

# SAFETY ACTION PLAN

ACTIVITY: ARCHERY  
LOCATION: ARCHERY RANGE

**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? <b>'The potential harm'</b>	What would cause it to go wrong? <b>'The hazard'</b>	How could we prevent it from going wrong? <b>'The mitigation'</b>	Responsibility of?	When will it be done?	Emergency Plan
Death/Serious Injury (Shot by arrow)	- Inadequate instruction	- Instructors are suitably qualified	TSCC	Before	<i>Suspected major injury</i> - All to vacate area - Group leader to coordinate first aid - Group leader to arrange for ambulance or extra assistance
	- Failure to follow instruction	- Clear instructions are given	TS instructor	Before	
	- Bystanders in front of archer	- Listen attentively and follow instructions	Participants + Group Leaders	Beginning & During	
	- One archer collecting arrows before other archer has finished	- Everyone must be standing or seated behind archers	Group Leaders	Beginning & During	
	- Archer turning with loaded bow towards bystanders	- No one is to go past the archers until all arrows are fired	TS Instructors	During	- Inform host of incident immediately and fill out appropriate forms
Damage to Equipment	- Arrows being loaded incorrectly	- Brief clients on loading the bows and flight positions	TS instructor	Before	- Assess if activity can continue  <i>Other/ Minor Injury</i> - Group leader to administer first aid
	- Dry firing bows	- Bows are not fired without arrows loaded	Group leader	During	
	- Removing arrows incorrectly from targets or ground	- Don't bend or flex arrow when removing. Pull straight out on the angle it went in.	Participants + Group leaders	During	
	- Gear being left out	- Lock bows and arrows away between sessions	TSCC	Before	
	- Arrows going right through targets	- Make sure targets is well maintained			
Impact Injury	- Not using the correct bow (left hand or right hand bow)	- Have left and right bows available	TS instructor	Before	
	- Bow string whipping inner forearm	- Offer forearm guard to group			
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"	TS instructor	Before	
		- Ensure the group has adequate clothing	<b>Participants + Group leaders</b>	Before & During	
Psychological Harm	- Being bullied or forced to participate	- Challenge by choice - Group encouragement	TS instructor <b>Participants + GL</b>	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*