



Canterbury Archers Society Incorporated

Health and safety policies and procedures manual

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Introduction

The Health & Safety standards and policies for Canterbury Archers Society Incorporated will be defined for practice day club shooting and for competition archery events. This document covers the procedures for the Societies archery activities at the Canterbury Archery Club Range location,
[79 Bamfords Road,](#)
[Teddington](#)
[Christchurch](#)

All the requirements relating to health and safety are governed by the Health & Safety Employment Act 2015 including updates.

Compliance with Health & Safety requirements is important during all activities at the Canterbury Archers society shooting grounds.

The committee and range captain of Canterbury Archers Society Incorporated must be aware of the health and safety requirements and responsibilities to ensure a safe environment at the society grounds during shooting and while shooters and visitors are in attendance.

The Committee and club members of Canterbury Archers Society Incorporated have a duty of responsibility for the health, safety and wellbeing of spectators and each other while attending the society grounds including families with young children with little knowledge or understanding of how to behave when attending an archery range and being in proximity to archers shooting on the range.

In parts of this document the name of Canterbury Archers Society Incorporated has for certain purposes been abbreviated to CASI.

Society commitment and policy

Purpose

This section lists the objectives of the health and safety manual, provides a brief summary of the health and safety legislation and defines accountabilities.

Objectives

The Canterbury Archers Society Incorporated health and safety programme aims to:

- promote excellence in health and safety management
- continually improve current health and safety performance
- provide a safe and healthy environment
- identify and control actual and potential hazards
- establish and maintain communication on health and safety
- support members participation in health and safety matters
- identify needs and provide training on health and safety
- demonstrate a commitment to the accurate reporting and recording of health and safety matters
- comply with legal and organisational obligations.

Objectives will be achieved through:

- Committees support and commitment to health and safety
 - implementation of policies and procedures
 - members education and participation
 - maintaining a quality philosophy
 - regular reviews and evaluations
 - annual health and safety manual review.
-

Legislative requirements

The Health and Safety at Work Act 2015 requires sports clubs to take all practicable steps to ensure the health and safety of members by:

- providing a safe environment
- providing and maintaining facilities for members' safety and health
- ensuring plant and equipment on the premises are safe
- ensuring members are not exposed to hazards
- developing emergency procedures
- ensuring that no action or inaction by members is likely to cause harm to themselves or any other person.

Health and Safety Meetings

- Three-monthly health and safety meetings are to be held in conjunction with society quarterly meetings
- The health and safety committee (representatives or team) comprises:
 - Course Captain
 - Intro Coordinator
 - Senior experienced club member
- Any member is welcome to attend a health and safety & committee meetings. The date and time of meetings will be circulated to all members via group email.
- An extraordinary meeting will be held in the event of a serious harm injury being investigated.
- The health and safety manual will be reviewed yearly by the Society in consultation with members.

Member Consultation

Members are encouraged to actively participate in health and safety meetings.

Where changes to existing policies are being considered, members will be invited to comment and participate in the consultation process prior to implementation of changes.

References

The Health and Safety at Work Act 2015 and Amendment.

The health and Safety at Work (Adventure Activities) Regulation 2016.

Hazard management

Purpose

To further improve the method for systematically identifying, assessing and controlling hazards as required by the Health and Safety at Work Act 2015.

Scope

The procedures apply to all Canterbury Archers Society Incorporated activities.

Responsibilities

The Society is responsible for:

- conducting regular health and safety inspections
- maintaining the hazard register (appendix 4) including identification and risk analysis
- working with members to control identified hazards
- authorising specialist consultants to be contracted where existing society members competency is not available to identify, eliminate or minimise hazards.

All members are responsible for:

- implementing hazard management procedures at the archery club.
 - taking all practicable steps to ensure that hazards identified are eliminated, isolated or controlled
 - completing a hazard notification form (appendix 5) if a hazard is identified and providing this to the committee (who will undertake a full identification and risk analysis and enter details into the hazard register)
 - informing others (members, visitors) of any hazards to health and safety which are known to be associated with the activities perform at the club and the steps to be taken to control any such hazard
 - ensuring unsafe acts and unsafe conditions are appropriately addressed.
-

Procedure

Hazard management steps include:

1. Identification – describe the hazard and state the location of the hazard
2. Risk analysis – rate the risk
3. Control – Recommend the control measure (eliminate, isolate or minimise).

