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| **Function:** | Indoor Target Archery | **Club:** | Southampton University Archery Club |
| **Location/site of activity:** | Rifle range, University Water sports Centre | **Date Assessment carried out:** | 28/10/2020 |
| **Groups at risk:** | Club Members (Archers), Coaches | **Version Number:** | Version 3 |
| **Persons carrying out assessment:** | **Name:** | **Positions:** |
| Bethany Logan | Captain |
| Sebastian Chenery | Secretary |
|  | Callum Newlands | Vice-Captain |
| **Approved by:** | Gary Carr | SUAC Head Coach ( County Coach Hampshire Archery Association) |
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| **Date of acceptance and publication:** | Date | **Planned review date:** | 30/11/2020 |

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| The normal hazards of Archery | Body injury | Archers and Spectators | 3 | 1 | 4 | The Normal Rules of Shooting will be applied. See general risk assessment for details. | 1 |
| The Archer has Symptoms of Covid-19 or other infectious disease | Risk of Infection to other people | All | 3 | 3 | 6 | Archers or household members of the Archer **MUST** refrain from coming to 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 **MUST** refrain from coming to the Archery Range and Facilities for at least 7 Days. | 1 |
| Someone in my household is symptomatic with Covid-19 but I am well. | Risk of Infection to other people | All | 3 | 3 | 6 | Archer **MUST** refrain from coming to the Archery Range and Facilities for at least 14 Days. | 1 |
| Cross Contamination between bosses during shooting and collection | Risk of Infection to other people | All | 3 | 3 | 6 | The range shall use the 3.3m target centre set up as outlined by AGB. Additionally, one person from each boss should collect arrows at a time, with each archer pulling only their arrows. If an archer pulls another archers arrows, hand sanitiser should be used and arrows placed in a ground quiver to be picked up by the archer, then the arrows sanitised. A maximum of 4 archers should be in the front room at any time, as such up to 4 archers should be collecting – or waiting in the shooting room to collect - at any 1 time. | 1 |
| Cross Contamination from Toilet Facilities | Risk of Infection to other people | All | 3 | 3 | 6 | Toilet Facilities will be open for use in emergencies. However, the person using the toilet **MUST** disinfect the facility, their hands and their equipment after each use. Cleaning supplies will be provided by the centre for this purpose. The doors to all facilities will be propped open to allow for straight access to sinks and toilets. Members will be requested to keep toilet use to a minimum. | 1 |
| Cross contamination from Faces and Target Pins | All equipment required for shooting, including Faces and Target Pins must be brought to the Range by the Archer/s using them. There will be no Faces or Target Pins available at the Range already situated on Bosses | All | 3 | 1 | 4 | Archers MUST bring their own Faces and Target Pins to the Range. (Target Faces and Pins can be collected from the range during first session then must be retained by archer for future use). | 1 |
| Overcrowding | Risk of infection to others through inability to properly distance | All | 3 | 2 | 5 | An online pre-booking system will be in place (either through SUAC website or S&W app – please see guidance for exact details), with 20 minutes left between sessions for time to disinfect and archers to leave. Sessions will include set up and pack down time so that no shooting is happening to aid distancing during these activities. The range captain will be allocated time before allowing others into the range to complete any checks and cleaning that may be required. Range will be limited to 6 people (two archers on shooting line, two archers behind barrier and 2 archers in back room or additional coach in front room situated in one of 2 allocated coaching ‘spots’ on floor replacing one archer in front room – this ensures a maximum of 4 people in the front room (on shooting line and behind the barrier) at any one time). All range users must use a face mask at all times, except when on the shooting line. Left handed archers should always use the left hand lane to avoid archers shooting face-to-face.  | 1 |

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| Poor ventilation in range | Risk of infection | All | 3 | 2 | 5 | All doors should remain open as detailed below. Face masks should be worn at all times when on the watersports centre site, and may only be removed when shooting on the shooting line. Numbers will be limited as above. Fans in the range will be running 24/7. There are vents in the shooting area allowing fresh airflow in the space. These cannot be closed. Front door and internal doors are to be left open the whole time the range is in operation. | 2 |
| Equipment failures requiring help with maintenance | Risk of infection | Archer, helping archer | 3 | 2 | 5 | If an archer requires help to fix an equipment failure, the archer and helper should move to the back room and maintain distance at all times. The helper may then instruct the archer on how to fix the failure from a distance of 2m while shooting continues in the front room with 2 details, using the spaces behind the barrier to distance. If the range captain is the one that requires maintenance, or is the only one who can provide help with maintenance, then shooting shall be paused until they return to the front room, or another suitable range captain can be named to carry out non-cleaning related duties. Any archer wishing to come to the range to do equipment maintenance only must book a slot using the booking system. | 1 |
| Kettle use | Cross contamination | All | 2 | 2 | 4 | The kettle is out of bounds and will be removed from the range. | 1 |
| Track and trace  | Tracking members at the site | All | 2 | 2 | 4 | QR codes will be placed around the site for members to register with the university track and trace service. Data will be held for 21 days before being discarded. All club activities will be registered on the hubs portal in advance, including details of participants. All activities and users present will also be booked onto the S&W system as per the S&W risk assessment. | 1 |
| Fire | Fire | All | 3 | 1 | 4 | In the case of fire, Covid restrictions may be set aside until everyone has safely exited the building and congregated at the site assembly point. | 2 |
| Additional Range Management Issues are Present | Risk of infection | All | 2 | 3 | 6 | **A Range Captain MUST be appointed** prior to each Archery Session. (Range Captains must manage the Range **at ALL TIMES** – must be present in front room at all times). If the range captain must be called away for any reason (first aid, keyholder, equipment failure), shooting must cease until the range captain can return, or another qualified range captain may captain in their place until they return, making sure it is in a command capacity only and not touching any range captain touchpoints. | 2 |
| 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 | Archers MUST bring their own Faces and Target Pins to the range as above. Hand sanitiser should be used before and after touching the boss. Two archers from each boss may set up a face. When shooting, the details should be made up of people shooting the same side of the boss to maintain the 3.3m distance. When collecting, the boss should be treated as one target with only one person collecting at the boss at a time. | 2 |
| Common touchpoints | Risk of infection to others | All | 2 | 3 | 6 | The connecting door between rooms must remain open, as should the doors from the waiting to area to the shooting area. The outside door should also remain open, though in the event of extreme weather (heavy rain coming through and flooding range), this may be left ajar, but never fully shut, so that access and exit from the building are enabled without the need for physical touching where possible. All door handles and common touchpoints should be wiped clean by the range captain at the start and end of each session. Hand sanitiser containers will be available on main travel routes through the site and buildings including access areas. | 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 associated Bosses associated equipment left by Archers will be removed and discarded to waste. Pins may be disinfected to use again if in a good condition as long as the range captain follows all cleaning guidelines. | 1 |
| Becoming ill whilst on the Archery 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 Archery Range, you MUST inform someone that you do so 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 |
| Movement throughout the range limited by building set-up | Confusion resulting in inability to distance | All | 2 | 2 | 4 | A one-way system will be put in place, along with consistent shooting details. Waiting area shall be marked to aid distancing and signs showing which way to move during change of details. Give way signs will be present on each doorway where one-way is not possible, with those leaving the range given right of way. New members will be briefed by the club regarding the safety procedures including the one-way system.  | 1 |

