

Ringwood RA Covid-19 Risk Assessment v2.xlsx

Risk No	Area	Issue	Risk Cat	Risk	Actions	What's required	Status	Who
1	0. General attendance	Numbers	Both transfer and distancing	More people attend than can safely distance	In Phases as we become confident in procedures and guidance allows: 1. Members only initially with own equipment (includes hearing protection and mats) 2. finally opening to new probationary members when further / all restrictions are lifted. To free up maximum use of range - new range booking system to be set up and implemented for new range opening days and times. Communicate this to members. Booking system by email (via phone only if someone is not an internet user) No more than 5 people in building at a time, 4 shooters, 1 RO. Offering more slots if RO's are prepared to do so.	Booking system set up inc process to inform RO's of members coming down Comms RO Protocol RO availability	Ready	
2	0. General attendance	New members	Both transfer and distancing	New members may see the club is operational and attempt to visit.	RO to be given guidance as to how to respond, essentially refer them to the website, where a notice should clearly say No New Members at this time. As this guidance is altered we can perhaps move to a booking system for new probabtinary sign ups .	Website update	Ready	
3	0. General attendance	PPE	Both transfer and distancing	Members may ask about PPE requirements	Advise members that they need to provide their own masks and use the hand sanitiser on each set up table and strictly maintain distancing.	Re Opening Comms and New Protocol	Ready	
4	0. General attendance	Ill members	Transfer	People may be ill and spread the virus	Members reminded not to attend if ill RO to turn away anyone for any reason Log of attendees taken via booking and confirmed by RO If a member becomes ill and they have visited the club in the 10 days since symptoms started they must contact the secretary (secretary will inform other members who attended on the same nights without disclosing the name) Circulate members Protocol	Re Opening Comms and New Protocol	Ready	
5	0. General attendance	At Risk Members	Both transfer and distancing	Members in at risk groups may attend	Members reminded to follow government guidance re shielding	Re Opening Comms	Ready	
6	0. General attendance	Hygiene	Transfer	Range cleaning needs to take place regularly to aid hygiene and build confidence	RO will disinfect all surfaces at the end of each session with supplies of disinfectant.	Agree expenditure on disinfectant	Ready	
7	1. Entrance	Outer door	Transfer	Touching door to pull open	Cannot be avoided, door to be kept locked as usual. Place sanitizer on set up tables so people can clean hands immediately, and again inside club room hot water is available for hand washing for people that miss this.	Sanitiiser dispensers installed	Ready	
8	1. Entrance	Inner door	Transfer	Touching door to push open	Advise leave inner door open during sessions as long as access is by appointment only and outer door is locked Alternatives such as spraying lock after use is not foolproof, hand washing / sanitising best defence.	RO and member Protocols and comms	Ready	
9	1. Entrance	Outer door	Distancing	RO coming to the door to open it	On the occiasion an RO has to go to the door RO to ask person waiting to stand back whilst they open the door, they should push the door all the way back until it opens fully and then allow the member to enter after the RO has re entered the building	RO and member Protocols and comms	Ready	
10	1. Entrance	Corridor	Distancing	Corridor is narrow, passing on corridor	See above re process for opening door for entry, no passing on the corridor, this includes holding the door for people with kit, once open, step back.	Comms	Ready	
11	1. Entrance	Corridor	Distancing	People hold the door for people with heavy kit allowing them to squeeze past	See above re process for opening door for entry, no passing on the corridor	Comms, signage	Duplicated	
12	2. Club room	Hand washing	Transfer	Members may miss the sanitiser at the set up table (hands full)	Sanitiser to be available in club room on each set up table and hand washing with hot water	Sanitiser dispensers	Ready	

