

Chichester RPC - Covid-19 Risk Assessment - Version 11/09/20

Item	Specific Risks	Who or what may be harmed	How, when or where could harm occur?	Risk	Recommended Actions	Risk	Status	Responsible Person
Club Viability								
1	Enforced closure	Club viability	Club identified as not taking sufficient precautions	High	1. Create Covid-19 risk assessment. 2. Create clear and simple procedures: Committee procedures (for general preparation and maintenance), RCO procedures, Shooter procedures, Cleaning specification. Distribute and post on club notice board	Low	1. Risk Assessment created and posted on Club wall. 2. Procedures finalised. Cleaning spec completed	1. JP 2.PL/JP
2	Litigation	Club viability	Members holding the club liable for any incidence of infection	High	All attendees to sign covid-19 waiver form for every session. Attendees to be made aware of and accept risk assessment.	Low	NSRA waiver form modified. Stock of forms made available for sessions.	PL/JP
General Attendance								
3	Increased local 'R' rate (rate of infection)	All attending club with RCOs at higher risk due to increased exposure	A high local R rate (rate of infection) could result in increased likelihood of a contagious member attending the club	High	Secretary to monitor local 'R' rate. Raise RCO awareness if 'R' increases. Consider restricting attendance if R increases. Extreme cases of a high 'R' number would mean local lockdown imposed and the club would have to close anyway.	Low	Secretary monitoring the R number	RB
4	Inability to track and trace	All who have attended the club on a range of dates	Contact with a confirmed case of covid-19 would be serious. Attendance must be trackable.	High	1. Log of attendees taken via a booking system and confirmed by RCO using attendance form on the day. 2. Members to report cases of infection or quarantine to secretary. Secretary to inform other attendees present that day. Club to close for 72 hours. Club to be disinfected on reopening.	Low	1. On line booking system created Attendance sheet has names and times 2. Shooter procedures require notification of illness	1. JP 2.PL/JP
5	High number of attendees per session	All attending club with RCOs at higher risk due to increased exposure	Increased numbers of attendees means greater risk of a contagious member being present. More people may attend than can socially distance correctly.	High	Restrict sessions to 4 members to begin with. One RCO and one assistant can attend. Session format to be 1.5 hours.	Low	Booking system designed to limit attendees	JP
6	High number of weekly sessions	All attending club with RCOs at higher risk due to increased exposure	Increased sessions result in higher club use and greater statistical probability of a contagious member attending	High	Restrict sessions to 2 days a week initially according to RCO availability. Increase with demand if committee agrees.	Low	Agreed	Committee
7	Poor social distancing	All attending club with RCOs at higher risk due to increased exposure	People may not practice social distancing correctly.	High	1. Bench spaces and firing point areas to be clearly marked. 2. Social distancing of 2 metres imposed. RCOs to be briefed to observe and remind members who forget the requirements for social distancing	Low	1. Workparty has marked up areas. 2. Stated in procedures	1. Committee 2. PL/JP
8	Poor hygiene practices	All attending club with RCOs at higher risk due to increased exposure	Members may have poor hygiene practices or miss the sanitiser at the door (hands full)	High	1. Sanitiser to be available on RCO desk and setup areas. 2. Procedures to clearly state that all attendees must use hand sanitiser.	Medium	1. Sanitiser provided, signage posted. 2. Included in procedures	1. Committee 2. PL/JP
9	Symptomatic attendees	All attending club with RCOs at higher risk due to increased exposure	Any showing symptoms of covid-19 will be infectious	High	1. Members reminded not to attend if feeling ill. RCO to turn away anyone for any reason. If a member becomes ill and they have visited the club in the 10 days since symptoms started they must contact the secretary. 2. Secretary will inform other members who attended on the same nights without disclosing the name	Medium	1. Stated in shooter procedures 2. Secretary to act as appropriate	1. PL/JP 2.RB
10	High Risk Members	Older members, those with a genetic predisposition or with underlying health issues. RCOs at higher risk due to increased exposure	High risk groups are more susceptible to transmission of infection. They may not shield themselves adequately. If club procedures are poorly executed, small levels of infection could occur which could affect more vulnerable attendees.	High	Members who consider themselves at risk reminded to follow government guidance re shielding.	Medium	Stated in shooter procedures	PL/JP