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| Equipment set up and pack down | Infection due to movement | All | 2 | 2 | 4 | Time will be allocated at the beginning and end of each session for equipment set up and pack down (minimum 15 minutes), so that the space in front of the shooting line may be used to aid distancing. Archers should not share stringers, but should bring their own. Range captains should ensure that shooting finishes in a timely fashion to ensure that adequate time for packing up and cleaning is allowed, before the next session begins. Archers must leave in a timely fashion with only the keyholder staying to pass on the keys after everything has been sanitised. | 1 |
| Initial range set-up and pack down | Cross contamination | All | 3 | 2 | 5 | Gloves and hand sanitiser must be used when moving bosses. Bosses shall be moved one at a time by a team of two people. They shall ensure that they remain one on each side of a boss to maximise distance between them (bosses measure approximately 1.32m across allowing for 1m+ social distancing to be maintained).One person should remove all three shooting window covers, using hand sanitiser before and after touching them. This person shall also tie back the left-hand door and will be responsible for fixing any signs which may be needed. | 1 |
| Cross-contamination from site gate and keys | Cross contamination | Range Captain/Keyholder | 3 | 1 | 4 | All non-essential keys shall be removed from the keyring to be left in SUSU. Keys shall be kept in a sealed plastic bag along with a packet of anti-bac wipes. Wipes should be used to clean off any points touched when opening and closing the gates. Before passing the keys on to another keyholder, or returning them to SUSU, the keyholder should disinfect the keys with the wipes then place both the wipes and the keys in the bag and sealing it. They should then either wash their hands or use hand sanitiser. | 1 |
| First aid | Risk of infection | All | 2 | 2 | 4 | Should anyone require first aid, there will be Covid safe first aid packs on site (visor, apron, gloves) which must be used when doing first aid. Hands must be washed before and after giving first aid, and the incident written up in the book as usual. Disposal of PPE as per site guidelines (wheelie bins outside of range building). | 2 |
| Travel to and from range | Risk of infection | All | 2 | 2 | 4 | Archers are encouraged to walk or cycle to the range to reduce the risk of infection through using public transport. Archers should avoid driving to the range where possible due to lack of parking, and those attending the site in vehicles are to park sensitively and to maintain social distancing when moving around the site. Archers from different households may not travel in the same car. If public transport must be used, the archer should follow local guidelines then wash their hands as soon as they reach the watersports centre, before heading into the range.  | 1 |
| Usage of shelf for water bottles/snacks | Cross contamination | All | 2 | 2 | 4 | The shelf may be used to place water bottles on when shooting. Archers must not share water bottles and may only remove their masks to drink when in the allocated waiting area when they are stationary. Snacks may also be stored on the shelf but must remain next to the archers water bottle. Snacks may not be shared with other archers. Masks may only be removed to eat as above and may not be removed for an extended time. The shelf must be wiped down at the beginning and end of each session by the range captain. | 1 |
| Use of equipment in club cupboards | Cross contamination | All | 3 | 2 | 5 | An archer may use equipment from the club cupboard only if it is absolutely necessary and only in the back room (only exception in the case of being required for actively shooting). The archer must retrieve the item themselves, use it themselves, the wipe down everything, including the cupboard shelf and door, on replacing the item. If a cupboard is locked, only the range captain may unlock it using the club keys. | 1 |
| Airborne droplets due to raised voices if music is played | Risk of infection | All | 3 | 2 | 5 | Music may only be played at a low volume so that the range captain can be heard by all without shouting, even from the other end of the range. Archers may not sing along to music. The speaker may only be touched by the range captain and must be sanitised before and after use. Any member at the range may request that the music be turned off at any time if they so wish, and the range captain must do so. | 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  |

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| **Name** | **Role** | **Signature** | **Date** |
| **Bethany Logan** | Captain | BL | 28/10/2020 |
| **Sebastian Chenery** | Secretary | SC | 29/10/2020 |
| **Callum Newlands** | Vice-Captain | CN | 28/10/2020 |
| **Gary Carr** | SUAC Head Coach | GJC | 28/10/2020 |