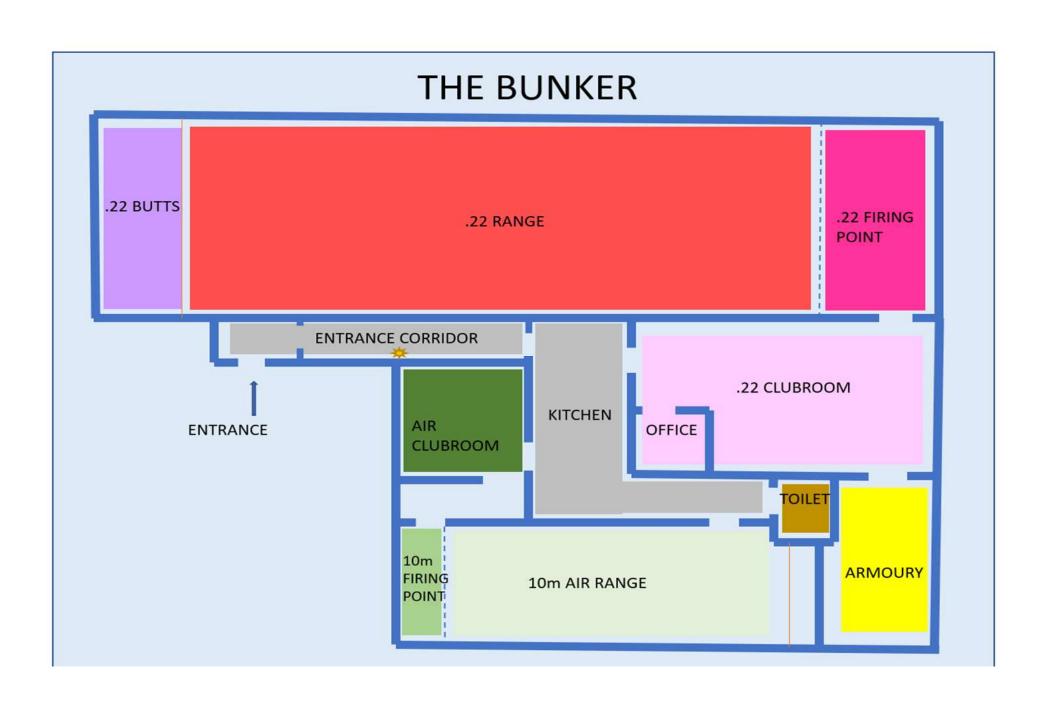
HIGHFIELD RIFLE AND PISTOL CLUB Covid-19 Risk Assessment

23rd July 2020

v.1.4



Risk No	Area	Issue	Risk Cat	Risk		Actions	What's required	Status	Who
	General Attendance	Numbers	Both transfer and	More people attend than can		A maximum of 8 shooters will be allowed in the building at any one time. No admittance unless a slot has been	Booking system set-up	Complete	Clive/John/Chris
			distancing	safely distance		pre-booked.	0.,	· .	
						Initial Club opening to be for Tuesday Evenings : 8 members to be booked via Clive from Tuesday 28th July and Tuesday Lunchtimes: 8 members to be booked via John/Chris from Tuesday 4th August		On-going	Clive/John/Chris
						Possibility of opening on a Friday Evening with a booking system to be reviewed.		Started	Clive/Keith
						A duty Range Officer will be required to monitor distancing and Firing Point Allocation. The Duty Range Officer	Rota of Range Officers	Complete	Keith
						to be empowered to deny a member access to The Bunker if they do not wear a Face Mask or maintain social	for Tuesday Evenings		
						distancing.			
					1.5		Range Officer availability for Daytime group	On-going	John/Chris
				-	1.6	No visitors or potential new members to be invited to the club until further notice	Re-opening comms.	Complete	Clive
				-	1.0	No visitors of potential new members to be invited to the club until further notice	Re-opening comms.	Started	Dave
					1.7		Update of Club's Website	otal tea	
2	General Attendance	PPE	Both transfer and	People may be ill and spread the	2.1	Face masks will be worn at ALL times within the club when members are not shooting.	Members need to bring	On-going	Members
			distancing	virus			and wear their own		
							facemasks		
			•		2.2	Advise members that they need to provide their own masks etc	Re-opening comms.	Complete	Clive
					2.3	Social Distancing ata minimum of 1m to apply at ALL times.	(see specific actions for		
							areas of the building)		
						Members should avoid unduly raising their voices to each other in an attempt to reduce the chances of passing on the virus through aerosol and droplet transmission.		On-going	Members
3	General Attendance	III members	Transfer	People may be ill and spread the		Members reminded that if they, or someone in their household, has Covid-19	Re-opening comms.	Complete	Clive
				virus		symptoms they should stay at home and must not attend the club under any			
						circumstances. This includes anyone who has been told to self-isolate under the			
						NHS Test and Trace service.			
						Duty Range Officer to turn anyone away for any reason	Re-opening comms.	Complete	Clive
					3.3	Members to sign a COVID-19 Liability Release Waiver on every visit	Supply of forms and box	Complete	Keith
							for their retention		
				-	3.4	Members to sign a COVID-19 Liability Release Waiver on every visit	Duty Range Officer to	On-going	Duty Range Officer
					5	The material to sign a corrist 13 Elability release trainer on every visit	check the Waiver has		,
							been completed and		
							does not show potential		
							exposure to the virus		
							exposure to the virus		
					3.5	Attendance log to be completed on each visit to show time and date of attendance	Modification of existing	Started	Andy
					5.5		attendance sheet		
					3.6	If a member becomes ill and they have visited the club in the 10 days since symptoms started they must	Re-opening comms.	Complete	Clive
						contact the Chairman (Chairman will inform other members who attended on the same nights without		" " " "	-
						disclosing the name)			
						Club Members to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and	Signage and Video	Complete	Keith/Graham
						the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues			',
						– Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.			
						, ,			
					3.8	Members will be required to take away everything they bring into the club house (i.e. PPE, ammunition boxes)		On-going	Members
						and not use the rubbish bins for this type of waste			
						Shooters should come to the club ready to shoot and avoid changing their clothes at the club.		On-going	Members
4	General Attendance	At Risk Members	Both transfer and distancing	Members in at risk groups may attend	4.1	Members reminded to follow government guidance re shielding	Re-opening comms.	Complete	Clive
5	General Attendance	Hygiene	Transfer	Range cleaning needs to take	5.1	Range Officers and members are to wipe down the surfaces and contact areas of desks and workstations		On-going	Members
				place regularly to aid hygiene		before and after use			
l				and build confidence					
					5.2	Range Officers and members are to wipe down the surfaces and contact areas of desks and workstations	Provision of cleaning	ON-going	Members
						before and after use		- 0. 0	