11	New members	All attending club with RCOs at higher risk due to increased exposure	Members may see the club is operational and attempt to visit without appointment	High	1. RCO to turn away walk-ins. 2. Bookings open to existing members only	Low	1. Stated in procedures. 2. Website bookings only available to existing members	1. PL/JP 2. JP
12	PPE	All attending club with RCOs at higher risk due to increased exposure	Members may choose to not use PPE, or use old infected PPE.	High	Procedures instructions to clearly state club's position on using PPE with reference to Government guidelines for sports facilities. Recommend RCOs wear surgical face masks and face screens due to increased exposure.	Low	Stated in procedures	PL/JP
13	Novio not complying with requirements	All attending the club	Covid-19 provisions must be shared with and implemented by Novio	High	Secretary to liaise with Novio and pass on all agreed processes	Low	RA and procedures updates forwarded to Novio	PL/JP/RB
RCO duties								
14	RCOs at higher risk	RCOs	Increased time in the club means increased exposure to a possibility of infection	High	Apply a 2 metre social distancing rule. Recommend RCOs wear PPE. Face masks for eye protection and surgical masks for reduced airborne infection. Recommend RCOs to regularly use hand sanitiser.	Low	Stated in RCO procedures	PL/JP
15	Poorly briefed RCOs	All attending the club	RCOs not managing the club's procedure requirements correctly	High	RCO requirements to be clearly drafted and posted on wall. RCOs to be briefed.	Low	Procedures finalised and posted in club	PL/JP
16	Administration Activities	RCOs	Touching shared stationery, office equipment	High	RCO procedures to include recommendation for hand sanitiser to be used before and after all admin activities	Low	Stated in procedures	PL/JP
17	Handling cash	RCOs	Cash is often unclean and passing back and forth including counting cash, issuing change etc would be a risk	High	RCO procedures to recommend that hand sanitiser to be used before and after any cash transactions are carried out. Could progress to contactless or on line payments in the future?	Medium	Stated in procedures	PL/JP
18	Issuing ammunition	RCOs and attendees requiring ammunition	Ammo will need handling by both the RCO to the member	High	Ammo box to remain in armoury/office. RCO only to have access and dispense ammo. Hand sanitiser to be used before and after handling.	Medium	Stated in procedures	PL/JP
19	Club ammunition stock taking	RCOs	Contact transmission through shared surfaces	High	RCO procedures to recommend that hand sanitiser to be used before and after stock take. RCO only to have access to ammunition stocks and sheets.	Low	Stated in procedures	PL/JP
20	Target racks, target stocks, target mounts	All attending club with RCOs at higher risk due to increased exposure	Contact transmission through shared items	High	Shooters to request targets from RCO where possible. RCO only to mount and run targets. Targets to be returned to shooter's bench space after signing. Recommended for RCOs and shooters to use hand sanitiser before each stage of handling targets	Low	Stated in procedures	PL/JP
21	Training of new or probationary members	RCOs and trainees	Contact and airborne transmission by proximity to trainees. Also, see shared equipment	High	Only accept probationary members when further / all restrictions are lifted.	Low	Agreed	Committee
Clubhouse Area								
22	Airbourne risk of contamination	All attending club with RCOs at higher risk due to increased exposure	Accumulation of contamination in the atmosphere	High	Maximise ventilation in clubhouse area: Open trickle vents. Run kitchen extractor fan.	Medium	Stated in procedures	PL/JP
23	Foot traffic flow in club	All attending club with RCOs at higher risk due to increased exposure	Attendees crossing in opposite directions or congregating while awaiting access to or from the range may fail to socially distance correctly	High	Remove all unnecessary furniture and clutter. Use large table to store unwanted items? Only 5 chairs to be available.	Low	Workparty completed	Committee
24	Set up benches - contact transmission	All attending club with RCOs at higher risk due to increased exposure	Sharing set up benches could result in contact transmission of infection.	High	1. Each set up bench to be supplied with surface cleaner and hand sanitiser. 2. One shooter allocated to one set up bench per session. Shooter's procedures to recommend that bench area is wiped down before and after use.	Low	1. Workparty 2. Stated in procedures	1. Committee 2. PL/JP

