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| **Function:** | Target Archery | **Club:** | | Canterbury Archers |
| **Location/site of activity:** | Archbishop’s School  St Stephen’s Hill,  Canterbury,  Kent,  CT2 7AP | **Date Assessment carried out:** | | Date |
| **Groups at risk:** | Club Members (Archers). | **Version Number:** | | Covid-19 (V1.00) |
| **Person carrying out assessment:** | **Name:** | | **Positions:** | |
| Charles Evans | | Health &Safety Officer | |
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| **Approved by:** | Alex Wellard | | Club Chair | |
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| **Date of acceptance and publication:** | Date | **Planned review date:** | | Date |

**Summary**

**Below is the Risk Assessment for the current Covid-19 pandemic.**

* No spectators may attend the club and only archers who have booked sessions may be present and they may not arrive at the club until their specific time.
* No club member may wait at the club for their session to start and at all times members must observe social distancing.
* The club will provide sanitisers to be placed near the ‘Waiting’ line for each boss and a spray container with disinfectant, which must be used both before and after the shooting session, for disinfecting all the bosses and frames.
* Archers must regularly use the hand sanitisers for cleaning their hands.
* No archer may enter any of the club’s containers other than the duty Key Holder, Field Captain and the assisting volunteer. The Field Captain and Key Holder/volunteer will be responsible for issuing frames and bosses, the hand trailer, toilet key or any other piece of equipment deemed necessary. They will also be responsible for the stacking away of equipment once the archers have returned them to the container entrance.
* The Field Captain will be responsible for overseeing the shooting session and his/her word will be final. Any deviation from club rules and Risk Assessment will lead to an immediate order to pack up and return home. Safety of our members is paramount.
* All archers must take any rubbish that they have generated, back home with them.
* Nothing is to be left on the range.
* The school has permitted the club to use their toilet facilities. The club will keep the toilets locked and the duty key holder will give the toilet key to any club member who wishes to use the facilities. The club member must lock the entrance to the toilets block after they have entered to prevent anyone else from entering behind them. Having finished using the facilities the toilet block must be locked and the key disinfected before handing back to the duty key holder. The toilet key may not be loaned to any footballers or members of the public

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| **Hazards** | **Consequences** | **Who is at risk** | **Severity** | **Like-lihood** | **Risk** | **Control Measure** | **Risk with Control Measure** |
| The normal hazards of archery | Body injury | Archers | 3 | 1 | 4 | The normal rules of shooting will be applied. | 1 |
| The Archer has symptoms of Covid-19 or other infectious disease | Risk of Infection to other people | All | 3 | 3 | 6 | Archer or family members of the archer may **NOT** attend the archery range. Government guidance must be followed. | 1 |
| I have had symptoms of Covid-19 | Risk of Infection to other people | All | 3 | 3 | 6 | Archer may **NOT** attend the archery range and facilities for at least 7 Days. | 1 |
| Someone in my family is symptomatic with Covid-19, but I am well. | Risk of Infection to other people | All | 3 | 3 | 6 | Archer may **NOT** come to the archery range and facilities for at least 14 Days. | 1 |
| Cross contamination between bosses | Risk of Infection to other people | All | 3 | 3 | 6 | Bosses are to be placed on 5 metre tram lines travelling up the archery range. This provides a safe 3 metre space between bosses and archers when using two adjacent bosses placed either side of the same tram line. | 1 |
| Cross contamination from Club House, containers and toilet facilities | Risk of Infection to other people | All | 3 | 3 | 6 | Club House, containers and toilet facilities are out of bounds. Toilet facilities may be used in emergencies only. However, the person using the toilet **MUST** disinfect the facility, their hands and their equipment after use. | 1 |

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| **Hazards** | **Consequences** | **Who is at risk** | **Severity** | **Like-lihood** | **Risk** | **Control Measure** | **Risk with Control Measure** |
| Cross contamination from target faces and target pins | All equipment required for shooting, including target faces and target pins must be brought to the range by the archer/s using them. There will be no target faces or target pins already placed on bosses | All | 3 | 1 | 4 | Archers **MUST** bring their own target faces and target pins to the range. (The club will give one target face and 4 pins to each archer at their first shoot. Thereafter they become the personal property of the archer and must be taken home at the end of every shooting session). | 1 |
| Archer/s (max 2),or family unit at same boss. | Some risk of infection from cross contamination, from boss to target faces, pins and then person | All | 2 | 2 | 4 | * 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.   Archers **MUST** bring their own target faces and target pins to the range. | 2 |

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| **Hazards** | **Consequences** | **Who is at risk** | **Severity** | **Like-lihood** | **Risk** | **Control Measure** | **Risk with Control Measure** |
| Own target faces to be used. | Some risk of infection from cross contamination, from boss to target faces, pins and then person | All | 2 | 2 | 4 | * Own equipment to be used. * Do not share equipment * Material gloves to be used when placing target faces, pushing or pulling target pins, pulling arrows and clearing target faces and pins from boss. * Adherence with this Risk Assessment.   Archers **MUST** bring their own target faces and target pins to the range. | 2 |
| Moving bosses to new distances | Body injury, muscle strain, splinters. Cross contamination. | All | 2 | 1 | 3 | Working or material gloves are to be worn when moving bosses and frames. Gloves help prevent splinter penetration and support reduction in cross contamination. | 2 |
| Equipment left behind by archers who have left the range | Cross contamination from target pins and faces. | All | 2 | 1 | 3 | All target faces, pins and associated boss equipment left out by an archer will be removed and discarded to waste. The responsible archer will no longer be permitted to attend shooting sessions. | 1 |
| Becoming ill whilst on the range. | Infection may be passed to another archer and their families etc. | All | 3 | 3 | 6 | Should you become ill whilst you are at the range, you **MUST** inform the Field Captain and immediately leave the range and go home. Please arrange urgent support should you find yourself seriously sick whilst you are at the range. | 1 |

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| **The risk of this Range is assessed as - Low** | **Average Risk Level** |  |
| **Risk Calculation Matrix** | | |

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

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| **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 in place and observed | | | | |
| **2 to 3** | Low | Little or no risk | | | | |