

Deben Archery Club, Ipswich



Covid-19 Risk Assessment

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|--|---|-------------------------------------|--|
| Function: | Target Archery | Club: | Deben Archery Club |
| Location / Site of Activity | Bob's Meadow, Trinity Park, Bucklesham Road, Suffolk | Date Assessment carried out: | 05/07/2020 |
| 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 6th July 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 Bob's Meadow as private land. Members must ensure Signage is present 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

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| Cross Contamination between members whilst shooting on neighbouring bosses | Risk of Infection to other people | All | 3 | 3 | 6 | <p>Government 2 Meter Social Distancing will be observed</p> <p>Number of Bosses limited to 5 Lanes (on tramlines)</p> <p>Bosses are to be placed on tram lines travelling up the Archery Range. This provides a safe at least 2.5 metre space between Bosses and Archers when either solitary shooting or family units are using their lane. (See Note 1)</p> <p>Lanes must be booked in advance</p> | 2 ³ |
| Cross Contamination from Container Use | Risk of Infection to other people | All | 3 | 3 | 6 | <p>Entry to the Container 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.</p> | 2 |
| Cross Contamination from Common Areas | Risk of Infection to other people | All | 3 | 3 | 6 | <p>The only common storage area is where the Cleaning and Hand Gel Will be kept, after unlocking the cabinet hands should be disinfected immediately.</p> <p>The Gate and lock should be cleaned after being opened and hands should be disinfected after use</p> | 2 |
| Cross Contamination from Sharing of Equipment | Risk of Infection to other people | All | 3 | 3 | 6 | <p>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.</p> | 2 |
| 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 |

³ Reducing the number of people on the field at any one time means that the R number play an important part in the Severity calculator

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| 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 | 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. | 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 | Working or Cloth gloves are to be utilised when moving bosses. Gloves help prevent splinter penetration and support reduction in cross contamination. Only one person may approach the target storage to set out at a time, while everyone else stands behind the shoot line | 2 |
| Moving Boss to New distance, including setting out (With Others) | Body Injury. Muscle Stain, Splinters Cross Contamination | All | 3 | 3 | 6 | Working or Cloth gloves are to be utilised when moving bosses. Gloves help prevent splinter penetration and support reduction in cross contamination. Ideally people from the same household should carry out this activity as it poses not extra risk 1M Distance to be maintained and 1M Plus Mitigations such as Face Covering to be worn while carrying out activity. People in the Vulnerable and Extremely Vulnerable Groups should not take part in this activity. | 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, with 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 |

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| Member Requires First Aid | Cross contamination from administering of First Aid or use of common first aid kit | All | 3 | 2 | 5 | <p>Minor Injuries to be treated by Member on Self using own First Aid Kits.</p> <p>Major injuries to be treated calling 999.</p> | 2 |
| Work Party (Volunteers) | Risk of Infection to other people | Work Party Volunteers | 3 | 3 | 6 | <p>Field Work Party to maintain 2M Distancing while setting out field</p> <p>Working or Cloth gloves are to be utilised when working</p> <p>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</p> | 3 |
| Work Party (Common Tools) | Cross contamination from Tools and Container | Work Party Volunteers | 3 | 3 | 6 | <p>Allocate individual equipment/machinery to one volunteer, and fully sanitise all equipment/machinery after use.</p> <p>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.</p> | 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 chest by the target storage, 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 • 2 Face Masks | 2 |

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

| Likelihood | | Severity | | |
|------------|---|----------|---|---|
| | | 1 | 2 | 3 |
| Likelihood | 3 | 4 | 5 | 6 |
| | 2 | 3 | 4 | 5 |
| | 1 | 2 | 3 | 4 |

Risk Classification and Action

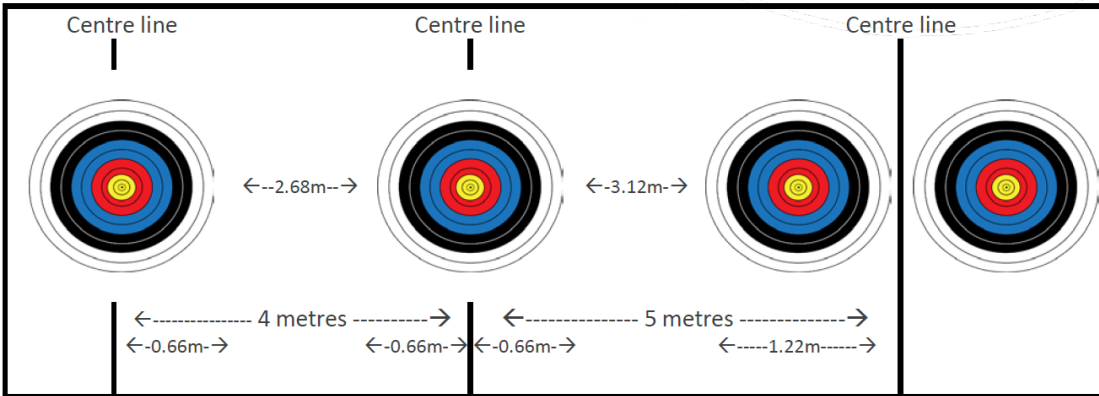
| Designation | Classification | Action |
|-------------|----------------|--|
| 5 to 6 | Unacceptable | This situation is not tolerable. Shooting shall not start or be continued until the risk has been reduced. |
| 4 | Tolerable | Shooting can continue as long as all control measures are put in place 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 |  | 6 July 2020 |

