

Deben Archery Club, Ipswich



Covid-19 Risk Assessment

Function:	Target Archery	Club:	Deben Archery Club
Location / Site of Activity	Orwell Arena, Bridge Rd, Levington, Ipswich IP10 0NA	Date Assessment carried out:	28/09/2020
Groups at Risk:	Club Members (Archers) (Volunteers)	Version Number:	Issue1.0
Persons Carrying Out assessment	Name	Position	
	Steven Davis	Club Secretary	
	Neil Wilkin	Club Chairman	
	Trevor Fitchett	Club Treasurer	
Approved By	Club Committee - ~Via E-mail On 1st October 2020		
Date of Acceptance and Publication:		Planned Review Date:	Should Covid-19 government or Archery GB guidance change. Should Archery return to normal in the UK the assessment no longer applies.

Hazard	Consequences	Who is at Risk	Severity	Like-likelihood	Risk	Control Measures	Risk with Control Measure
The normal hazards of archery	Body injury	All	3	1	4	The normal rules of Shooting will be applied including rule 301 (note 2) which treats Orwell Arena as private land. Members must ensure Signage is present on all entries and exits before shooting under rule 301.	2 ¹
Symptomatic A member has Symptoms of Covid-19 or other infectious disease	Risk of Infection to other people	All	3	3	6	Archers and those from their household that maybe escorting MUST NOT come to the range/club if they show symptoms of any illness but in particular of Covid-19. These are highlighted on NHS Direct and include: <ul style="list-style-type: none"> • A new persistent and dry cough • A temperature • Loss of Taste or Smell 	2 ²
Recovered A Member has had symptoms of Covid-19	Risk of Infection to other people	All	3	3	6	Member MUST refrain from coming to the Archery Range and Facilities for at least 7 Days.	2
Symptomatic Household A member lives with someone who has had symptoms of Covid-19 but they are well	Risk of Infection to other people	All	3	3	6	Member MUST refrain from coming to the Archery Range and Facilities for at least 14 Days.	2
A member has been contacted by Track and Trace as a contact of a symptomatic person	Risk of Infection to other people	All	2	1	3	Members should follow Trace and Trace Guidance to Isolate and not attend the Club All People coming to the club will be using a Booking system to control the number and record attendance.	2

¹ Following Rules will reduce the type of injuries to minor

² Severity of hazard is a factor of the infection profile, so the reduction in exposure will mean more vulnerable people (who have the most severe symptoms) will not catch virus

Cross Contamination between members whilst shooting on neighbouring bosses	Risk of Infection to other people	All	3	3	6	Government 2 Meter Social Distancing will be observed Number of Bosses limited to 8 Lanes Bosses are to be placed 3.3m from each other. Archers when either solitary shooting or family units are using their lane. (See Note 1). There will be two details allowed per target lane, they will remain 2m from each other. Lanes must be booked in advance	2 ³
Cross Contamination between members whilst in the indoor venue	Risk of Infection to other people	All	3	3	6	Government 2 Meter Social Distancing will be observed When not shooting all over Adult members will wear face-coverings when not actively shooting.	2
Cross Contamination between members due to meeting in groups greater than 6	Risk of Infection to other people	All	3	3	6	Under guidance from Archery GB each target lane is treated as a different sports venue and is therefore limited to 6 people or a single household. Archery is not a close contact team sport and can therefore observe 2m distancing between people from different households at all times. People from different target lanes will not socialise or interchange with each other.	2
Cross Contamination from Storage	Risk of Infection to other people	All	3	3	6	Entry to the Club Storage is only allowed for one member at a time and should be limited, If a member does enter the container they MUST use Cloth Gloves disinfect the Common Areas (Lock and Handles), their hands and equipment after use. Should more than one person be required to lift an item then Face-coverings will be used by all people carrying out the task.	2
Cross Contamination from Sharing of Equipment	Risk of Infection to other people	All	3	3	6	All equipment required for shooting including faces and target pins must be brought to the range by the Archer using them. There will be no faces or target pins available at the Range already Situated on the Bosses.	2

³ Reducing the number of people in the hall at any one time means that the R number play an important part in the Severity calculation

