




Archery			
Activity Description	Learn how to shoot an arrow at a target		
Activity Site	Water:	Camp Adair	Toilets:
Instructor Requirements	<ul style="list-style-type: none"> Ensure a first aid kit, radio and rescue kit is readily accessible in your area Conduct pre use checks on the equipment, element, environment Continually identify, manage and disclose hazards and risks Clearly brief the group and ensure they understand their roles and can confidently perform them Instructor to ensure all equipment is being used correctly, brief group on proper equipment care Fully induct helper into the SMS and relevant procedures and ensure they follow it Physically able to perform the task Psychologically able to perform the task Can understand and follow activity safety rules No current or pre-existing medical injuries that effects the client's safety 		Instructor Level: 1
Participant Competencies			Ratio: 1:12
Equipment	<ol style="list-style-type: none"> Bow Bow stands Arrows Target Radio Appropriate clothes based on weather Water Covered Shoes First aid kit 		Weight: N/A
Policies	Standard operating procedures, SMS, Calling a halt to an activity		
Weather Factors	If outside Cease activity during thunder & lightning and wait for 30min. Cease activity in winds exceeding 30 knots / 60 km p/h or move activity to rec hall if possible		
Site Specific Hazard	Severity	Potential	Management of Hazard
Limited Shade	M	M	Ensure clients bring water bottles and appropriate clothes based on weather
Other groups at camp	M	L	Ensure that targets are in correct position so your group is firing away from all other groups.
No go zone	M	M	Ensure spectators/clients know not to go past firing line unless instructed to after the instructor assesses that it is safe
Swing Bridge	M	M	Ensure group sticks to 10 people maximum on bridge
Activity Specific Hazard	Severity	Potential	Management of Hazard
Hit on arm by bow string	L	H	Use arm guards to prevent bow string hitting forearm
Clients in Possession of bow and arrow	H	L	Ensure clients know not to pick up bows until instructed and where to point the bow safely. Make clients aware that they are in possession of a weapon that has potential to be dangerous
Falling while carrying arrows	H	L	Demonstrate Correct way to carry and walk with arrows (all arrows in hand thumb over arrow heads then hand orientated so thumb is down towards the ground)
Hurting self or others while pulling arrows out from target	L	M	Demonstrate correct technique of removing arrows from target. Instruct clients to make sure no one is behind them when pulling arrows out. (Stand on the side of the target pull out the one closest to you, put arrow on the ground and repeat process).
Getting shot by an arrow	H	L	Instruct that bow and arrow is never pointed at anyone. Set Up a firing line where clients can only approach line to pick up bow when instructed to and fire only when given permission. If instructor walks down to target make sure no arrows are left with clients.
Severity & Potential:	L = Low, M = Medium, H = High		Result: I = Isolates Hazard, M = Minimizes Hazard, E = Eliminates Hazard

YMCA CAMP ADAIR: ACTIVITY MANAGEMENT PLAN

Policy Approval

Approved and Signed: _____


Position: Camp Manager Date: February 2016

Review by – August 2016

Tracking Changes

	Who and When	What was Changed
Written:	Steffen Poepjes Feb 16	New format
Amendments:		