

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

NZ Fire Arms Code, Finlay Park Staff Training Policy, Weekly activity check, GPG target shooting v1, GPG Archery V2

ACTIVITY OVERVIEW

Enclosed shooting, Axe throwing and Archery station. Target practise using three different methods. Its all about technique, perseverance, and lots of fun

LOCATION

110 Finlay Road, behind paint ball area

SUPERVISION REQUIREMENTS
COMPETENCY INSTRUCTOR

- a) Supervision category: This is a FP Instructor lead activity
- b) Min supervisor age: 16 years or older
- c) Minimum Qualification/ competency: First aid certificate, competent to lead a group assertively and engage individuals.
- d) Minimum experience: 3 hours of co instructing this activity. Experience at archery, axe throwing and shooting from a recreational level

COMPETENCY ADULT

Adults must be willing to engage individuals, assist, and supervise shooting or archery stations

EQUIPMENT

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| <ol style="list-style-type: none"> a. Cell phone b. First Aid kit (groups are required to supply their own first aid needs, however FP does have supplies available) c. Air rifles bows and arrows d. Air rifle pellets e. Safety glasses | <ol style="list-style-type: none"> f. First aid kit available g. Rifle oil, super glue and spare parts needed to make on the spot repairs h. Bows and arrows i. Spare archery targets j. Axe sets |
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PARTICIPANT REQUIREMENTS
COMPETENCY

- a. Min age: 5 years or older depending on their height and arm strength.
- b. Min level of competency: Participants must be able to draw back a bow safely. Participants must also be able to use the shooting directional tubes, which are set at a certain height. However, it is possible to use materials for younger participants to step up on. Able to throw with enough strength and precision at a stationary target.

EQUIPMENT

- a. Clothes: Normal daily wear
- b. Foot wear: Shoes

SUPERVISION STRUCTURE
NUMBERS:

Maximum group size 28, where three participants at a time can either shoot or draw bows, and two participants can throw axes. All other participants are in the spectators' areas.

RATIOS: 1: 8
**GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS
 SUPPLEMENTARY INFORMATION**

One adult per shooting station. However, one adult could run two stations depending on the competency of the adult and the competency of the children. Generally, up to year 7 need one on one assistance. Year 8 and up could load rifles themselves under supervision. For archery 1 adult is sufficient. For Axe throwing 1 adult is sufficient.

SUPERVISION POSITION

Instructor must be able to observe both areas and verbally instruct participants with voice commands. Instructor should be able to assist where needed and offer advice to participants and adults.

RATIO SUPERVISION CHANGES

Ratios can change depending on the competency of the group (teenage groups do not need as much supervision and most likely will be able to load rifles themselves. Younger participants might need assistance at each archery station)

SPECIFIC SUPERVISION INSTRUCTIONS FOR ADULT HELPERS

Adult supervisors assist participants with loading or rifles, bows, holding of axes, shooting or throwing techniques, and retrieval of gear.

ACTIVITY IN OPERATION

GENERAL EMERGENCY PROCEDURES

Minor incidents (scale 1 – 5):

- a) Pause the activity if needed
- b) Administer first aid (kit provided) Note: All groups are notified to bring their own first aid supplies.
- c) Assess whether victim can continue or needs to return to camp.
- d) Assess whether activity can continue
- e) Fill out incident form and notify senior staff as soon as possible

Serious harm incidents (scale 6 – up)

- a) Stop the activity
- b) Ensure the safety of yourself and the participants.
- c) Administer first aid
- d) Contact senior staff immediately for extra assistance and/ or contact emergency services
- e) With senior staff fill out incident report and investigation

Flooding:

- a) Move group to higher ground ASAP
- b) Account for all staff and participants
- c) Inform senior staff of situation
- d) Return to camp or if not possible to nearest exit point

High winds/ cyclone:

- a) Move group to more sheltered position and close the wing door on container

- b) Contact senior staff for rescue if unable to move
- c) Account for all staff and participants

Earth quake:

- a) Move group away from lake and toward top of Finlay Road ASAP, or move group to assembly area ASAP if activity is within camp grounds. (if within camp grounds set off fire alarm system)
- b) Report to senior staff ASAP and account for all staff and participants.

