



<b>Version</b>	Blue Light – <b>Archery</b> - Activity Management Plan - V1 <sup>1</sup>
<b>Issue Date</b>	8/3/2024
<b>Review Date</b>	8/3/2024
<b>Next Review</b>	8/3/2025
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Blue Light Archery Activity Management Plan							
<b>Activity Description</b>	Students learn how to use bow and arrow safely and shoot an arrow at a target using a recurve or compound bow			<b>Location</b>	Blue Light Camp, Awhitu		
<b>Toilets</b>	Yes	<b>Max Ratio</b>	1- Instructor 12 - Participants	<b>Water</b>	Yes	<b>Mobile Reception</b>	Yes
<b>Instructor Competency</b>	Blue light internal competency signed off			<b>Client Competency</b>	Able to pull back a bow string	<b>First Aid Kit Available</b>	Yes
<b>Equipment required by participants</b>	Covered toe shoes, appropriate clothing for the weather, personal medication if needed			<b>Emergency Response / Incident Reporting</b>	Refer to Blue light Rock & Ropes Incident Reporting Procedure		



#	HAZARD	POTENTIAL INJURY/ILLNESS	CONSEQUENCE	LIKELIHOOD	INITIAL RISK RATING	CONTROL METHODS	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
1	<b>Penetrating Injury</b> *Being shot with an arrow *Falling on an arrow	Death Serious injury Moderate injury	Severe	Likely		*Only trained instructor permitted to run activity – must follow BL SOP *Safety brief is given to every group prior to commencement of activity *Ensure shooting range is clearly marked to prevent any person(s) walking into line of fire *Arrows must always be facing down range *Instructor positioning to be near student / where they can clearly see range. *Clear instructions to be given on how to carry arrows safely/ correctly	Severe	Rare	
2	<b>Impact Injury</b> *Bow string hitting participant's arm	Minor Injury	Moderate	Likely		*Teach correct stance in how to hold a bow *Have arm protection available	Moderate	Rare	
3	<b>Psychological harm</b> *Fear of shooting *Forced to participate *Panic Attack *Cultural factors	Psychological Harm / Trauma	Major	Likely		*Challenge by choice *Full debrief with students to ensure they have a good understanding of activity and safety processes in place *Ensure every group is supported and treated appropriately * Remove student from activity if required	Moderate	Unlikely	



4	<b>Equipment failure</b> *Bow string breaking *Bow arm breaking *Arrow Breaking	Moderate Injury Minor Injury Eye injury	Major	Likely		*3 month in house inspection completed *Visual inspection completed prior to use	Major	Rare	
5	<b>Weather Conditions (Sun, wind, rain, temperature, and lightning)</b> *Hyperthermia Hypothermia *Heat stroke *Struck by lightning	Serious Injury Minor Injury	Severe	Likely		*Activities called to a halt when thunder or lightning & 30/30 rule followed *Ensure group has been briefed on appropriate clothing for activity *Shelter provided *Instructors call a halt if participants impacted / affected by the weather *Ensure water / sunblock available. * Check weather conditions prior to Activity if unfavourable cancel/postpone activity	Major	Unlikely	
6	<b>Instructor impairment</b> *Drug and Alcohol	Death Serious Injury Minor Injury	Severe	Likely		* All staff aware of Blue Light policy – Drugs / Alcohol use prohibited *Adhere to Blue Light drug and alcohol policy *Cease Activity if instructor appears impaired *Lead instructor to remind instructors drugs / alcohol prohibited – ensure any persons on prescribed medication are authorised to run activity not compromised – e.g. – Drowsy	Severe	Rare	
7	<b>Incorrect practices / procedures used</b> *Arrows loaded incorrectly *Dry firing a bow *Incorrect procedure of removing arrows *Equipment being left out	Serious Injury Minor Injury	Major	Likely		*Ensure BL SOP is followed * Full safety brief given prior to activity *Brief and monitor correct loading of the arrows *Brief no dry firing *Brief and monitor correct removal of arrows from the ground & target *End of session account all gear and store away	Moderate	Unlikely	



8	<b>Operator Fatigue</b>	Death Serious Injury Minor Injury	Major	Likely		*Regular breaks, rotations and checks to ensure operator is not fatigued	Moderate	Unlikely	
9	<b>Slips/ Trips/ Falls</b>	Serious Injury Minor Injury	Moderate	Likely		*Ensure good housekeeping. Have equipment. neatly arranged or put away. *Safety check before participant commences activity *Brief students on potential hazards prior to activity / ensure they are aware to store equipment appropriately	Moderate	Unlikely	
10	<b>Wandering participants</b>	Death Serious Injury Minor Injury	Major	Likely		*Establish clear safety zones. *Instructors to be always aware of participant locations.	Major	Unlikely	
11	<b>Manual Handling</b>	Serious Injury Minor Injury	Major	Unlikely		*All staff complete in-house Health and Safety training which includes manual handling	Major	Rare	
12	<b>Medical Injury</b> *Preexisting medical condition	Serious Injury Minor Injury	Major	Likely		*Ensure all participants have completed required medical questionnaire and this has been reviewed and followed up where applicable *Contact participants with any questionable health issues to better understand conditions so a plan can be made *Ensure participant is carrying required medication where applicable.	Moderate	Unlikely	



In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Risk Level	
Low	Continue
Medium	Control to minimise risk
High	Control to eliminate risk
Severe	Stop – find alternative

### Risk Matrix

Risk Assessment Matrix	Consequences			
	1. Minor	2. Moderate	3. Major	4. Severe
Likelihood	None/minimal Injuries	Moderate injuries	Medical treatment	Fatalities
1. Almost certain	Medium	High	Severe	Severe
2. Likely	Medium	High	High	Severe
3. Unlikely	Low	Medium	Medium	High
4. Rare	Low	Low	Medium	Medium



## Appendix B Emergency Response Plan



### INCIDENT REPORTING PROCEDURE





