

Archery

Safety Operating Procedure (SOP)



1. Purpose

This SOP outlines the safe planning and delivery of the Archery activity to ensure risks are effectively managed and all participants are provided with a safe, enjoyable, and well-supervised experience.

2. Scope

This SOP applies to all AOEC staff, instructors, supervising adults, and participants involved in the Archery activity at Aongatete Outdoor Education Centre.

3. Description of Activity

Archery is an instructor-led activity designed to develop concentration, coordination, confidence, and safe handling skills while introducing participants to the fundamentals of target archery.

Sessions are typically delivered over a 1½-hour period, although session lengths may be adjusted to suit the needs of the group during the camp planning process.

The activity takes place on a designated archery range with clearly defined shooting and safety zones. Participants receive instruction in correct shooting techniques, equipment use, and range safety before taking part in supervised shooting activities.

As archery involves the use of bows and arrows, strict safety procedures must be followed at all times. Risks are actively managed through qualified instructors, appropriate supervision, ongoing risk assessment, and the use of well-maintained equipment.

4. Roles & Responsibilities

AOEC Instructors - Lead and manage the activity safely - Conduct risk assessments and make go/no-go decisions - Deliver mandatory safety briefings - Monitor participant behaviour and enforce range safety rules.- Coordinate emergency response if required

Supervising Adults (Teachers/Parents) - Retain duty of care for students throughout the activity - Attend the entire session, including the safety briefing - Actively supervise participants and assist students requiring additional support - Reinforce safety instructions and maintain discipline where necessary - Assist the instructor with range management and emergency response if required.

Participants - Follow all instructions - Wear required clothing and safety equipment - Handle equipment only when instructed - Remain within designated safety areas - Disclose relevant medical or behavioural conditions

5. Instructor Requirements

- Archery sessions must be led by a trained AOEC instructor.
- New instructors complete competency training consisting of: A minimum of two sessions observing and assisting a competent instructor. A minimum of two supervised sessions leading the activity while being assessed for competency.
- Returning & Seasonal Instructors are updated with new safety practices and procedures, equipment inspection and maintenance, risk management practices.
- Risk Management Workshops are held on a regular basis for all instructors.
- Instructors must be familiar with:
 - Archery equipment inspection and maintenance requirements.
 - Safe operation of the designated archery range.
 - Emergency procedures
 - Risk management systems (RAMS)

Schools and groups are not permitted to provide their own archery instructors or equipment.

6. Ratios

- Preferred instructor ratio: 1 instructor to 12 participants
- Maximum instructor ratio: 1 instructor to 15 participants
- Minimum of 1 supervising adult per session. 2 Supervising adults are recommended for younger participants or groups with additional behavioural or physical support needs.

Ratios may be reduced depending on participant age, confidence, experience, or additional support requirements.

7. Pre-Activity Requirements

7.1 Risk Disclosure & Medical Information

All participants and caregivers must complete AOEC Risk Disclosure documentation before participating.

Medical conditions, injuries, behavioural needs, allergies, and fitness considerations must be disclosed prior to the activity.

Participants requiring medication must have it readily available, with a responsible adult present who knows how to administer it if required.

7.2 Equipment Checks

Prior to each session, instructors must inspect all equipment including:

- Bows and strings
- Arrows
- Targets
- Target stands
- Range barriers and safety signage
- Equipment inspections are recorded in accordance with AOEC maintenance procedures.
- Personal archery equipment is not permitted.

7.3 Clothing Requirements & Checks

Participants must wear: Fully enclosed footwear (no bare feet, jandals, or sandals)
-Suitable clothing for weather conditions - Sun hat during hot weather -Warm clothing and beanie during cold weather - Sunscreen - Insect repellent (recommended) - Water bottle.

Hair must be tied back where necessary.

Allow approximately 5 minutes to walk to the archery range.

7.4 Other Requirements

- Participants should use the bathroom before walking to the activity.
 - ENSURE participants bring their personal medication with them, and that there is someone present (adult supervisor) who knows how to administer it.
 - Participants understand range rules before entering the shooting area.
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8. Environmental & Weather Assessment (Go/No-Go Criteria)

The activity must not proceed if:

High winds significantly affect arrow flight or safety.

Severe weather (including thunderstorms or lightning) presents a risk.

Poor visibility prevents safe supervision.

Environmental conditions make the range unsafe.

Guiding principle: If in doubt, do not proceed.

Instructors must:

Assess weather conditions before each session.

Continuously monitor changing conditions.

Modify, postpone, or cancel the activity if safety is compromised.

9. Safety Briefing (Mandatory for all participants)

Must include:

- | | |
|--|-------------------------------|
| • Range boundaries and safety zones. | • Waiting line procedures. |
| • Safe handling of bows and arrows. | • Arrow collection procedures |
| • Shooting commands and whistle signals. | • Behaviour expectations. |

Supervising adults must be present and engaged during the briefing.