6	Entrance Corridor	Outer door	Transfer	Touching doorbell to request access and Touching door to push open	6.1	A Hand Sanitiser dispenser to be installed prior to the Entrance Door.	Sanitiser Installation	Complete	Keith
					6.2	Members to sanitise before touching the bell and door		On-going	Members
7	Entrance Corridor	Corridor	Distancing	Corridor is narrow, passing on corridor		As the club only has one combined entrance exit a one-way system is not possible. Members therefore need to take responsibility to maintain distance rules at all times in the club's corridors with no passing		On-going	Members
8	Entire Building	Light Switches	Transfer	Touching Light Switches		The Light switches for all in-use rooms to be left in the on position, including the pull-cord for the toilet light. The Master Isolation Switch in the Entrance Corridor will then be the only switch that needs to be touched to turn all power on and off.	Tape up switches and signage	Complete	Keith
9	.22 Clubroom and Range	Ventilation	Transfer	Insufficient air flow to remove contaminated air	9.1	Extraction and Input fans to be run at all times during club sessions to maintain airflow	Monitoring of fan speeds and timers	On-going	Keith
10	Air Clubroom and 10m Range	Ventilation	Transfer	Insufficient air flow to remove contaminated air	I I	The possibility of increasing the air flow though the Air Weapons areas by opening doors or vents will be evaluated, but until further notice the clubroom and 10m range will not be opened for use	Re-opening comms.	Complete	Clive
					10.2		Evaluate ventilation options	Started	Ken/Ern
11	Air Clubroom and 10m Range	Air Range Access	Both transfer and distancing	No Range Officer available to open/close or monitor the air range		As most of the air weapons key holders are shielding and it is impractical for the Duty Range Officer in the .22 Range to monitor the air weapons areas, the 10m range and clubroom will not be opened for use until further notice. Anyone wishing to shoot air weapons may do so at 20 yards in the .22 Range providing they book a place as part of the 8 members allowed in the club at any time.	Booking system set-up	Complete	Clive
12	.22 Clubroom	Surfaces	Transfer	Cloth and other absorbent surfaces are hard to clean	12.1	Blue lounging chairs to be taken out of use.	re-organise room and tape off some furniture	Complete	Keith/Clive
		<u> </u>	•		12.2	Chairs with fabric seats to be replaced by plastic chairs	re-organise room and tape off some furniture	Complete	Keith/Clive
					12.3	Plastic chairs to ve wiped down with sanitiser at the end of a shooting sessions		On-going	Member/DRO
13	.22 Clubroom	Hand washing	Transfer	Members may miss the sanitiser at the door (hands full)	13.1	Sanitiser to be available in the Kitchen area and .22 Clubroom	Sanitiser dispenser	Complete	Keith/Clive
14	.22 Clubroom	Numbers	Distancing	Maintaining minimum of 1m distancing		Members to be allocated a Workstation for their sole use during the shooting session. They will be responsible for staying within that Workstation area unless given permission to move to/from the Firing point by the Duty Range Office.		On-going	Duty Range Officer
15	.22 Clubroom	Workstation	Transfer	Benches need to be wiped down before and after use	I I	Appropriate cleaning product and kitchen towels to be left on bench to encourage members to wipe down after use, RO to also remind / ensure this happens.	Place cleaning spray and kitchen towel in area	Complete	Keith/Clive
16	.22 Clubroom RO Desk	Issuing ammunition	Both transfer and distancing	Ammo will need handling too and from the RO to the member		Unavoidable - RO and member to observe good hygiene, frequently washing hands etc, should be no more risl than supermarket shopping.	(
17	.22 Clubroom RO Desk	Issuing targets	Both transfer and distancing	Targets handed from RO to member		Each member to be allocated a Lane for the session by the Duty Range Officer and to take personal control of a single target board for that Lane. The member will be responsible for sanitising the board after use.		On-going	Members
18	.22 Clubroom RO Desk	Issuing air fills	Both transfer and distancing	Multiple contact od the cylinder's valve	18.1	Each member to wipe down components of the air cylinder they have touched after filling air weapons		On-going	Members
19	.22 Clubroom RO Desk	Handling cash	Both transfer and distancing	Cash is often unclean and passing back and forth including counting cash, issuing change etc would be a risk		Payment for a session is to be made by BACS where possible. A booking to attend a session will accrue the attendance fee of £3 whether or not the individual actually attends the session. Fees will be accumulated monthly and be charged to individuals by the Treasurer.		On-going	Clive/Andy/Member
					19.2	Where a payment cannot be made by BACS, exact cash may be placed in the cash box near the RO Desk	Install Cash box on wall	Complete	Keith/Clive
					19.3	Ammunition being sold is to be handled by the Duty Range Officer only before it is passed to the Member		On-going	Duty Range Officer
20	.22 Clubroom RO Desk	Desk	Transfer	RO's and others may touch the desk and associated stuff on the desk		Clear all unnecessary items from desk, get rid of magazines and other reading material, encourage Duty Range Officer's to use their own pens etc.		On-going	Duty Range Officer
						Encourage members to bring their own pens and wipe down pens if unable to do so.		On-going	Duty Range Officer
						Duty Range Officer to clean desk before and after shift		On-going	Duty Range Officer
21	.22 Firing Point	Numbers	Distancing	Maintaining minimum of 1m distancing	21.1	Lanes 3 and 5 to be removed from use.	Secure Lanes 3 and 5	Complete	Keith/Clive