Cross Contamination from sharing of Faces and Target Pins	Risk of Infection to other people	All	3	1	4	<p>Archers MUST bring own Faces and Target Pins to the Range.</p> <ul style="list-style-type: none"> JVD or other Pinch & Pull Target Pins to be used. Own equipment to be used. Do not Share Equipment Material gloves to be used when placing faces, pushing or pulling target pins, pulling arrows and clearing faces and pins from boss. Adherence with this Risk Assessment. 	2
Cross Contamination from use of club Bosses	Some risk of infection from cross contamination, from Boss to Target Faces, Pins and then Person	All	2	2	4	<p>Material gloves to be used when placing faces, pushing or pulling target pins, pulling arrows and clearing faces and pins from boss.</p> <p>Adherence with this Risk Assessment.</p>	3
Moving Boss to New distance, including setting out (On Own or with own household)	Body Injury. Muscle Stain, Splinters Cross Contamination	All	2	1	3	<p>Working or Cloth gloves are to be utilised when moving bosses. Gloves help prevent splinter penetration and support reduction in cross contamination.</p> <p>Only one person may approach the target storage to set out at a time, while everyone else stands behind the shoot line</p>	2
Moving Boss to New distance, including setting out (With Others)	Body Injury. Muscle Stain, Splinters Cross Contamination	All	3	3	6	<p>Working or Cloth gloves are to be utilised when moving bosses. Gloves help prevent splinter penetration and support reduction in cross contamination.</p> <p>Ideally people from the same household should carry out this activity as it poses not extra risk</p> <p>1M Distance to be maintained and 1M Plus Mitigations such as Face Covering to be worn while carrying out activity.</p> <p>People in the Vulnerable and Extremely Vulnerable Groups should not take part in this activity.</p>	2

Equipment left behind by Archers who have left the Range	Cross contamination from Target Pins and Faces.	All	2	1	3	Any and All Target Faces, Pins and Boss associated equipment will be removed and discarded to waste before Boss is stored away. If an archer repeatedly leaves equipment they will be no longer be able to book slots.	2
Becoming ill whilst on the Archery Range.	Infection may be passed to another Archer and their families etc	All	3	2	5	Should and Archer become ill whilst at the Archery Range, you MUST inform the club via e-mail and immediately leave the Range and go home, without making physical contact with other members present. An Archer shall arrange urgent support should you find themselves seriously sick whilst you are at the range, using 999.	2
Member Requires First Aid	Cross contamination from administering of First Aid or use of common first aid kit	All	3	2	5	Minor Injuries to be treated by Member on Self using own First Aid Kits. Major injuries to be treated calling 999.	2
Work Party (Volunteers)	Risk of Infection to other people	Work Party Volunteers	3	3	6	Field Work Party to maintain 2M Distancing while setting out field Working or Cloth gloves are to be utilised when working If heavy tasks require 2 or more people and 2M cannot be maintained the then 1M Distance to be maintained and 1M Plus Mitigations such as Face Covering to be worn while carrying out activity	3
Work Party (Common Tools)	Cross contamination from Tools and Container	Work Party Volunteers	3	3	6	Allocate individual equipment/machinery to one volunteer, and fully sanitise all equipment/machinery after use. Entry to the Container is only allowed for one Volunteer at a time and they MUST use Cloth Gloves disinfect the Common Areas (Lock and Handles), their hands and equipment after use.	2

Lack of Hand sanitizer, Cleaning Fluid or required protection.	Cross contamination	All	1	3	4	<p>All members using the Deben Archery Field will be asked to bring with them:-</p> <ul style="list-style-type: none"> • a personal supply of hand sanitizer (70%) • Cloth Gloves • Face Covering • Common Tools such as a hammer <p>However the club will have a supply of these items in the storage area, if the supply becomes exhausted then the members must replenish it or inform the club and shooting will be suspended until it is replenished. The Chest will contain 5 Target Bags, which will contain:</p> <ul style="list-style-type: none"> • 1 x 100ml of hand sanitizing gel or Alcohol cleaner (70% +) • 2 x Cloths • 2 x Pairs of Gloves <p>2 Face Masks</p>	2
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The risk of this Range is assessed as - Low

Average Risk Level

Risk Calculation Matrix

Severity	Description	Likelihood	Description
1	Slightly Harmful	1	Highly Unlikely
2	Harmful	2	Unlikely
3	Extremely Harmful	3	Likely

Risk Classification

Note: Risk = Likelihood + Severity

Severity

		1	2	3
Likelihood	3	4	5	6
	2	3	4	5
	1	2	3	4


Risk Classification and Action

Designation	Classification	Action
5 to 6	Unacceptable	This situation is not tolerable. Shooting shall not start or be continued until the risk has been reduced.
4	Tolerable	Shooting can continue as long as all control measures are put in place and observed

2 to 3

Low

Little or no risk as long as all control measures are observed

Name	Role	Signature	Date
Steve Davis	DAC Secretary on behalf of the committee		1 st Oct 2020