Complete details on the hazard management register (appendix 4).

Hazard management needs to be completed:

- systematically for all areas and processes at regular three-monthly intervals
- when an accident occurs; a check is needed to ensure hazards listed and their controls are adequate
- when a new process or equipment is introduced
- if a new hazard is observed or reported.

Step 1 – Identify hazards

Hazard Identification Process ²		
1.	Use inspection, audits, walk-through surveys and checklists to determine hazards	
	Club Environment Area used and its physical condition and layout Location of material/equipment and distances moved Types of equipment used Energy hazards Hazards which could cause injury Characteristics of materials, equipment Hazards which could cause ill health Organisation environment	Human Factors Knowledge and training Skills and experience Health, disabilities, fitness Age and body size Motivation Clothing, equipment, footwear Leisure interests
		Activity Actions and movements Duration and frequency of activity Loads and forces involved Intensity Speed/accuracy Originality
2.	Analyse any 'near miss' accidents that may have been recorded in the incident and accident register or documented in the minutes from health and safety meetings	

Step 2 – Risk analysis

Risk analysis is the process of estimating the magnitude of the risk and deciding what actions to take. The following considerations are made to establish risk using the likelihood and impact scales below.

Score	Scale	Frequency of accident or illness
1	Rare	May occur only in exceptional circumstances, e.g. less than 5% chance of occurring
2	Unlikely	Could occur at some time, e.g. 5-29% chance of occurring
3	Possible	Should occur at some time, e.g. 30-59% chance of occurring
4	Likely	Will probably occur in most circumstances, e.g. 60-79% chance of occurring
5	Almost certain	Will occur in most circumstances, e.g. 80%+ chance of occurring

Impact scale

Score	Scale	Severity of accident or illness
1	Minimal	Negligible injury or illness
2	Minor	Minor injury or illness requiring minor first aid and/or less than one weeks' recovery
3	Moderate	Injury or illness requiring advanced first aid and medical visit (e.g. GP or hospital visit) and/or 1-6 week's recovery
4	Major	Injury or illness requiring advanced first aid and emergency medical assistance (e.g. hospitalisation) and/or more than six weeks' recovery
5	Extreme	Injury or illness requires immediate emergency medical assistance and may result in permanent or long-term disabling effects or death. Hospitalisation likely to be for more than six weeks

A risk assessment category (critical, high, moderate or low) for each hazard is compiled by using the chart below. Hazards with the highest rating are given priority.

Risk assessment chart

Likelihood	Impact				
	Minimal	Minor	Moderate	Major	Extreme
Almost certain	H	H	C	C	C
Likely	M	H	H	C	C
Possible	L	M	H	C	C
Unlikely	L	L	M	H	C
Rare	L	L	M	H	H

Legend:

C	Critical risk; immediate action required
H	High risk; senior management attention is needed
M	Moderate risk; management responsibility must be specified
L	Low risk; manage by routine procedures

The risk assessment category is entered into the Risk Score column beside the hazard on the Hazard Management form. ‘Significant Hazards’ are identified according to the definition above.

Step 3 – Control

Where a significant hazard is to be controlled, this must, if practicable, be by elimination. Where elimination is not practicable then the hazard must be isolated. Only where both elimination and isolation are not practicable are methods of minimisation to be applied.

If a minimisation strategy is used, the Act requires monitoring of exposure to the hazard. In this event, a schedule should be developed and implemented whereby the Health and Safety Representative {committee} regularly monitors³ the hazard noting variances and taking appropriate action where necessary (such as obtaining expert advise).

Definitions

- **‘Hazard’** means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.
- **‘Hazard Identification’** is the process of recognising that a hazard exists and defining its characteristics.
- **‘Hazard Assessment’** is the overall process of determining whether a hazard is significant.

