



# Normal Operating Procedure (inc. Risk Assessment ) Archery

## Risk Profile

The following risks have been identified through PGL's risk assessment process:

- a. Equipment failure – bows, arrows, bosses
- b. Unauthorised entry into range or other parts of activity base; both human and animal
- c. Overshooting into public land or parts of centre used by other guests, staff or contractors
- d. Participants turning around with a loaded bow
- e. Re-bounding arrows
- f. Extreme weather – wind, low light/poor visibility, snow build up
- g. Entrapment of hair, fingers, loose clothing, jewellery in equipment
- h. Injury from archery bases – low door frames, uneven ground, swinging doors
- i. Slips/trips/falls in or around activity base, onto arrows during collection or onto unused arrows
- j. Injury from participation/physical exertion
- k. Fatigue/exhaustion/dehydration
- l. Boss falling over during collection

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

## Control Measures

### Deployment Requirements

Instructor Qualifications:	Centre based Training & Assessment by a competent member of staff
Max group size, Instructor: Participant ratio:	1:15
Active participation:	1:4

### 1. Equipment Requirements

#### Per Instructor & Participant:

- 1 x arm bracer

#### For Activity:



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- Min 4 x bows sized to fit group, both left and right handed should be available where appropriate
- 4 x ground quivers
- 20 x arrows
- 2 x paper targets
- 2 x bosses
- Warning flags/signage kit

### **Per Activity Base:**

- The range must be clearly marked with warning signs around the perimeter and public access points
- Unintentional access to the range from the sides must not be possible
- A range, including waiting & shooting lines and safe overshoot area must be clearly defined and in line with the generic range guidelines set out by Archery Australia

## **2. Specific Clothing Requirements**

### **Participant & Instructor:**

- Long hair tied back
- Facial jewellery must be removed
- Close fitting long sleeves or short sleeves
- Shoes (no sandals or open toed footwear)

## **3. Session Preparation**

- a. The range should be checked that it complies with guidelines set out by Archery Australia and the ACOP
- b. Danger areas are marked out clearly and red flag or notices positioned if needed
- c. Bows must be strung using only a purpose made bow stringer

## **4. Session Instruction**

- a. Bows must be carried by the handle with string positioned horizontally between the arm and body
- b. Only the instructor is to carry the arrows whilst travelling to and from the range
- c. The approved safety briefing and instruction (as per the ACOP) must be delivered to all participants.
- d. Range Rules must be clearly explained and upheld:
  - i. Active participants must stand astride the shooting line
  - ii. A bow must only be drawn or loaded at the shooting line
  - iii. A loaded bow must only be pointed at the target
  - iv. Dropped arrows must be left on the ground until the instructor gives permission for their recovery
  - v. Participants can only cross the shooting line when shooting has ceased and they have been instructed to do so by the instructor
  - vi. Any participants on the archery range must be accompanied by the instructor and supervised when retrieving arrows
  - vii. The instructor must account for all arrows and participants before commencing shooting of the next detail
  - viii. Only walking is allowed on the archery range - hands must always be out of pockets



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- ix. Participants must only carry arrows (during retrieval) in the approved manner detailed in the ACOP
  - x. Participants/instructors may only stand to the side of a boss when withdrawing arrows and they must always look behind to check for others before doing so
  - xi. Only with permission from the instructor is anyone allowed into the safety zone to the side or back of the targets during the session
  - xii. The bracer must be worn when shooting. Finger tabs are optional as they may cause a hindrance to some guests
- e. The Stop Shooting procedure must be explained:
- i. Participants must immediately point their bows towards the ground
  - ii. Arrows to be taken off the bow
  - iii. The arrow and bow must be placed on the ground quiver
  - iv. Participants must take a large step back from the bow/ground quiver
  - v. Under no circumstances must a participant loose an arrow after the command has been given
  - vi. Shooting can re-commence on the direct command of the Instructor when the issue has been addressed
- f. The draw length of participants against the arrows is to be checked. The length of the arrow must exceed that of the draw length by approximately 6cm. If it does not, then the draw of the participant must be modified (reduced).
- g. If it is absolutely clear, through visual assessment that the draw length of the participant is not going to be longer than the arrow there is no need to measure
- h. All participants must fire their first arrow(s) guided on a 1:1 ratio before being allowed to free shoot under supervision of a 4:1 ratio, once the Instructor is happy with competence and behavior
- i. The 6 point shooting technique must be taught as detailed in the ACOP
- j. The Instructor must remain vigilant at all times when participants are shooting. If a guest requires assistance, then the instructor must continue to maintain good group control whilst dealing with the issue
- k. If any arrows are lost during the session the instructor must organise a thorough arrow search before leaving the activity base
- l. A maximum of 2 archers per target is allowed
- m. Paper sheets or balloons (if being used) must be attached to the face of the boss.
- n. The instruction to retrieve arrows can only be given when each detail has completely finished shooting. During retrieval, those not collecting arrows must remain behind the waiting line
- o. During arrow retrieval the instructor must be fully aware of the location and handling of all arrows at all times
- p. Retrieval of arrows must commence with those closest to the shooting line and then progress away to the furthest last
- q. During arrow retrieval the instructor must be on the range supervising participants, making sure all participants return to the firing line when retrieval is complete
- r. Participants should retrieve arrows with the help of an instructor if the ground is wet
- s. Shooting can only recommence when the range is clear and guests have been given a clear command by the instructor

### 5. Session Conclusion

- a. All arrows must be accounted for with none left in the activity area

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**FOR CENTRE USE ONLY:**

The risk assessment procedure has been completed by:

DATE	PRINT NAME	SIGNATURE