25	Set up benches - airborne transmission	All attending club with RCOs at higher risk due to increased exposure	Close proximity of set up areas could result in poor social distancing. Location of allocated benches in clubhouse could make free movement around the club difficult.	High	Set up areas to be well situated to allow minimum requirement for shooters to pass each other. Areas clearly identified with firing point number and boundary marked with tape	Low	Workparty	Committee
26	Shared objects in clubhouse	Members who don't have their own equipment	Contact transmission through shared items	High	1. Declutter. Tape off results board. Tidy and tape up bits and bobs drawers or add sign 'RCO ONLY'. 2. Novio to remove books, magazines, leaflets.	Low	1. Workparty. 2. Remind Novio to claim/remove their items	1. Committee 2. RB
27	Coat storage area as transmission hot spot	Members wearing outdoor winter clothing	Shared use of coat hook area raises possibility of contact and airborne transmission.	High	Tape off coat hook area. All personal items to be stored on own set up bench	Low	Workparty	Committee
28	Dustbins	All attending club	Contact transmission through shared items	High	Bins to be left open. Strict social distancing in bin area. Cleaning specification to include bin emptying	Medium	Stated in procedures and cleaning specification	PL/JP
Range Operation								
29	Airbourne risk of contamination	All attending club with RCOs at higher risk due to increased exposure	Accumulation of contamination in the atmosphere	High	RCO Procedures to require range ventilation system is running at all times the range is in operation. Committee to ensure system is running to specification	Medium	Stated in procedures	Committee
30	Firing point specification and allocation	All attending club with RCOs at higher risk due to increased exposure	Firing points are 1.1 to 1.2 m wide, members need to be between 1 - 2m apart	High	1. Recommend maximum social distancing for firers and RCO. 2. Only use firing points 1, 3, 5 and 7. Firing points 2,4, 6 and 8 to be 'X'ed out as no go areas	Medium	1. Stated in procedures 2. Workparty marked up with tape	1. PL/JP 2. Committee
31	Firing point access	All attending club with RCOs at higher risk due to increased exposure	Members may need to cross at the back of occupied points in the range. (there is a 1.5m gap to pass in)	High	1. Remove all unwanted furniture from range. (Store on central table?) 2. Populate firing point in strict order. Retire in order.	Medium	1. Workparty 2. Stated in procedures	1. Committee 2. PL/JP
32	Shared shooting equipment	All attending club with RCOs at higher risk due to increased exposure	Any shared shooting equipment may pass infection through contact	High	Recommend all shooters to provide own kit. Shooter to disinfect shared equipment before use. Rifles, mats, scopes, ear defenders etc. Require single person use per day. Require hirers to use face masks.	Medium	Stated in procedures	PL/JP
33	Benchrest tables	All Bencherst shooters	Shared surfaces may pass infection through contact	High	1. Benchrest tables to be sealed for easy cleaning. 2. Shooter to disinfect bench before and after use. Require single person use per session.	Low	1. Workparty 2. Stated in procedures.	1. Committee 2. PL/JP
Office/Armoury Area								
34	Access to office and armoury	RCOs and enthusiastic members	General transmission of infection through shared space and surfaces	High	Procedures to clearly state that only the principal RCO is allowed to use desk, office/armoury. Cleaning specification to include all shared areas	Low	Stated in RCO procedures	PL/JP
Toilet Area								
35	Toilet areas	All attending club with RCOs at higher risk due to increased exposure	General transmission of infection through shared space and surfaces	High	1. Only one unisex/disabled toilet to be available. 2. Cleaning specification to be implemented. Handwash, hand towels, swing bins and toilet wipes to be kept in the toilets. Wash hands signage.	Medium	1. Workparty 2. Cleaning Specification completed.	PL/JP
Kitchen Area								
36	Food and drink preparation	All attending club	General transmission of infection through shared space and surfaces	High	No food or drink to be prepared. Include area in cleaning specification	Low	Signage in kitchen	Committee
Storage Cupboards								
37	PPE and general supplies	RCOs	Contact transmission through shared items	High	Access to PPE to be limited to acting RCO. Recommended to use hand sanitiser before and after access to supplies.	Low	Stated in RCO procedures	PL/JP

CRPC Covid-19 Risk Assessment - Assumptions

1	This risk control analysis only addresses the issues associated with Covid-19 infection. It does not address the risks associated with firearms and target shooting
2	The virus can be contracted through the eyes, nose and mouth through contact transfer or atmospheric exposure to airborne droplets or aerosol contamination
3	Coronaviruses can last up to 72 hours on surfaces
4	The risk analysis attempts to quantify risk using probability and severity scales. These have been adapted by the author from British Standard simple risk analysis grids and commercial risk analysis grids
5	The severity of risk is difficult to quantify. We all react differently to the virus and that is beyond the control of the club. Statistically, 80% of us would have mild symptoms, 20% would require hospital treatment and for 1-2% of us it could prove fatal. As we are keen to avoid the worst case scenario, I have assumed the risk to be severe until more effective treatments are developed.
6	Risk probability will be relative to the local 'R' (reproduction) number which again, is out of our control. A vaccine would have a big effect on the probability of an attendee being contagious. This analysis focuses the probability of the club activities being responsible for spreading the virus amongst members due to its activities.
7	Some attendees may be asymptomatic of Covid-19 but still be contagious therefore procedures should be in place to minimise transmission
8	Risk is increased for RCOs as they have increased exposure due to extended time spent in the range (risk = exposure x time)
9	The club ventilation system functions according to specification
10	The club will follow Government PPE guidelines for indoor sports facilities

