

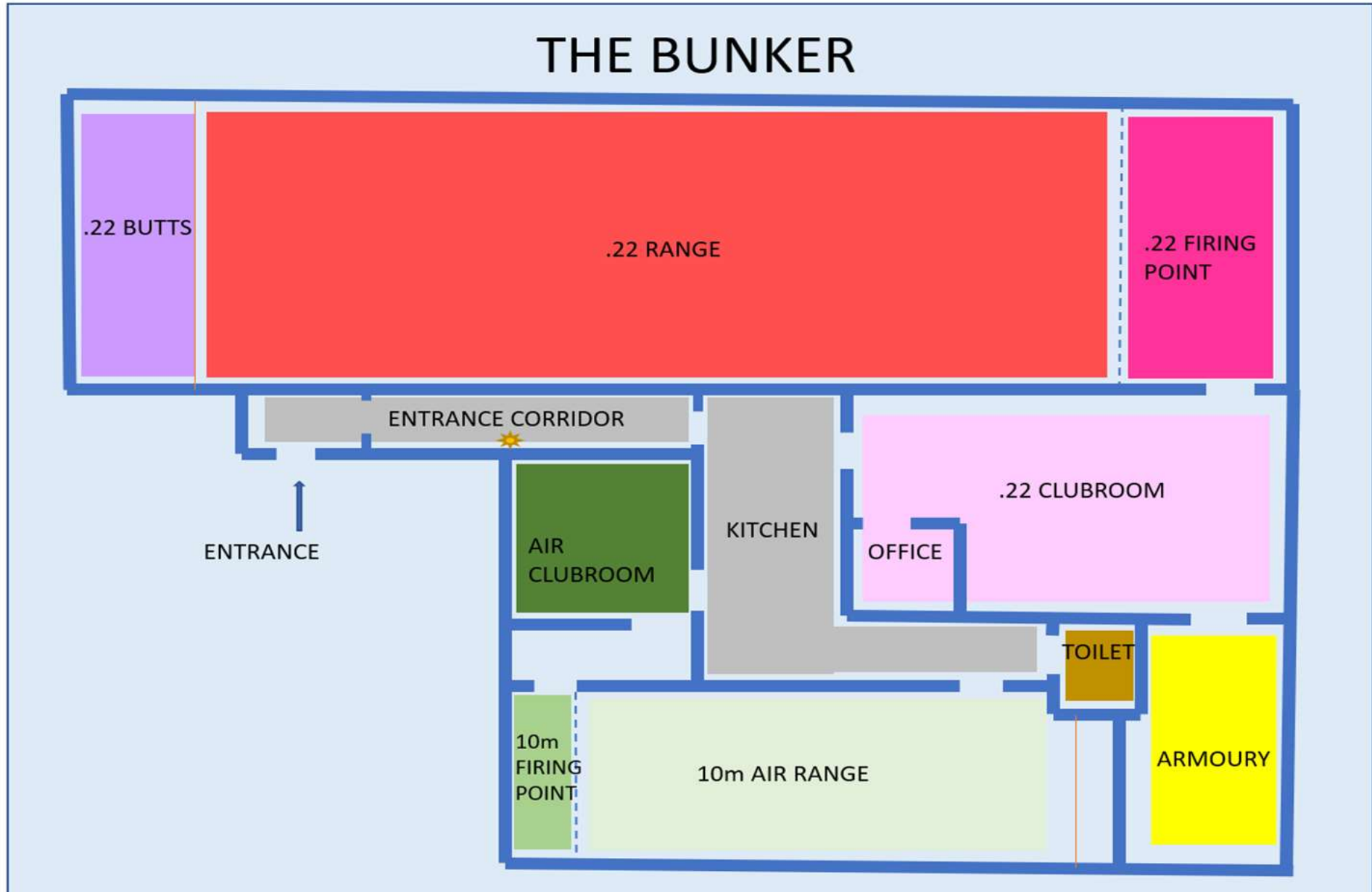
# **HIGHFIELD RIFLE AND PISTOL CLUB**

## **Covid-19 Risk Assessment**

**23rd July 2020**

**v.1.4**

# THE BUNKER



Risk No	Area	Issue	Risk Cat	Risk	Actions	What's required	Status	Who
1	General Attendance	Numbers	Both transfer and distancing	More people attend than can safely distance	1.1 A maximum of 8 shooters will be allowed in the building at any one time. No admittance unless a slot has been pre-booked.	Booking system set-up	Complete	Clive/John/Chris
					1.2 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
					1.3 Possibility of opening on a Friday Evening with a booking system to be reviewed.		Started	Clive/Keith
					1.4 A duty Range Officer will be required to monitor distancing and Firing Point Allocation. The Duty Range Officer to be empowered to deny a member access to The Bunker if they do not wear a Face Mask or maintain social distancing.	Rota of Range Officers for Tuesday Evenings	Complete	Keith
					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
					1.7	Update of Club's Website	Started	Dave
2	General Attendance	PPE	Both transfer and distancing	People may be ill and spread the virus	2.1 Face masks will be worn at ALL times within the club when members are not shooting.	Members need to bring and wear their own facemasks	On-going	Members
					2.2 Advise members that they need to provide their own masks etc	Re-opening comms.	Complete	Clive
					2.3 Social Distancing at a minimum of 1m to apply at ALL times.	(see specific actions for areas of the building)		
					2.4 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	Ill members	Transfer	People may be ill and spread the virus	3.1 Members reminded that if they, or someone in their household, has Covid-19 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.	Re-opening comms.	Complete	Clive
					3.2 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 for their retention	Complete	Keith
					3.4 Members to sign a COVID-19 Liability Release Waiver on every visit	Duty Range Officer to check the Waiver has been completed and does not show potential exposure to the virus	On-going	Duty Range Officer
					3.5 Attendance log to be completed on each visit to show time and date of attendance	Modification of existing attendance sheet	Started	Andy
					3.6 If a member becomes ill and they have visited the club in the 10 days since symptoms started they must contact the Chairman (Chairman will inform other members who attended on the same nights without disclosing the name)	Re-opening comms.	Complete	Clive
					3.7 Club Members to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and 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.	Signage and Video Display	Complete	Keith/Graham
					3.8 Members will be required to take away everything they bring into the club house (i.e. PPE, ammunition boxes) and not use the rubbish bins for this type of waste		On-going	Members
					3.9 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 place regularly to aid hygiene and build confidence	5.1 Range Officers and members are to wipe down the surfaces and contact areas of desks and workstations before and after use		On-going	Members
					5.2 Range Officers and members are to wipe down the surfaces and contact areas of desks and workstations before and after use	Provision of cleaning materials	ON-going	Members

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	7.1	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	8.1	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	10.1	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	11.1	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
					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 be 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	14.1	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 Officer.		On-going	Duty Range Officer
15	.22 Clubroom	Workstation	Transfer	Benches need to be wiped down before and after use	15.1	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	16.1	Unavoidable - RO and member to observe good hygiene, frequently washing hands etc, should be no more risk than supermarket shopping.			
17	.22 Clubroom RO Desk	Issuing targets	Both transfer and distancing	Targets handed from RO to member	17.1	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 of 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	19.1	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/Members
					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	20.1	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
					20.2	Encourage members to bring their own pens and wipe down pens if unable to do so.		On-going	Duty Range Officer
					20.3	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

