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| **Function:** | Target Archery-INDOOR | **Club:** | Harlequin Bowmen |
| **Location/site of activity:** | JMS Sports Hall, Abingdon | **Date Assessment carried out:** | 27th September 2020 |
| **Groups at risk:** | Club Members (Archers), Spectators | **Version Number:** | Version 2 |
| **Persons carrying out assessment:** | **Name:** | **Positions:** |
| Paul Comina | Chairman |
| Mark Gardiner | Secretary |
| **Original version approved by:** | Committee members in person: practice run through at JMS | 2nd October 2020 |
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| **Date of acceptance and publication:** | 3rd October 2020 | **Planned review date:** | Monthly or as per changing Government or AGB advice |

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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(See Risk Assessment HB RA02) | Body injury | Archers and Spectators | 3 | 1 | 4 | The Normal Rules of Shooting will be applied.**ALL DETAILS REGARDING SAFE SHOOTING ARE OUTLINED WITHIN OUR NORMAL TARGET SHOOTING RISK ASSESSMENT, HB RA02 (Indoor Shooting)****However, any control measures stated below that differ from RA02 take PRIORITY and must be followed whilst Covid 19 is still prevalent.** | 1 |
| The Archer currently has symptoms of Covid-19 | Risk of Infection to other people | All | 3 | 3 | 6 | Archers or Family 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 recently | Risk of Infection to other people | All | 3 | 3 | 6 | Archer/parent **MUST** refrain from coming to the Archery Range and Facilities for at least **7 Days or until confirmation of a NEGATIVE TEST RESULT.** | 1 |
| A household member is symptomatic with Covid-19. | Risk of Infection to other people | All | 3 | 3 | 6 | Archer/parent **MUST** refrain from coming to the Archery Range and Facilities for at least **14 Days** after onset of symptoms in the family member, unless they’ve already had symptoms for more than 7 days themselves, **or on confirmation of a NEGATIVE TEST RESULT** | 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 else present and immediately leave the Range and go home. Please arrange urgent support should you find yourself seriously sick whilst you are at the range. You should not return to archery until receipt **of a NEGATIVE TEST RESULT, or after 14 days self-isolation.** | 1 |
| Cross Contamination **by archer in close proximity when sharing boss/target** | Risk of Infection to other people | All | 3 | 2 | 5 | INDOOR shooting only available via a booking system to limit participants to no more than 10 individuals or family pairs. Only archers from the same household may share a target.**ALL persons present should wear face masks at all times**, other than when on the shooting line. | 1 |
| Cross Contamination **between bosses whilst archery in progress** | Risk of Infection to other people | All | 3 | 2 | 5 | Each boss will hold 2 target faces. **Archers on the same boss shoot in 2 separate details,** unless part of afamily pair, where they can shoot at same time onto same face. Second detail shoots on the second target face.  | 1 |
| Cross Contamination **from Toilet Facilities** | Risk of Infection to other people | All | 3 | 2 | 5 | Use of toilet facilities is discouraged, but hand sanitiser is readily available in the entrance corridor for archers to make use before and after using toilet facilities. | 1 |
| Cross contamination from Equipment:**Setting up the field for archery/clearing the field at end of sessions**Cross contamination from Equipment:**Setting up the field for archery/clearing the field at end of sessions** | Risk of Infection to other peopleRisk of Infection to other people | Persons setting up and/or clearing fieldPersons setting up and/or clearing field | 33 | 22 | 55 | **A committee member present for every shoot, takes a lead in organising equipment.**All archers use hand sanitiser on arrival. All door handles, including for container, sprayed and wiped before general circulation of archers around venueA limited number of persons, directed by the committee member, set up 5 stands and bosses and the safety net.The rear fire exit doors should be open for ventilation, along with the central doors at entrance. The main door should also be left open.**Signage MUST indicate NO ACCESS** whilst shooting and a rope/barrier should be placed across the doorway. | 11 |
| Cross contamination **at sign-in/payment of fees** | Risk of Infection to other people | All | 3 | 1 | 4 | **A record of archers will be provided by the booking system** and archers will be sent requests for shooting fees on a regular basis, with ONLINE payment only. **NO CASH will be taken in by hand on the day** | 1 |
| Cross contamination from others:**Close proximity to other archers on waiting line.** | Risk of Infection to other people | All | 3 | 1 | 4 | **10 clearly marked waiting spaces will be identified for each shoot.** Archers should place their equipment, and themselves, at these locations and avoid mixing around the hall between shooting. They should wait with face masks on, removing these on the shooting line to shoot, then replacing them before returning to their marked zone. | 1 |

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| Cross contamination from equipment: **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.  60 **cm target faces and pin sets will be prepared for members to use on their first visit,** and these should be taken with archers once they have finished shooting. Alternatively target faces and pin packs can be purchased online from Archery Retailers.  | 1 |
| Cross contamination from equipment: **Archery equipment** | Risk of Infection to other people | All | 3 | 1 | 4 | Archers should bring their own equipment to shoot and should not share it in any way. They must take everything with them that they have used. Anything left behind may be disposed of if it cannot be suitably and safely sterilised.  Archers using Club Bows and arrows (and bracers, etc) should keep these with them and NOT return them to the storeroom. Many archers already have such equipment with them. I already know who you are. If you need to take equipment from the storeroom you do not need to sign it out in the book. Please email Chairman with the bow and arrow numbers for our records.  | 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** |
| **Paul Comina** | Chairman | P . Comina | 3rd October 2020 |
| **Mark Gardiner** | Secretary | M. Gardiner | 3rd October 2020 |
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