**Archery Club Health & Safety Guidelines for Club Activities**

(WA & Archery NZ Registered tournaments may require additional guidelines)

These guidelines are to be read and used in conjunction with the Archery NZ & World Archery Rules of Shooting. [Archery NZ Rules etc](https://www.archerynz.co.nz/about-archery-nz/constitution/) [World Archery Rules](https://www.worldarchery.sport/rulebook)

**Introduction**

Health & Safety standards will vary greatly from practice, club shoot or archery event.

This document covers club archery activities on the:

(Name of Club): ………………...………………………………………………………………………………………. Located at ………………………………………....................................................................................

All the requirements relating to Health and Safety are governed by the Health and Safety at Work Act 2016 ( [Sport NZ Guide to the HSWA 2016](https://sportnz.org.nz/resources/health-and-safety-for-clubs/) ). Compliance with Health & Safety requirements is important during all activities at the Club, this includes accompanying spectators, often family members. Young children have little knowledge or understanding of how to behave when close to shooting.

**HEALTH & SAFETY POLICY FOR CLUB SHOOTS**

**General**

The Range/Club/Field Captain has the overall responsibility for the running of the shooting on the Club Grounds and must be aware of the Health & Safety requirements during the shoot.

The shooting is organised in accordance with the Health & Safety legislation and are responsible for ensuring that:-

1. Everything reasonably practicable is done to ensure the health and safety of those participating in, and supporting the shooting, and any members of the public in the area.
2. They conduct themselves so that they do not put themselves or anyone else at risk.
3. Access to and egress from the range is safe.
4. Report to the Organising Committee any unsafe practice, condition and most of all person(s) at risk of harm.

**Emergencies**

1. Emergency Services must always have access to all parts of the range and members of the public, competitors and officials must not park vehicles to obstruct access.
2. In the case of an emergency, archers or members of the public should contact the Field Captain or Dial 111.

**First Aid**

Adequate arrangements will be made to ensure all emergencies requiring medical assistance can be satisfactorily and quickly dealt with. In particular: -

1. All shooting must stop immediately to enable safe access to the emergency.
2. The provision on site of first aid equipment and trained first aiders.
3. All Field Captains will be fully briefed and trained on the emergency procedures.
4. The First Aid Kit is located …………………………………..

**Reporting of Injuries and Dangerous Occurrences**

1. Any serious injuries or death will be reported, and a permanent record made.
2. In the event of death, the Ambulance and NZ Police will be notified immediately by dialling 111.
3. Any dangerous occurrences are recorded by the people involved and reviewed by the Organising Committee to prevent or reduce the risk of the occurrence happening again in the future.

**Electricity, Gas & Water**

Position and routes of overhead and underground electrical cables, gas pipes and water systems and their distribution systems are identified so they can be avoided by any equipment being moved and competitors & spectators are free of any danger.

**Access Routes**

Pedestrian and vehicle access routes to and from the car parks must be safe and clearly signed. The use of and placing of safety barriers, flags, and signage when the club is operational.

**Fire Precautions**

The club range, car parking area and facilities are all Non-Smoking areas.

**Children**

Additional precautions are required to ensure the safety of children: -

1. Persons under the age of …………….. are not allowed to ride on or operate machinery e.g., quad bikes, generators, timing equipment etc and should be closely always supervised.
2. Children under the age of …….. will not be able to become shooting members of the club, and may only shoot at the Club on ‘Have a Go Days or similar events and when supervised by a qualified club member.

**Additional Safety Information**

1. Any people moving equipment or operating machinery will wear high-vis vests.
2. All club members will be advised regarding tsunami/earthquake etc warnings and procedures surrounding an event.
3. Every person accessing the Club grounds shall wear closed-toe footwear at all times.

**Duty of Care of Participants**

It is the responsibility of each Archer participating in any Archery event to ensure that the equipment they are using is in a safe condition and within the guidelines laid down by the equipment’s manufacturer and can withstand the requirements of an Archery Tournament or club shoot. It is further their responsibility to decline any shot that they consider too dangerous, and report to the Range/Field/Club Captain any matter that they deem to be hazardous to the health and safety of any participant or spectator.

Participants can also be in breach of the Duty of Care regulations by not adhering to laid down rules and regulations specific to the Archery Club which result in negligence caused by their own acts or omissions.

**Personal Protective Clothing**

It is the responsibility of each Archer to take whatever steps they deem necessary to ensure their personal safety and protection against equipment failure, in addition to the elements of weather and terrain. In the case of a junior, the onus is on the parent or appointed guardians to ensure those in their care are protected. Closed-in footwear is a requirement on the shooting range.

**Toilet & Washing Facilities**

Adequate provision for the expected number of visitors.

**Lost Arrows**

Every arrow that has not hit the target should be recorded. The archer's name, target number, date, time and fletch colour of the lost arrow and where they believe the arrow went e.g. high, right, in front etc should be noted. Efforts will be made by the archer/s & club members throughout the day to locate lost arrows. Once the arrow/s are retrieved they will be removed from the lost list. Every effort will be made to recover lost arrows on the range and for them to be removed to prevent possible injury to any other people using the grounds in the future or any members of the public.