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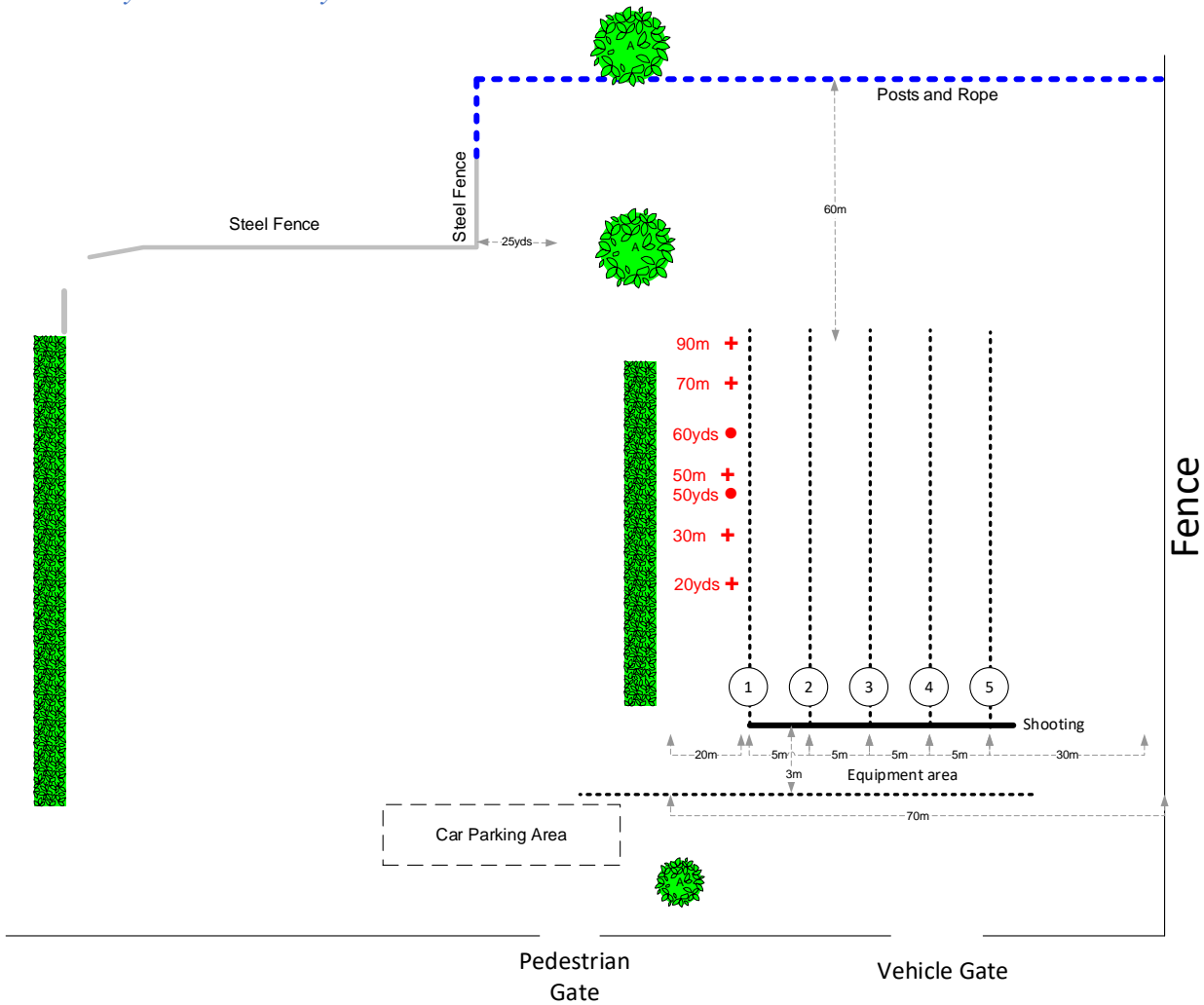
NOTE 1:

Individual targets must be placed at least 4 meters from the neighbouring lane, to assist in this 5 Meter Tram Lines will be painted on the field. The Target arrangement are as follows, a single target should be placed with the tramline at its centre, if two bosses are used for member of the same household to shoot then this should be placed next the tramline.



Strict Social Distancing of 2M will be observed then moving around the field

Deben Archery Club Field 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).