10. Activity Management

During the activity:

- Only the instructor gives permission to collect arrows.
 - Participants only shoot on the instructor's command.
 - Waiting participants remain behind the designated safety line.
 - Participant behaviour is monitored continuously.
 - Supervising adults assist participants requiring additional support.
 - Equipment is checked throughout the session.
 - Activity must be stopped if safety is compromised.
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11. Emergency Response (Summary)

In the event of an incident:

- Instructor takes control of situation
 - First aid is administered by trained person
 - Emergency services contacted via 111 if required
 - AOEC Management is notified.
 - Supervising adults manage and reassure the remaining participants.
 - Designated person meets emergency services if required.
 - All incidents must be reported to AOEC management and recorded.
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12. Environmental Care (Reinforce this to the students)

- Respect the archery range and surrounding environment.
- Leave all equipment where instructed.
- Leave no Trace. Remove all rubbish before leaving.
- Avoid damaging vegetation or surrounding facilities.
- Respect nature and its wildlife.

Archery – Risk Disclosure



Understanding the Risks

We acknowledge that participating in Archery involves inherent risks, including but not limited to: -Being struck by an arrow due to misuse of equipment or failure to follow instructions -Injury from incorrect use of archery equipment, including bowstring impact - Slips, trips, and falls while moving around the archery range - Injury resulting from unsafe behaviour or failure to remain within designated safety zones - Potential for serious injury if safety procedures are not followed.

We understand these risks cannot be completely eliminated.

Medical & Fitness Declaration

We confirm that: - we have disclosed all relevant medical conditions, injuries, medications, and behavioural considerations - all participants (students & adults) are physically and mentally able to participate in this activity. We will inform staff of any changes prior to participation.

All participants have consented to receive medical treatment deemed necessary in an emergency.

Participant Responsibilities

We agree to: - Follow all instructions given by AOEC staff - That everyone will wear appropriate clothing and safety equipment at all times - Act responsibly and not endanger themselves or others

We understand that failure to follow instructions may result in removal from the activity.

Acknowledgement of Risk

We confirm that: - We understand the nature of the activity and associated risks - we have had the opportunity to ask questions - We are aware that everyone voluntarily choose to participate.

Liability

We understand that, to the extent permitted by law, AOEC is not liable for injury, loss, or damage resulting from risks inherent to the activity, particularly where instructions and safety requirements are not followed.

Additional Conditions

- We agree to care for any equipment provided and accept responsibility for damage caused by misuse. Accept responsibility for damage to equipment caused through misuse or negligent behaviour.
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Archery – Risk Disclosure (continued)

Risk Disclosure Documentation

All adult participants, and the parents/caregivers of participating students, have signed the risk disclosure document, confirmed they have read the activity overview and risk management summary, and have been given the opportunity to ask questions.

In addition, the school is required to complete and return a Risk Disclosure and Emergency Management Summary document. This document includes a full list of all participants (adults and students), relevant medical information, behavioural considerations, and any injuries. It also records confirmation, by way of a checklist against each participant's name, that signed risk disclosures and activity overview documents have been received.

Consent

Name of Teacher in Charge

Signature: _____.

Date: _____

Name of Principal/Member of BOT

Position _____

Signature: _____.