- **‘Significant hazard’** means a hazard that is an actual or potential cause or source of:
 - Serious harm; or
 - Harm (that is more than trivial) the severity of whose effects on any person depends on the extent or frequency of the person’s exposure to the hazard; or
 - Harm that does not usually occur, or is not easily detectable, until a significant time after exposure to the hazard.
 - **‘Harm’** means ‘illness, injury or both’. The term is only used in the context of harm that is more than trivial.
 - **‘Serious harm’** is essentially an injury, illness or condition that will result in admission to hospital for 48 hours or more or being off work for more than one week.
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References

The Health and Safety at Work Act 2015 and Amendment.

Smoke-free club environment policy

Policy statement

Canterbury Archers Society Incorporated committee recognise that vaping and smoking presents a health hazard that can have serious implications for both the smoker and the non-smoker and that smoking habits may have life-long adverse consequence and can present a significant fire hazard at the club grounds, Canterbury Archers Society Incorporated supports a safe and healthy environment.

Scope

This policy applies to members of and visitors to Canterbury Archers Society Incorporated.

Purpose

1. Everyone is entitled to a smoke-free environment in all the areas used at the club grounds.
 2. Everyone who does not smoke, or who does not wish to smoke at the club grounds, must, as far as is reasonably practicable, be protected from tobacco smoke while on site.
 3. The implementation of this policy depends on everyone responding courteously to the desire for a smoke-free environment.
-

Responsibilities

The Society is responsible for:

- The maintenance of smoke-free signage.
-

Procedure

Smoke-free buildings:

Smoking in buildings is prohibited as it endangers the safety of others, creates an unhealthy environment and causes damage to property.

In the event that a club member or visitor chooses to smoke, an area outside of the premises, should be used.

Complaints:

Complaints regarding smoking and suggestions or complaints regarding a smoke-free environment should be brought to the attention of the societies committee

References

Smoke-free Environments Act 1990

Manual handling

Purpose

To provide a starting point for the identification, assessment, prevention and control of the hazards and risks associated with manual handling.

Scope

The policy is applicable to all members.

Responsibilities

The Society committee is responsible for:

- identifying the manual handling tasks that are likely to be a risk to health and safety, re-assessing the risks on a regular basis, taking steps to control those risks, and reviewing the effects of controls. The code of practice for manual handling provides a method that can be used to analyse such tasks in order to establish the healthiest and safest ways of preventing harm to club members
- providing information and training for club members about the hazards they are exposed to or that they may create and what controls are in place.

Club members are responsible for:

- taking all reasonable and necessary precautions for their own health and safety, (and that of others), when carrying out manual handling tasks
 - being familiar with current accepted best practice for manual handling, including use of equipment.
-

Definitions

The *Code of Practice for Manual Handling* published jointly in June 2001 by OSH and ACC defines manual handling as:

“any activity requiring a person to lift, lower, push, pull, carry, throw, move, restrain, hold, or otherwise handle any animate, or inanimate object”.

Sources of further information

Information relating to manual handling can be found in the following:

Code of Practice for Manual Handling OSH (Department of Labour and ACC)

Manual Handling Hazard Control Record (Worksheet, OSH and ACC)

Manual Handling: A Work Book (Department of Labour)

Helpful Advice on Managing Your Acute Low Back Pain (ACC)

Active and Working (National Health Committee and ACC)

Acute Low Back Pain Management (National Health Committee and ACC)

The following websites have further information that can be downloaded free:

www.osh.dol.govt.nz

www.acc.co.nz

Worksafe.govt.nz

Accident management

Policy statement

A safe and healthy environment is fostered through a partnership where all involved combine their efforts and share the responsibility for personal injury prevention and management. Early reporting is essential to this process and Canterbury Archers Society Incorporated has a specific accident reporting and investigation form that must be used in the event of all club accidents, incidents.

Scope

This policy applies to the members of Canterbury Archers Society Incorporated.

Purpose

To provide consistent procedures for recording and investigating club-related incidents and accidents.