					21 2	Duty Range Officer to allocate a nominated Lane to each of the 8 attendees and they will only use that Lane	T	On-going	Duty Range Officer
						during the session.		on going	Duty Runge Officer
						Duty Range Officer will control the flow of Members from their Workstations to and from the .22 Firing Point		On-going	Duty Range Officer
22	.22 Firing Point	Hearing protection	Transfer	Ear defenders and eye protection are available for use, it will be difficult to keep them clean or guarantee when they were last used	22.1	Remove ear defenders and eye protection, inform members to provide their own. Make stock available for anyone that forgets. Keep in boxes ready for use later.	Re-opening comms.	Started	Clive
23	.22 Firing Point	Surfaces	Transfer	Shooter may touch the shelf of the Firing Point	23.1	Shelves of Firing Point to be sanitised prior to a change over of shooter in that Lane		On-going	Duty Range Officer
					23.2		Install Blue Towel Dispenser in the Firing Point	Started	Keith
24	Armoury	General access	Distancing	Sometimes general members access the armoury even though the RO is there, the armoury is too small to have more than one person and additionally safe handles etc too difficult to guarantee to keep clean after handling	24.1	Only the Duty Range Officer is allowed into the Armoury	General Comms and RO Comms	On-going	Duty Range Officer
25	Armoury	Club Equipment	Transfer	Surface contact of club guns	25.1	All club guns and magazines to be wiped down with sanitising cloths before and after use by the member who is borrowing the equipment.		On-going	Members
26	Kitchen	Hand washing	Transfer	Handtowels for multiple use not advised	26.1	Make paper towels available. Traditional towels to be removed from view.		Complete	Keith/Clive
					26.2	Install Hand Sanitiser Dispenser		Complete	Keith/Clive
27	Kitchen	Food and drink preparation	Transfer	People often make drinks and sometimes food in the kitchen area	27.1	No food or drink (including hydrating fluids) to be consumed or brought into any area of the clubhouse	Re-opening comms.	Started	Clive
28	Toilet	Hygiene	Transfer	Surface contact	28.1	Hand towels to be replaced by a paper towel dispenser	Install towel dispenser	Complete	Keith/Clive
					28.2		Replace waste bin with one of larger capacity	Started	Keith
					28.3	All surfaces touched by a member who uses the Toilet area to be cleaned by them after use		On-going	Members
						Carpet to be replaced with an easier to clean vinyl flooring		Started	Alan Glister
29	Corridor to Toilet	Hygiene	Transfer	Surface contact	29.1	Carpet to be replaced with an easier to clean vinyl flooring		Complete	Alan Glister
30									
31									
32									