group has adequate clothing and hydration	TS instructor Participants + Group leaders	Before Before & During	
Psychological Harm	- Being bullied or forced to participate	- Challenge by choice - Group encouragement	TS instructor Participants + GL	During	

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*