



ACTIVITY MANAGEMENT PLAN ARCHERY

Activity	Archery
Location / Site	Outdoor – 2 sites at Wainui Park / Indoor – Various.
Parking	NA
Grid Reference	NA
Water	On site
Toilets	On site
Access Permission	NA
Instructor Requirements	The Kind Foundation Archery Competency or equivalent
Specific Equipment & Resources	Bows and arrows Arm protectors Targets Archery back net (when relevant)
Specific Policies	Instructor to have 1st aid kit at site Participants to wear long sleeved tops and closed toe footwear Ratio: 11 participants and 1 Adult Helper: 1 instructor (Note: AH is considered as part of the ratio)
Emergency Response	Seeking Assistance: Use UHF radio, personal mobile phone, or responsible individual can be sent to the onsite office Follow general The Kind Foundation Emergency Procedures Follow relevant site evacuation procedures
Previous Incidents	Forearm bruising; person entering range. Loaded arrow pointed at another participant

Standards and Codes of Practice:

- Activity Good Practice Guidelines - Archery

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	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 waiting line and waiting safe area
Forearm injury from bow string	Participants and instructor to wear long sleeved clothing whilst shooting. Participants to be coached in correct technique.
Arrow rebounds	Ensure correct shooting technique, posture and positioning. Ensure adequate hay behind target for arrow to "stick"
Access to equipment leading to injury	Arrows to be locked in Duty Office unless on session separate from bows; bows to return to gear shed at the end of session
Lost arrows	Instructor to watch where arrows are shot to assist in finding arrows that overshoot. If arrows can't be found by the end of session, Team Leader / Chief Instructor / Manager to be notified
Damage to bow limbs	Bows to be sized appropriately to individuals on session to avoid over drawing and damaging limbs

All AMP's are reviewed annually, or as the result of incident and accident investigation, risk assessment, changes to legislation and industry guidelines etc. Please see The Kind Foundation - Safety Management Plan for further information on Continual Improvement