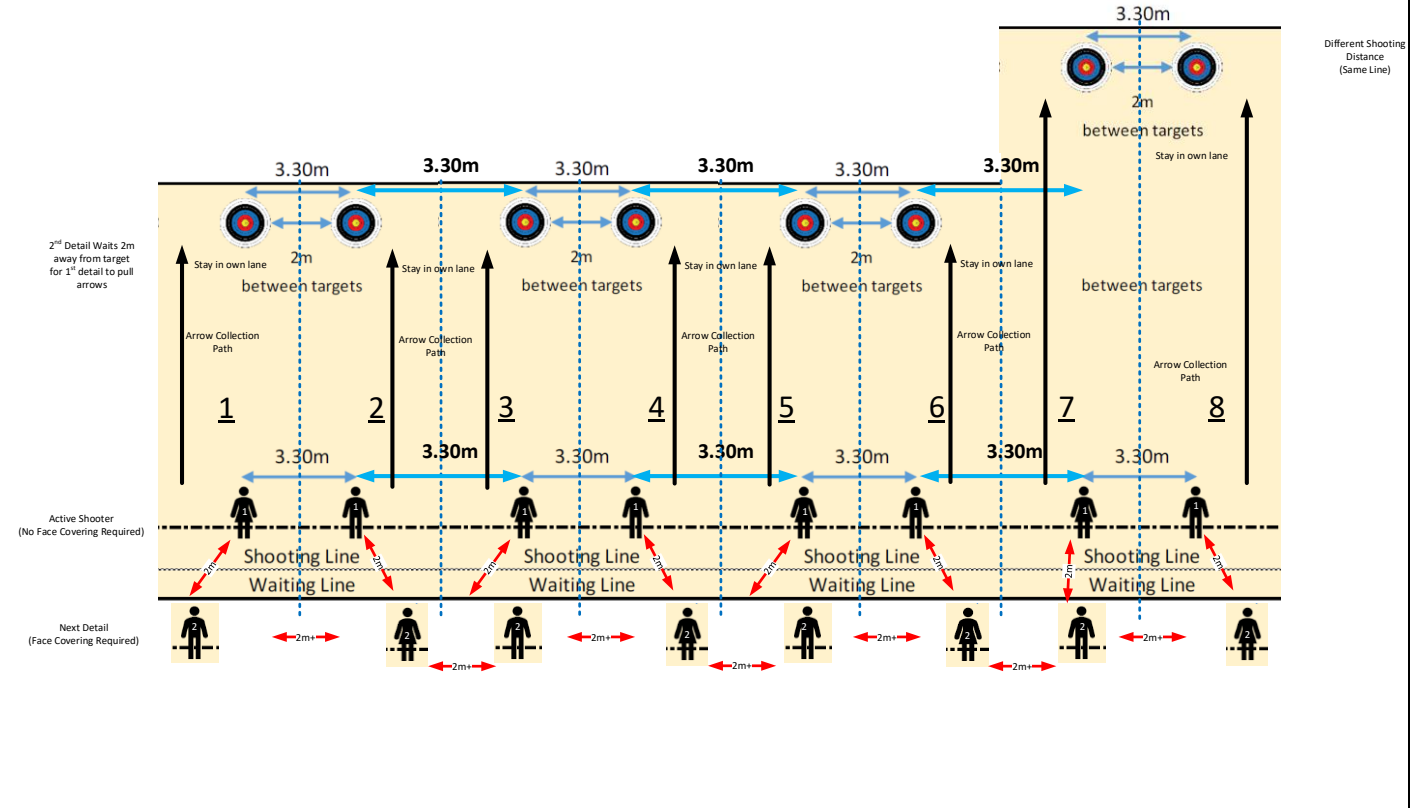
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NOTE 1:

Individual targets must be placed at least 2m meters from the neighbouring lane. The Target arrangement are as follows, a single target should be placed with the Imagined tramline at its centre.

Strict Social Distancing of 2M will be observed then moving around the hall and face coverings will be worn when not actively shooting

Deben Archery Club Levington Layout



Note 2:

ArcheryGB Rules of Shooting

103. Numbers Present

- (a) When any shooting is in progress there must be a minimum of two people present each being a minimum of 18 years of age, one of whom may be a non-archer to act as a lookout. The archer is responsible to inform the lookout of all safety aspects applicable. Where two adult archers are present and shooting together they will alternate on the shooting line so that the non-shooting archer can act as the lookout.
- (b) Juniors. When junior archers (ie archers under 18) are shooting individually or in groups they must be supervised by an adult member (excluding honorary members) of Archery GB and a second adult must be present.
- (c) On private land which is fenced all round, where the public has no legal right of access and with a warning notice displayed at all entrances and points of access, the following concessions may apply notwithstanding the provisions of 103(a) and (b) above:
 - (i) Solo shooting by senior archers (ie archers 18 and over) is permitted. Any member shooting on their own is doing so at their own risk in respect of personal injuries.
 - (ii) Provided that they are an adult member (excluding honorary members) of Archery GB, one parent/guardian alone may supervise his/her own child(ren).