

One Big + Adventure

YOU HAVE TO BE THERE

Archery

**Important Information for
Activity Supervisors**

RAMS

Activity location maps for all campsites can be downloaded at onebigadventure.org.nz or can be found in the One Big Adventure Information Booklet.

RAMS

Risk Analysis & Management Systems



Activity: Archery

Risk Level: Medium

Recommended Adult:Child Ratio: 1:6

Location: Archery Range

Supervisors: Parent Help/Teacher(s)

Important Information for Supervisors of Activity Groups:

- ⇒ The children and their safety is **your** responsibility for the entire duration of the session. Do not allow any child to leave the group without your permission.
- ⇒ Please ensure your cell phone is off & attention is on the children at all times.
- ⇒ Please ensure you are acquainted with the **Activity Instructions** and the **RAMS** form for your activity prior to beginning the session.
- ⇒ It is expected that your organisation will have briefed supervisors as to any special needs/at risk children (e.g. a severe bee-sting allergy, epilepsy etc.).
- ⇒ If you have any concerns about the activity, the equipment or your level of ability in regard to this activity, please ask One Big Adventure staff for help immediately.
- ⇒ If the weather changes during a session, it is your responsibility to make a decision about whether it is safe to continue the activity or stop it if necessary.
- ⇒ Normal precautions for child safety apply such as:
 - ◆ Ensure adequate clothing and footwear are worn, especially if outdoors.
 - ◆ Maintain group control at all times.
 - ◆ Be aware of emergency procedures.
 - ◆ Know who your First Aid Officer for the group is and their location.
- ⇒ Encourage full group participation and have fun together!

Reviewed: 24/8/17 (RS/JB)

RAMS

Risk Analysis & Management Systems



Activity: Archery

- ◆ The **RAMS** outlined below are for hazards that could result in serious illness, injury and/or death. These hazards are specifically related to use of One Big Adventure activities and equipment.
- ◆ Risks associated with normal daily life have not been included (such as bee stings, sunburn etc.) as it is expected that all groups will apply normal precautions to avoid these and to address them if need be.

Equipment		
Risks	Causing Factors	Normal Operations
Death or Injury	Hit by arrow	No one allowed in target area while archery in progress. Always point arrows away from people. Make sure there are no more arrows left at shooting platform before retrieving arrows.
	Arm grazed by misuse of bow	Participants instructed on proper handling of bow
	Equipment breaking/faulty	Equipment regularly undergoes maintenance

People		
Risks	Causing Factors	Normal Operations
Death or Injury	Loss of group control/misbehavior	Adequate Adult:Child ratios
	Other people wandering into target area.	Ensure 'WAIT' signs are clearly visible around entrance to target area
	Failure to follow instructions	Ensure supervisors trained by staff on correct usage of equipment
	Gear left outside unsupervised	It is stated on instruction sheets and explained at training that gear must be brought back to the activities office between sessions

EMERGENCY PROCEDURES

1. Stop the activity
2. Assess the situation and the group safety as well as your own
3. Administer first aid and seek further treatment if necessary
4. Fill in Accident Report Sheet with your First Aid Officer (See Staff)