Ringwood RA Covid-19 Risk Assessment v2.xlsx

Risk No	Area	Issue	Risk Cat	Risk	Actions	What's required	Status	Who
13	2. Club room	Traffic in club	Distancing	Moving freely around the club would be easier without clutter. Also there should be no need for chairs as members should not be encouraged to remain in the club if not shooting.	Re organise furniture in club room	Re org club room	Ready	
14	2. Club room	Set up benches	Transfer	Set up benches (x4)	Set up benches will be disinfected at the end of each session by the RO	Protocols	Ready	
15	2. Club room	Bin	Transfer	Large bin, difficult to keep clean	Will be emptied when full and disinfected	Protocols and comms	Ready	
16	2. Club room	RO Desk	Distancing	RO desk can be approached closely from the front within club room reducing distancing	Re organise furniture to place a table in front of RO desk to maintain distancing from members on their arrival and during the session	Re organise club room furniture	Ready	
17	2. Club room	Set up bench	Distancing	Present set up bench arrangements non compliant with distancing and makes movement around club room difficult	Re organise club room furniture	Club room furniture re organised	Ready	
18	2. Club room	Set up bench	Transfer	Benches to be wiped down after use	Appropriate cleaning product and kitchen towels to be available for RO to wipe down after use, RO to also remind / ensure this happens.	Place cleaning product and kitchen towel in area	Ready	
19	2. Club room	Ventillation	Transfer	Air not refreshed from outside	Leave all doors open, including the outer door to encourage maximum possible air flow	Door props	Ready	
20	3. RO Desk	Hand washing	Transfer	RO's and members will exchange items	Unavoidable and gloves do not protect from transfer - Sanitiser to be available on each set up table and hot water hand washing facility in kitchen	Sanitiser dispensers installed	Ready	
21	3. RO Desk	Procedures	General	New procedures unavoidable for RO's , not able to closely train or supervise	need to document, share and circulate new Protocols	New Protocols documented, shared and circulated	Ready	
22	3. RO Desk	Issuing equipment	Both transfer and distancing	Taking equipment from cupboard, passing equipment to and from the range officer to member Subsequent member using equipment recently handled	No equipment to be loaned initially, (rifles, clothing, slings etc) , will become a problem at later stages Need to establish whether there is an appropriate cleaning method for rifles - can't really spray them, anti bac wipes are not suitable for viruses, antiviral wipes or detergent solution could be used if applied to the wipe first, but difficult to know it has been properly cleaned, bleaches etc may damage appearance of wood. Clothing will be more difficult.	New Protocols and Opening Comms	Ready	
23	3. RO Desk	Issuing ammunition	Both transfer and distancing	Ammo will need handling to and from the RO to the member	Unavoidable - RO and member to observe good hygiene, frequently washing hands etc, should be no more risk than supermarket shopping. Ammo to be ordered in advance from Club Captain	Sanitiser dispensers installed and Opening Comms	Ready	
24	3. RO Desk	Issuing targets	Both transfer and distancing	Targets handed from RO to member	RO will place targets in wooden boards, will place them in teh range as normal, will then place them on the member'sset up table when shot. RO will wear gloves. RO will wipe down wooden boards at end of session. Used targets to be placed in bin by member and not taken home.	New Protocols and cleaning equipment	Ready	

Ringwood RA Covid-19 Risk Assessment v2.xlsx

Risk No	Area	Issue	Risk Cat	Risk	Actions	What's required	Status	Who
25	3. RO Desk	Handling cash	Both transfer and distancing	Cash is often unclean and passing back and forth including counting cash, issuing change etc would be a risk	Members to bring the correct range fee (£1) and to place it in the cash tin themselves. Range officer will wear gloves to cash up at end of session and will wipe cash tin with disinfectant.	New Protocols and Opening Comms	Ready	
26	3. RO Desk	Desk	Transfer	RO's and others may touch the desk and associated stuff on the desk	Clear all unnecessary items from desk, get rid of magazines and other reading material, encourage RO's to use their own pens etc. RO to clean desk at end of session.	New Protocols	Ready	
27	5. Kitchen	Hand washing	Transfer	Handtowels for multiple use not advised	Make paper towels available, also include appropriate bin - preferably swing lid - not a lift up lid. Traditional towels to be removed from view.	Paper towels and bin installed	Ready	
28	5. Kitchen	Food and drink preparation	Transfer	People often make drinks and sometimes food in the kitchen area	No food or drink to be prepared. No food or drink to be consumed in the club room or range.	New Protocols and Opening comms	Ready	
29	6. Range	Firing point allocation	Distancing	Firing points are 1 m wide, members need to be 1 - 2 m apart	Only firing points 1, 3 and 5/6 to be used	New Protocols and Opening Comms	Ready	
30	6. Range	Firing point access	Distancing	Members may need to cross at the back of occupied points in the range and need to access the range through the door.	Members must observedistancing requirements at all times.	Opening Comms and new Protocols	Ready	
31	6. Range	Hearing protection	Transfer	Ear muffs are available for use, it will be difficult to keep them clean or guarantee when they were last used	Members to bring and use their own equipment	New Protocols and Opening Comms	Ready	
32	6. Range	Ventillation	Transfer	Air on firing point becomes stale	The prone-level gaps in the firing point barrier provide air flow to and from the large volume of fresh air forward of the firing point. In addition, leave door through firing point barrier OPEN to encourage maximum flow	Nothing	Ready	
33								
34								
35								
36								
37								
38								
39								