Fire:

- a) Move group away from imminent danger ASAP and find best possible safe one or if within camp boundaries, raise the alarm and move toward assembly area ASAP.
- b) Report to senior staff ASAP and account for all staff and participants.
- c) Contact emergency services

Emergency scenarios:

- a) Someone shot or hit by an arrow;
- b) Immediately stop activity. Have all rifles and bows put down and assist with first aid. Investigate what happened and report back to senior staff immediately.

HAZARD REGISTER

Activity		Shooting Range and Archery		Supervision category	FP Instructor required X
Area	110 Finlay Road			Date reviewed	July 2024
Hazard (what poses the threat)	Poss. Risk (injury outcomes)	Category (environment, people, equipment)	Risk Rate	Controls in place (What we do to either eliminate, minimise or isolate the hazard or risk)	Responsible (who is responsible for dealing with this hazard during activity)
Ricochet pellet	Participant or observer hit	People	Medium	All shooting is aimed at a natural hill of soft soil and grass. Care is taken not to have any materials in that area that can deflect a pellet. The targets are designed in such a way as to prevent pellets ricocheting straight back to the shooting area	FP staff
Direct shot/ or direct arrow hit/ or direct axe hit		People	Medium	All shooting stations are supervised by an adult who makes sure that as soon as the rifle is loaded it will be immediately placed inside the shooting chamber, a 300mm pipe that allows the participant to hit the target but prevents anyone from accidentally turning around with the gun and shooting anywhere else but forward. In the archery area dividers are placed between archers and arrows retrieved only on instruction of the instructor	FP staff and supervising adults
Air rifle shot	Other people hit outside area	People	Low	Shooting range area is fenced on the right and the left hand side by roofing iron and timber fencing pales. The tubes that are being shot through are aimed at the targets to prevent participants from shooting at anything else but the targets. At archery the whole area is surrounded in fine netting to prevent arrows from shooting outside of the archery zone. The end wall in archery is designed to deflect arrows to the ground and/ or into the hay bale wall.	Participants and FP staff
Air rifle	Finger or skin caught	People/ Equipment	Low	All shooting stations are supervised by adults who will assist in loading and "pumping" the gun.	Supervising adults
Air rifle operated poorly by participant	Hit to the head	People	Low	There is a clearly marked line between the shooting area and the spectator's area. There are 4 shooting stations with 4 supervising adults and 4 participants, everybody else is in the observers zone and cannot cross the marked line unless asked by a supervising adult.	Supervising adults, FP staff and participants
Moving axe	cuts	People/ environment/ equipment	low	All axes are thrown in designated caged areas. Spectators are outside caged area. Participants are instructed to throw axes "gently" to prevent bounce back. Bounce back is minimised by soft targets and "soft" flooring. Thrown axes cannot be retrieved unless supervisors give permission to do so. All participants must wear closed shoes. Axes prior and after use are stored in safety covers to protect the sharp edge.	
	bruises		low	All throwing axes used are lightweight, tomahawk type axes.	
Dry and/or grippy targets	Force needed to remove axe from target could cause injury	People/ equipment	low	Targets are chosen for their "stickability" which reduces bounce back. Participants are instructed to remove an axe from the target by moving the handle up or down, instead of a straight pull back out.	



Version 1.7

ANCILLARY SERVICE

VERSION			
Version	Date	Changes	Authorized by
1.0	18 Feb 2016	Implemented version graph	Gus
1.1	14 June 2016	Added safety glasses to equipment needed	Gus
1.2	11 July 2017	Changed emergency procedures	Gus
1.3	6 June 2018	Changes made to number of adults to supervise shooting stations	Gus
1.4	3 July 2018	SOP structure update, including improvements in the supervision structure areas	Gus
1.5	2 Sep 2019	Hazard register add more details around arrow incidents. Moving of rifles around camp must be in a case or bag	Gus
1.6	10 July 2023	Merged Axe throwing into this SOP	Gus
1.7	2 July 2024	Created new SOP	Kowie