1	Wear fresh PPE to open clubhouse
	The club recommends the use of surgical face masks and visors, but this is currently not mandatory.
2	Opening procedure:
	Open main gate - lock padlock to chain
	Clear alarm
	Lights on
	Kitchen ventilation on
	Range ventilation on
	Armoury unlocked
	Emergency doors unlocked
3	Fill out range inspection form and log book
4	Ensure setup areas have working hand sanitiser. Restock if necessary.
5	Allocate shooters to designated set up areas
	NB: Set up area also designates firing point position
6	Ensure shooters are aware of responsibilities
	Use hand sanitiser on entering club house
	Socially distance 2 metres
	Fill out Covid-19 waiver form
	Wipe down their set up area on arrival
	Await clearance to enter range
	Not to touch targets or mounts
**	RCOs should use hand sanitiser when handling shared items during the following procedures **
	RCO to fill out Covid-19 waiver form for themselves
7	Collect waiver forms from shooters
8	Fill out attendance sheet
9	Fill out FAC Attendance register
10	Take green fees
11	Turn away attendees without a prior booking.
12	Issue Jacket if required
	Jackets may only be allocated to one specific individual for the duration of the Covid-19 Pandemic
13	Issue club rifle if required
	Instruct shooter to sanitise rifle before and after use
14	Issue ammunition if required
	Members' ammunition box to remain in armoury - access by RCO only
15	Mount required targets and take to target area
16	Ensure shooters enter range one at a time in numerical order
17	Oversee detail
18	Ensure shooters retire one at a time in reverse order to their set up areas
19	Retrieve targets
20	Set up for next detail. Follow points 14 - 19 till end of session
21	Ensure group leaves clubhouse before next group allowed in
	Shooters to wipe down their set up area on departure
22	After last group leaves, check the range and update log book
23	Close up club house
	Lock emergency doors
	Armoury locked
	Range ventilation off
	Kitchen ventilation off
	Lights off
	Set alarm
	Lock main door
	Lock main gate

CRPC Shooter Procedures - Version 11/09/20

Do not book or attend a shoot if you are self isolation or have any symptoms of covid-19	
If you are at high risk or shielding you accept full responsibility for participating	
All attendees must sign a Covid-19 indemnity form before participating	
Bring your own equipment where possible. Rifle, ammunition, jackets, mats, telescopes, ear defenders etc	
Clean and prepare any equipment at home where possible	
Arrive at the club no more than 15 minutes before your session	
Do not enter the clubhouse until your allotted time	
Observe social distancing of 2 metres at all times	
Wearing PPE is recommended	
Go directly to your allotted set up bench. Do not walk around the clubhouse unless absolutely necessary	
Do not linger near, or access the RCO desk for any reason. This area is strictly for the RCO only.	
Bring the exact amount of cash for your shoot	
Use hand sanitiser when handling shared items	
Wipe down your set up area with surface cleaner	
You have 15 minutes to prepare for the first detail	
** If you are using any club equipment, you must wipe these items down before and after use **	
Inform the RCO of your target choice. Do not touch your own targets or mounts	
Wait to be called to your firing point by the RCO. Set up your position promptly and wait for others to join you	
After your detail, wait in the range or return to your set up area without lingering in the common areas	
When you have finished shooting, return to your set up area and prepare to leave the club as soon as possible.	
Wipe down your area again before you leave	
IMPORTANT - If you experience symptoms or test positive for Covid-19, or are asked to self isolate at any time within 10 days of attending the club, you MUST inform the club without delay.	

CRPC Cleaning Schedule - Version 07/09/20

Item	Cleaning regime	Frequency		
EXTERIOR				
Main gate padlock	Sterilising surface cleaner			
CLUBHOUSE				
Doorbell				
Front Door Handle				
Front door edges				
Internal door handles				
Alarm Keypad				
Dustbins				
Furniture handles				
Set up bench surfaces				
Carpet				
Fire extinguishers				
OFFICE				
Door handle				
Light Switches				
Chair back				
Desk surface				
Desk drawer handles				
Filing cabinet handles				
Filing cabinet dividers				
Floor Safe				
Keys				
Phone				
Photocopier				
Pens				
ARMOURY				
Door handle				
Light switch				
keys				
safe				
Ammunition				
Ammo Box				
Cash Box				
TOILETS				
Door handle				
Door edges				
Toilets				
Taps				
Wash basins				
Flooring				
KITCHEN				
Tap				
Surfaces				
Cupboard handles				
First Aid Box				