

Activity	Detail
Location / Site	Outdoor – 2 sites at Wainui Park, Kimihia Camp Site / Indoor – Various.
Parking	See site specific information
Grid Reference	See site specific information
Water	See site specific information
Toilets	See site specific information
Access Permission	Wainui – N/A Kimihia Camp Site – Horizons Outdoors
Instructor Requirements	YMCA Outdoor Core 2 (Lead) or equivalent YMCA Archery Competency or equivalent
Specific Equipment & Resources	Bows and arrows Fore arm protectors Targets (indoor) Archery back net (when relevant) Orange Safety Netting (Range set up) – Kimihia Camp Site Stakes – Kimihia Camp site
Specific Policies	Instructor to have 1st aid kit at site Participants to wear long sleeved tops and closed toe footwear Ratio: 12 participants: 1 instructor and 1 Adult Helper (Note: AH is considered as part of the ratio)
Emergency Response	Seeking Assistance: Adult can be sent to the onsite office (Wainui), or personal mobile phones used (Kimihia Camp site) Seek help from other competent people. Follow general YMCA Emergency Procedures Follow relevant site evacuation procedures
Previous Incidents	Forearm bruising; person entering range. Loaded arrow pointed at another participant

Site/Activity Specific Hazard/Risk	Management of Hazard
People entering range	Instructor to be vigilant at all times; group to be made aware of STOP command.
Slippery pathways	Single file line; group briefed; instructor to carry arrows.
Injury from arrow (shot/static)	Management and group control, clear explanation and demonstration of the range safety rules; vigilance of shooting, retrieving and carrying of arrows by Instructor; make use of the retiring line and waiting safe area
Forearm injury from bow string	Participants to wear long sleeved clothing. Participants to be coached in correct technique.
Arrow rebounds	Ensure correct firing technique, posture and positioning.
Site Specific – Kimihia Camp Site	Ensure other user groups know that the range is in use.

Approved By	Crispian Hills		
Date	March 2022	Review Date	May 2023

Note: This Activity Management Plan (AMP) documents only very specific management of risks/hazards for a particular activity. General management of risks/hazards that relate to Outdoor or Adventure Activities are documented in the *YMCA Chch Risk Register for Outdoor Activities*. These documents are part of the YMCA Christchurch Safety Management System (SMS), an overview of which is given in the *YMCA Chch Safety Management Plan (SMP)*.