Date: _____

Archery - Risk Analysis & Management

	Reviewed: Karen Tobich & Emily Underwood Approved: Board of Trustee - Nisha Duncan	Date: 30/07/2026	Next Review: 30/07/2027		
	Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High				
	What would cause someone to get hurt?	What could happen?	Risk Rating	Risk Management Control Measures	Risk Rating
	Hazards/Harm	Risk	Initial	What can be prevented? By Whom?	Post Control
People	• Poor Instructions	• Death • Major Injury • Minor Injury • Damage to Equipment • Loss of process • Loss of mana • Boredom/Frustration • Safety of Passer by	10	• Go through safety zones, instructions, safety guidelines & hazards. • Refers to Archery Lesson Plan to ensure all rules and instructions are covered.	4
	• Supervising Adults not familiar with activity instructions, responsibilities & risks i.e. not enforcing the safety rules	• Death • Major injury • Minor Injury • Damage to Equipment • Loss of process • Safety of passer-by	8	• Activity Leaders / Adult Supervisors familiarise themselves with Activity Instructions, Responsibilities and RAMS prior to camp/ activity commencement.	2
	• Not sufficient Supervision	• Death • Major injury • Minor Injury • Damage to Equipment • Loss of process	9	• Adequate adult supervision, additional support for participants with behaviour issues or disabilities. • Stop activity until adult ratio is met, contract manager if still unable.	2
	• Failure to disclose risks	• Death • Major injury • Minor Injury • Damage to equipment • Loss of process • Safety of passer-by	5	• Bows and arrows are weapons and can be very dangerous if used unsafely. Ensure Participants and supporting adults are aware of that and AOEC does NOT tolerate behaviour that puts others in dangerous.	2
	• Finger Tension - gripping the bowstring too tight causing the arrow to twist off the arrow resting point	• Death • Major Injury • Minor Injury • Boredom/Frustration • Safety of Passer by	15	• It is a common mistake for beginners, finger tips ONLY on the bow string. • Use support adults to watch out and correct this on participants while you are helping others	4
	• Shooting at the wrong time	• Death • Major Injury • Minor Injury • Loss of process • Safety of Passer by	10	• To ensure participants know which zones they are allowed in and when. Only allowed in "zone 1/firing zone" when no one is in the range and are instructed by an instructor. • Ensure Support Adult knows to keep participants in the correct zone while instructor is in range.	2
	• Passers-by cross range	• Death • Major injury • Minor Injury • Loss of process	6	• Fence off cottage road with sign "CAUTION archery in progress" • Stop firing and unload bows if passer-by/ vehicle enters range	2
	• Improper use of equipment	• Death • Major injury • Minor Injury • Damage to equipment	12	• Brief group the correct way to use the equipment • If purposely ignoring the correct way, sit out or remove participant • If struggling with the correct way, assign support person to assist every time they shoot.	6
	• Not listening & Unruly behaviour	• Death • Major injury • Minor Injury • Damage to Equipment • Loss of process Frustration/Lack of concentration	8	• Brief group on safe behaviour • Stop activity and send any participants that are not following the rules back to camp	4
	• Special Needs not identified	• Death • Major injury • Minor Injury • Damage to equipment • Loss of process • Frustration • Not enough support	6	• Risk Disclosure forms with Disabilities must be discussed before or on arrival of camp. • Ensure extra adult support is met • Inform management if extra staff is needed	3
	• Student/Group Leader/Supervising Adult becomes incapacitated (Injury, heart attack, asthma, etc)	• Death • Major injury • Minor Injury	10	• Know medical conditions/behaviour issues of students & adults. Who is the nominated knowledgeable person to deal with known medical/behavioural issues • Other Adults in Group must know what to do in an emergency	8
Equipment	• Poor Clothing & Footwear	• Death • Major injury • Minor Injury • Hypothermia/hyperthermia • Loss of process	8	• Before leaving, check that everyone in group (students and adults) are wearing appropriate clothing and foot ware. Must wear covered shoes, dress for the conditions.	2
	• Lost arrows	• Loss of Process • Loss of equipment • Unexpected Hazard to others if not found	4	• Ensure no participants have bows, use everyone to hunt the field. If still lost, inform management after activity	1

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	What would cause someone to get hurt?	What could happen?	Risk Rating	Risk Management Control Measures	Risk Rating
	Hazards/Harm	Risk	Initial	What can be prevented? By Whom?	Post Control
	• Insufficient Equipment	• Major injury • Minor Injury • Frustration	12	• Equipment is checked monthly during peak season • Any damaged or well worn equipment to be put aside and check over by Lead Archery Instructor	6
	• Use of wrong bows	• Minor Injury • Frustration	3	• Encourage lighter bows to start with	1
	• Dry firing	• Minor injury • Damage to Equipment	5	• Brief group the correct way to test and use the equipment. • First Aid: Arnica cream, if needed, for bruises	3
	• No first aid kit on site	• Major injury • Minor Injury	8	• Ensure First Aid kit is on site	4
Environment	• Weather unsuitable for session	• Death • Major injury • Minor Injury • Physical well-being (hypothermia, hyperthermia) • Loss of process	9	• Cancel if necessary, the instructor will make this call • Halt the activity if necessary	3
	• Ground steep, slippery & wet	• Minor injury • Major Injury • Damage to the environment	9	• Wear close-toe shoes • Walking only	4
	• Wasps	• Minor Injury • Major injury • Death	6	• Report any sightings of wasp, carry first aid kit and Wasp Spray	3
	• Animals in the vicinity	• Minor Injury • Major injury	4	• Don't shoot arrows when wildlife is in range	2

Emergency Plan	First Aid	Medical Treatment		Serious Injury	
	• Who is the trained and nominated First Aider	• Follow Emergency Action Plan Discussed at Pre Activity Safety Talk and at Safety Stations		• See Emergency Action Plan discussed at Safety Talks and at Safety Stations	
	• First Aid Kit - Instructors have this	• Katikati Medical Centre 07 549 0411 4 • Clive Road, Katikati		• Call 111 or activate PLB	
	• Know medical conditions/behaviour issues of students & adults and knowledgeable person to deal with it	• Tauranga Hospital, Cameron Road, Tauranga • 07 579 8000		• Nominate someone to meet Emergency Services at Gate	
	• Incident & Accident Reporting on the safety log at Kitchen Safety Station	• Report to AOEC Management • Incident & Accident Reporting on Safety Log at Kitchen Safety Station		• Report to AOEC Management • Incident & Accident Reporting on Safety Log at Kitchen Safety Station	