|  |  |  |  |
| --- | --- | --- | --- |
| **Function:** | Target Archery | **Club:** | Southampton University Archery Club |
| **Location/site of activity:** | Island Site, Wide Lane Sports Ground | **Date Assessment carried out:** | 30/04/2021 |
| **Groups at risk:** | Club Members (Archers), Club Officials | **Version Number:** | Version 4 |
| **Persons carrying out assessment:** | **Name:** | **Positions/qualifications:** |
| Sebastian Chenery | Captain |
|  | Bethany Logan | Secretary |
| **Approved by:** | Gary Carr | Head Coach (County Coach) Hampshire Archery Association |
|  |  |
| **Date of acceptance and publication:** |  | **Planned review date:** | 31/05/2021 |

Additional Information:

* If a student feels that they need to return to Southampton, they should follow the guidance laid out by the University ( [http://about:blank/]https://www.southampton.ac.uk/coronavirus/faq/student-travel.page)  and upon their return isolate until two negative COVID-19 tests have been received.
* It is essential for all students and eligible coaches to register for COVID-19 saliva testing and can register using this link ( [http://about:blank/]http://www.southampton.gov.uk/coronavirus-covid19/covid-testing/hiow-testing-programme/uos-students.aspx)
* Reminder to all members Government guidance states if students have already travelled back to university then they should remain on campus and not return home at this time.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| The normal hazards of Archery (see general risk assessment) | Body injury | Archers and Spectators | 3 | 1 | 4 | The Normal Rules of Shooting will be applied. | 2 |
| SymptomaticThe Archer has Symptoms of Covid-19 or other infectious disease, or has tested positive for Covid-19 through asymptomatic testing | Risk of Infection to other people | All | 3 | 3 | 6 | Archers or members of the Archer’s household **MUST** refrain from coming to the Archery Range. Government Guidance Must be Followed. If the archer has been in physical contact with other clubs members, AGB and the university must be notified. | 1 |
| Someone in my household is symptomatic with Covid-19 or has tested positive through asymptomatic testing. | Risk of Infection to other people | All | 3 | 3 | 6 | Archer **MUST** refrain from coming to the Archery Range and Facilities. Government guidance must be followed. | 1 |
| Cross Contamination between bosses in use | Risk of Infection to other people | All | 3 | 3 | 6 | Bosses are to be placed at 5 metre intervals travelling across the Archery Range. This provides a safe 3.66m space between target lanes. Bosses may now be used by two people from different households, provided they are shooting on different details and maintain social distancing when collecting their OWN arrows ONLY. Hand sanitiser must be used before and after collecting. | 2 |
| Coaching | Risk of infection to other people  | Coach, archers | 3 | 2 | 5 | Coaching may only happen in groups of maximum one coach and 12 archers. Social distancing must always be maintained, either at 2m or 1m+ using other precautions such as facemasks and face shields for the coach (provided by the club). Coaching may only happen if the coach is happy to do so, and coaches should not feel pressured to coach. Coaching guidelines should be followed when preparing and delivering sessions (see links on first page). | 2 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Cross Contamination from Toilet Facilities | Risk of Infection to other people | All | 3 | 3 | 6 | Toilet Facilities in the reception area are available to use on a on one-in, one-out basis. Facemasks must be worn.Toilet facilities on the Island Site may be opened by site staff on demand at arrival. Facemasks must be worn. | 1 |
| Cross contamination from Faces and Target Pins | Risk of infection to other people | 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 storage unit at first session, following the relevant guidelines, and retained for future use). Target faces and pins will not be left in the bosses and should be removed by the archer. | 1 |
| Cross contamination from storage areas | Risk of infection to other people when setting up/packing down | All | 3 | 2 | 5 | * Anyone moving equipment must wash their hands before and after. Gloves will be made available for use, but are not compulsory. If using gloves, the person must also wash their hands before and after.
* Once it has been opened, the door should remain open until closing, then the handle wiped down by the range captain before closing.
* The fridge will be out of bounds.
* Users should refrain from touching any surfaces that are not necessary to moving equipment.
* Cleaning supplies will be made available for common touchpoints to be cleaned after sessions. This is the keyholder’s responsibility.
 | 2 |
| Clout Archery | Risk of infection to other people | Archers | 3 | 2 | 5 | * Clout archery may resume with a maximum of 10 people per clout.
* Distancing must be maintained at all times.
* When collecting and scoring, each colour should be collected on separate rounds to allow a 2m distance to be maintained between Colour Sergeants. Hand sanitiser must be used by the Colour Sergeant before and after collecting arrows.
 |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Two Archers *(or one household unit)* per 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
* Hand sanitiser must be used when placing faces, pushing or pulling target pins, pulling arrows and clearing faces and pins from boss.
* Adherence with this Risk Assessment.
* Social distancing must be adhered to.
 | 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 | * Own equipment to be used.
* Do not Share Equipment
* Hand sanitiser must be used when placing faces, pushing or pulling target pins, pulling arrows and clearing faces and pins from boss.
* Adherence with this Risk Assessment.
* Social distancing must be adhered to.
 | 1 |
| Moving bosses to new distances | Body injury, muscle strain, splinters. Cross Contamination. | All | 2 | 1 | 3 | Bosses may only be moved by the people using the boss (an exception stands for those unable to move a boss due to health reasons). Archers may not change bosses during sessions. Bosses must still be moved by two people and facemasks worn if this requires a less than 2 metre distance. | 1 |
| Setting up/taking down bosses at the beginning and end of sessions. | Body injury, muscle strain, splinters, Cross contamination | All | 2 | 2 | 3 | Facemasks must be worn when moving bosses. All bosses still to be moved by 2 people, both from the same household where possible. Maximum 2 people in the storage container at any one time. Facemasks must be worn inside the storage container. Bosses should be moved by those who used them where possible. | 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 Boss associated equipment left by Archers will be removed and discarded to waste | 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. The club must inform Archery GB. | 1 |
| Contamination when leaving/entering the site (gates) | Risk of infection  | All | 3 | 2 | 5 | Users should refrain from moving gates unless necessary, in which case hand sanitiser should be used. | 1 |
| Overcrowding | Makes social distancing harder and increases the risk of infection | All | 3 | 2 | 5 | * Archers should only turn up for their session and should vacate the field within 15 minutes of their session ending (except end of overall shooting where they may be clearing up).
* Only archers with a booking (both through SUAC and Sport and Wellbeing) and club officials (range captains, coaches, keyholders) should be at the range. All officials should also book where possible. All visitors to the range must confirm their arrival and leaving times with the range captain/a member of committee and have a confirmed booking from SUAC and Sports and Wellbeing.
* Everyone at the range should obey all signage from both the club and S&W on distancing and safety measures.
 | 1 |
| 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 behind the waiting line 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. If the range captain is the one that requires maintenance, then shooting shall be paused, 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 (both through the SUAC website and the Sport and Wellbeing App). | 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. | 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. Parking will be distanced for those who can use their own vehicles. 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 Wide Lane. | 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 |
| **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  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Signature/Initials** | **Date** |
| **Sebastian Chenery** | Captain | SDC | 30/04/2021 |
| **Gary Carr** | Head Coach | GJC | 30/04/2021 |
| **Bethany Logan** | Secretary | BL | 30/04/2021 |