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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:** | 19/08/2021 |
| **Groups at risk:** | Club Members (Archers), Coaches | **Version Number:** | Version 2 |
| **Persons carrying out assessment:** | **Name:** | **Positions:** |
| Sebastian Chenery | Captain |
| Bethany Logan | Secretary |
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| **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:** | 1/10/21 |

Archery GB guidelines:

<https://www.archerygb.org/wp-content/uploads/2021/03/Part-2-RtA-Clubs-v5.00.pdf>

https://www.archerygb.org/wp-content/uploads/2021/03/Part-3-RtA-Facilities-v5.00.pdf

https://www.archerygb.org/wp-content/uploads/2021/03/Part-4-RtA-Archers-v5.00.pdf

https://www.archerygb.org/wp-content/uploads/2021/03/Part-5-RtA-Coaches-v5.00.pdf

<https://www.archerygb.org/wp-content/uploads/2021/07/Return-to-Archery-July-2021.pdf>

SUAC General Risk Assessment:

SUAC General Risk Assessment: <https://www.susu.org/groups/risk/187_1590414610.docx>

Additional Information:

* It is essential for all students and eligible coaches to register for COVID-19 saliva/LFD 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>)
* University covid measures page: <https://www.southampton.ac.uk/coronavirus.page>

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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 (linked in preamble and footer) 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. Club members and coaches are required to test for Covid-19 regularly, as a condition of their attendance at the range.  | 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 as per current government guidelines. | 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 as per current government guidelines. | 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). Range capacity may be limited if University Guidelines require. We recommend that 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. Fans in the range will be running. 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. The helper may then instruct the archer on how to fix the failure while shooting continues in the front room. 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 |
| 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 |
| 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 |
| 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 |
| Equipment set up and pack down | Infection due to movement | All | 2 | 2 | 4 | Archers should avoid sharing their equipment (e.g. bow stringers, arrow pullers). 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 | Hand sanitiser must be used when moving bosses. Bosses shall be moved one at a time by a team of two people. 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 |
| 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. 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 |

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| 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. 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 |

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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** |
| **Sebastian Chenery** | Captain | SDC | 19/8/21 |
| **Bethany Logan** | Secretary | BL | 24/08/21 |
| **Gary Carr** | SUAC Head Coach | GJC | 20/8/21 |