

BOLTON SCHOOL
STANDARD OPERATING PROCEDURE

Activity	ARCHERY (onsite)
Introduction	To instruct the participants in the safe handling and use of equipment, the safety rules, and the basic requirements for the enjoyment of this sport, and to encourage any further interest in archery.
Instructor minimum competency	Archery leader or GNAS qualified or statement of competence
Normal ratios	1:4 at the shooting line 1:20 maximum group size
Safety equipment (instructors)	Means of communication in case of emergency First aid kit
Safety equipment (participants)	Arm protector should be worn
Tasks on arrival	Where possible ensure that the archery range has been set up prior to use, leaving the bows and arrows locked away until needed in the store cupboard. Participants can help with the setting up. Ensure that the targets are in good order. Ensure that the arrows are not blunt and are in good order. Ensure that there is sufficient bows and arrows for use. Ensure the backstop net is in place.
Suggested pre-activity briefing	The following Safety Rules: <ul style="list-style-type: none"> • No student should move to the shooting line, shoot an arrow or collect arrows until specifically told to do so by the instructor/teacher. • When participants have finished their turn, they step back from the shooting line – then the instructor can see when all are completed and the participants can move forward, following instruction from the instructor, to pull arrows out of the targets • Loaded Bows should always be facing their respective targets • The procedure for collecting arrows – to include drawing them from targets and carrying them back correctly.
General safety procedures	<ul style="list-style-type: none"> • The instructor/teacher will ensure that the 'Archery in Progress' signs are positioned properly prior to shooting taking place. • The instructor will ensure that the firing line is positioned at an appropriate distance from the target • The instructor will check that every bow is strung correctly. • The instructor will ensure that good safe conduct is followed throughout the session • All participants will be made aware of safety calls prior to beginning shooting • At the end of the session all equipment should be returned to the Archery store. • The safety signs should also be removed and returned to the store.
Equipment	<ul style="list-style-type: none"> • As arrows are put away, they should be checked for damage, paying particular attention to the piles (points) and fletches, damaged arrows should be returned to the store for fixing. • The archery store should be left clean and tidy for the next group.
End of session tasks	<ul style="list-style-type: none"> • Clean kit and return to store • Report and damaged kit • Report any accidents

Risk benefit analysis

Injury from bow string or arrow

- Strengthens core muscles
- Improves control and focus
- Improves coordination
- Relaxing, fun and social