Responsibilities

To assist Canterbury Archers Society Incorporated in meeting its aims in the prevention and management of personal injury, there are responsibilities for the committee through working in partnership with its members.

The committee is responsible for:

- preventing accidents and injury by providing a safe and healthy environment within their areas of operation
- taking all practicable steps to see that all members are aware of the accident reporting system, know where to obtain the appropriate form, and report such events when they occur
- arranging for appropriate first aid and emergency care (or other assistance) where required if an accident does occur

Club members

Every club member is responsible for:

- observing any established health and safety procedure that relates to the club activities
- participating in relevant health and safety awareness, e.g. manual handling and following the shooting course rules.
- accurately reporting and documenting all accidents, incidents and observed hazards to the club committee
- obtaining initial medical treatment from a registered treatment provider of his/her choice

Procedures

Record of accident/incident/serious harm

The purpose of recording and investigation procedure is to determine actual causes of an accident/incident and to put in place procedures or controls to minimise the chances of a recurrence.

The Canterbury Archers Society Incorporated accident/incident/serious harm form (appendix 2)

Accident/Incident reporting investigation

In the event of 'serious harm' or a significant hazard the club committee must be advised immediately so Worksafe can be notified.

The club committee should:

- initiate and carry out an investigation. This must commence within 12 working hours of the event concerned
- ensure any hazard that is identified as the cause of the event is eliminated, isolated or minimised in

accordance with the requirements of the Health and Safety in Employment Act

- ensure all corrective actions that have been identified are carried out within the specified timeframes
- the investigation report will be reviewed by the club committee to ensure that the corrective actions have been carried out as indicated and to check, if applicable, that significant hazards have been controlled in accordance with the requirements of the Act.

When events result in 'serious harm', take the following steps:

- Make sure anyone injured or suspected of injury has received medical attention if necessary.
 - Do not interfere with the accident scene without the permission of an Inspector from Worksafe NZ.
 - Complete the reporting and investigation procedures and take steps to eliminate, isolate or minimise any identified significant hazards.
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References

Privacy Act 2020

Human Rights Act 1993

Health and Safety at Work Act 2015 and Amendment

Emergency management

Policy

Canterbury Archers Society Incorporated recognises the need to be prepared for emergency situations that may be encountered while at the club grounds.

Scope

This policy applies to all members and visitors of Canterbury Archers Society Incorporated.

Responsibilities

The Committee are responsible for:

- acting as wardens for Canterbury Archers Society Incorporated
- ensuring all new members and visitors are briefed on the emergency plan.
- maintaining a register of those members & visitors who may require special assistance in the case of an emergency requiring evacuation.

All club members are responsible for:

- maintaining familiarity with emergency responses and following procedures
 - advising the club committee of any special assistance that may be required in case of an emergency requiring evacuation (e.g. in case of deafness, physical disability)
-

Procedures

1. When emergency services are required

- For emergency services dial 111 and ask for the service you require:
FIRE
AMBULANCE
POLICE.
- Stay calm, give your name, details of the emergency, and street address - which is 79 Bamfords road, Teddington 8971
- Visitors are the responsibility of the person they have called to see or attended the shooting ground with.

2. Fire

Ensure you are familiar with the site evacuation scheme or evacuation procedure.

If you discover a fire:

- dial 111
- alert people in your area
- do not extinguish the fire unless there is no personal danger to you or anyone else
- evacuate the site following the evacuation procedure or scheme
- after evacuation meet at the container assembly point

3. Earthquake

- Keep calm.
- Move away from trees and overhanging branches that may fall.
- Take cover in an open area.
- Do not try to evacuate until the shaking has stopped.
- Be prepared for aftershocks.

When the shaking stops:

- keep calm and help those who need assistance
- check for hazards and extinguish any fires if safe to do so
- evacuate if instructed to do so
- listen to the radio for civil defence instructions.

If you need to evacuate:

- use evacuation procedures to leave the site
- keep together
- meet at the container assembly area.

4. Unwanted visitor

If a person is displaying unusual behaviour:

- keep calm, make no sudden movements
- do what the offender asks
- try to memorise as many details about the offender as possible
- notify police as soon as it is safe to do so. Leave the phone line open until police arrive.

First aid

Policy statement

Canterbury Archers Society Incorporated has a responsibility to take 'all practicable steps' in providing effective first aid arrangements.

Purpose

To ensure safe and consistent care is taken when first aid may be required at the club grounds.

Scope

This policy applies to all Canterbury Archers Society Incorporated members.

Responsibilities

The Committee is responsible for:

- ensuring appropriate first aid supplies are provided at Canterbury Archers Society Incorporated club site container (see minimum list below)
 - ensuring that first aid supplies are accessible to members and visitors at the club grounds
 - ensuring a first aid register form and incident and accident register is completed in the event that first aid is rendered (refer appendix 2 and 3).
-

References

The Health and Safety at Work Act 2015 and Amendment

Worksafe Guidance (First aid at work) www.worksafe.govt.nz

Addendum

Canterbury Archers Society Inc site container first aid supplies

Minimum contents for workplace first aid kits

- A manual giving general guidance on first aid
- 20 individually wrapped sterile adhesive dressings (various sizes), appropriate to the type of work
- 2 sterile eye pads
- 2 individually wrapped triangular bandages
- 6 safety pins
- 6 medium-sized, individually wrapped sterile unmedicated wound dressings, about 12 cm x 12 cm
- 2 large sterile individually wrapped unmedicated wound dressings, approximately 18 cm x 18 cm
- 1 pair of disposable gloves
- 1 resuscitation mask.

Note: Pain relief should not be included in first aid kits. Special provision for treating allergic reactions should be the responsibility of the person with the allergy.

References

The Health and Safety at Work Act 2015 and Amendment

Worksafe Guidance (First aid at work) www.worksafe.govt.nz

Visitors, and members, Registers

Visitors on site

Policy statement

Canterbury Archers Society Incorporated is firmly committed to the provision of a safe and healthy environment for all visitors in accordance with its Health and Safety Policy.

- ensure that visitors act in a healthy and safe manner and are not harmed (or do not cause harm to others) while at Canterbury Archers Society Incorporated shooting grounds.
 - promote measures to prevent injury and illness by insisting on safe methods, safe equipment and safe practices at all times
 - ensure that all visitors are not harmed while on Canterbury Archers Society Incorporated premises.
-

Responsibilities

The Committee is responsible for:

- ensuring details of any specific hazards that may be relevant to the visitor are provided to the visitor
- advising visitors of any hazards and evacuation procedures in case of an emergency and of the policy that they must be escorted at all times.
- maintaining a record of visitors on the premises and providing the visitor with suitable identification (ID badge)

Members are responsible for:

- ensuring visitors are escorted by a member at all times and have been issued with a visitor (ID badge).
- Members are to ensure the safety and wellbeing of visitors and assist that person or persons should the club grounds need to be evacuated.

The visitor is responsible for:

- acting on the instruction of the club committee and members in the case of an emergency
- advising the members of any special assistance that may be required in case of an emergency requiring evacuation.

Appendix 1: Checklist for yearly manual review

Health & Safety System	Policy components	Review date
Societies commitment to health and safety	<ul style="list-style-type: none"> • Outline of Health and safety programme (objectives) • Societies commitment including Committee and members responsibilities • Volunteers • Health and safety committees • Acknowledgment of and cross-reference to relevant legislation • Quality systems that support health and safety such as internal audit 	
Hazard identification and management	<ul style="list-style-type: none"> • Hazard identification process and risk analysis • Managing hazards • Manual handling guidelines • Smoke-free environment • Forms for hazard identification and analysis 	
Accident reporting and management	<ul style="list-style-type: none"> • Definitions of accident and serious harm • Procedures for investigating and recording accidents • Forms for recording accidents and investigations 	
Emergency planning and readiness	<ul style="list-style-type: none"> • First Aid • Disaster management (fire, earthquake, flood) • Management of an unwanted visitor 	
Members involvement	<ul style="list-style-type: none"> • Members participation • Cross reference to health and safety committees 	

Appendix 2: Incident and accident reporting form/register

Record of Accident /Incident/ Serious Harm

To be completed by the Society committee within 48 hours of the event.

Is it an Accident Incident/Near Miss

Surname:

First name(s):

Residential address:

Phone:

Gender: M F

Date of event: Time: am/pm

Date reported:.....

Hours since arrival.....

Location where event occurred:

Nature of injury or disease:

- | | |
|--|--|
| <input type="radio"/> No injury | <input type="radio"/> Superficial |
| <input type="radio"/> Sprain or strain | <input type="radio"/> Open wound |
| <input type="radio"/> Head injury | <input type="radio"/> Poisoning/toxic effect |
| <input type="radio"/> Fracture, spine | <input type="radio"/> Other fractures |
| <input type="radio"/> Multiple injuries | <input type="radio"/> Foreign body |
| <input type="radio"/> Puncture wound | <input type="radio"/> Internal injury, trunk |
| <input type="radio"/> Chemical reaction | <input type="radio"/> Occupational hearing loss |
| <input type="radio"/> Burns | <input type="radio"/> Bruising/crushing |
| <input type="radio"/> Mental disorder | <input type="radio"/> Amputation, including eye loss |
| <input type="radio"/> Nerves/spinal cord | <input type="radio"/> Dislocation |
| <input type="radio"/> Disease skin | <input type="radio"/> Disease circulatory system |

- Disease nervous system
- Disease musculo-skeletal system
- Disease digestive system
- Disease infectious or parasitic
- Disease respiratory system
- Tumour (malignant or benign)
- Damage artificial aid
- Fatal

Injured part of body:

- Trunk Neck
- Head Internal organs
- Upper limb(s) Lower limb(s)
- Multiple locations

Mechanism of event:

- Fall, trip or slip
- Sound or pressure
- Biological factors
- Body stressing
- Being hit by moving objects
- Heat, radiation or energy
- Chemicals or other substances
- Hitting objects with part of the body

Was a 'Significant Hazard' involved?

- Yes No

Type of treatment given:

- Nil First aid
- Doctor Hospital

Agency of injury:

- Machinery or (mainly) fixed plant
- Mobile plant or transport
- Tools, appliances, equipment (powered)
- Tools, appliances, equipment (non-powered)
- Chemical or chemical products
- Material or substance
- Environmental agency
- Animal, human or biological agency (not bacterial/virus)
- Bacterial or virus

THE INVESTIGATION: Describe what happened.

ANALYSIS: What caused the event?

PREVENTION: What action has or will be taken to prevent a recurrence?

By whom?..... By when?

Committee members (Name).....
Signature Date

Injured Person:
Signature Date

Appendix 3: First aid register

Member or visitor's name:	
Contact Details:	

Date of treatment:	
Time of treatment:	
Person giving first aid:	
Accident register completed by:	
Nature of injury:	
Treatment provided:	

Appendix 4: Hazard register

Hazard Identification and Analysis						Action			
Hazard and potential harm	Risk Category	Significant hazard? Yes/No	Practicable to			Controls required (including existing)	Person responsible	Date of action	Completed by
			Eliminate? Yes/No	Isolate? Yes/No	Minimise? Yes/No				
Vehicles & parking, moving Vehicles risk of crush, uneven ground risk of fall	L	No			Yes	Park in carpark area or on side of the road, follow designated gravel roadway route to the container assembly point which provides the safest walking surfaces and visibility.	All members of CASI		
Large trees with overhanging branches around parking areas	L	No			Yes	Park away from trees as much as possible, landowner responsible for trees that are unsafe. CASI to advise the landowner if we see a tree that could be unsafe.	Denis the landowner		
Container assembly point uneven ground slippery when wet	L	No			Yes	The area in front of the container has gravel and brick pavers to create better footing	CASI		
Use of WC amenities slope to amenities slippery when wet	L	No			Yes	Only use pathway to amenities	CASI		
Using practice targets, uneven ground, slippery when wet, shooting in progress potential to be shot	L	No			Yes	Keep to path to target, steps are dug in bank for footing, only shoot from shooting line, only approach target when all archers are finished shooting and the course captain or senior member on the shooting says it's safe to do so, CASI shooting rules apply.	CASI		

Shooting on the 3D range, slips trips, Slippery in winter or severe wet weather, flooding.	L	No			yes	Follow designated orange marker tracks, pathways and steps have been cut to reduce slips and trips. The course may be closed in severe weather conditions.	CASI		
Shooting on 3D range falling objects, High winds.	M	Yes	Yes			Be aware of overhead dead branches or trees that may fall, identified overhead hazards have been removed or pathways altered to avoid these. In extreme wind conditions the course may be closed for safety.	CASI		
Shooting on the 3D range risk of being shot.	M	Yes			Yes	Shoot in groups, use the flag system at the container to notify others your group will be on the course, follow orange markers to each shooting station on the 3D course, always identify the target ensure target area is clear of groups in front, only shoot from shooting pegs when safe to do so, nobody to be forward of shooting pegs when shooting is in progress, follow CASI rules of shooting. The course is regularly checked for safety	Individuals in the shooting group, CASI and Course captain.		
Searching for lost arrows, risk of being shot.	M	Yes	Yes			Only search for lost arrows if you are part of a group, one member of the group must be within clear site between the target and shooting pegs to alert the following group arrows are being retrieved and wait until instructed it's clear to commence shooting.	CASI rules of shooting, individuals of shooting groups.		
Children on the course, unaware of hazards, easily distracted	L	No			Yes	All Children of shooting families must be accompanied by the parents or guardian at all times and they are responsible for ensuring the child doesn't come to any harm.	CASI, Parent/ Guardian.		

Visitor on the range, unaware of hazards on shooting range	L	No			Yes	All visitors, whether adult or child must be always accompanied by a senior member or the course captain, they are to be guided while on the range as a spectator to ensure their safety.	CASI		
Livestock on the range, chased/ attacked by livestock	L	No			Yes	Livestock may be present from time to time, do not approach livestock, let them pass by before continuing activities.	Individuals in the shooting group, CASI and Course captain.		
Smoking/ Bush fire hazard, unwanted Inhalation of smoke by others	H	Yes	Yes			Smoking is not permitted anywhere at the shooting ground as it poses a risk of bush fires in dry conditions and risk of secondary smoke inhalation for others.	CASI		
Introduction courses, new people to archery, unaware of the hazards of shooting and the environment	L	No			Yes	Introduction courses are run monthly after normal shooting commences to create separation from others, two instructors must be present for numbers more than two adults or if children are present to ensure individuals are always accompanied for their safety and wellbeing. The intro instructors on duty are responsible for explaining to attendees the course safety rules.	CASI and Intro coordinator.		
Hired club Archery equipment, risk of bow or arrow breakage, personal harm or harm to others.	L	No			Yes	All equipment is regularly checked, equipment is inspected prior to being hired to ensure it is safe and fit for purpose.	CASI, senior member hiring equipment		

Ongaonga tree nettle, can inflict a painful sting when coming in contact	L	No			Yes	Regular course maintenance assists with keeping Ongaonga cut back and cleared from the course track.	CASI members and Course captain.		
Dogs on range, animals running loose.	L	Yes	Yes			Dogs are not permitted on the range at any time so as not to cause distraction.	CASI		

Appendix 5: Hazard notification form

Any member who identifies a hazard should complete this form, for example a new hazard that is not entered into the hazard register or an existing hazard that has been entered into the hazard register that has not been correctly managed to eliminate or mitigate risk.

Hazard Notification Form			
Your name:	Date:	Location:	Notification to:
	Date observed:		
Description of hazard including significance in your opinion:	Any immediate action taken to mitigate: (please describe)	Your recommendations to control or eliminate the hazard:	
Signature of person notifying this hazard:			
Health and safety representative report including analysis and action taken:			
Date entered into the hazard register:			
Signature of health and safety representative:			