

Furness Marksmen Pistol and Rifle Club COVID 19 Risk Assessment

| Risk No | Area                           | Issue              | Risk Cat                     | Risk   | Actions   | What's required   | Status          | Who                      |
|---------|--------------------------------|--------------------|------------------------------|--|---|---|-----------------|--------------------------|
| 1       | 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:<br>1. Members only initially with own equipment (includes hearing protection and mats)<br>2. then existing competent probationers loaning equipment with cleaning or quarantines procedures TBC<br>3. finally opening to new probationary members when further / all restrictions are lifted.<br>Booking system on line (via phone only if someone is not an internet user)<br>No more than 10 people on the range at a time, 8 on the firing point, 1 RO. 1 person acting as Reception, completing Attendance Register, selling ammunition, on the 10 M Air Range. | Communication to members<br>RO guidelines<br>Reception Guidelines | WIP<br>Complete | J. Mellors<br>T.Earnshaw |
| 2       | 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 probationary sign ups .   | Website update<br>RO Guidelines<br>Reception Guidelines           | WIP<br>Complete | J. Mellors<br>T.Earnshaw |
| 3       | General attendance             | PPE                | Both transfer and distancing | Members may ask about PPE requirements   | Advise members that they need to provide their own masks etc this depends on actual guidelines but.....<br>If 1m distancing required indoor then may say it is optional (unless we want to override that and make it mandatory).  | Opening Comms and Signs   | WIP             | J. Mellors               |
| 4       | General attendance             | Ill members        | Transfer                     | People may be ill and spread the virus   | Members reminded not to attend if ill<br>RO to turn away anyone for any reason<br>Log of attendees taken via booking and confirmed by RO<br>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 sessions without disclosing the name)  | Opening Comms and Signs<br>Reception Guidelines                   | WIP             | J. Mellors               |
| 5       | General attendance             | At Risk Members    | Both transfer and distancing | Members in at risk groups may attend   | Members reminded to follow government guidance re shielding   | Opening Comms and Signs   | WIP             | J. Mellors               |
| 6       | General attendance             | Hygiene            | Transfer                     | Range cleaning needs to take place regularly to aid hygiene and build confidence                               | Weekly cleaning from plus deep clean prior to opening.<br>Range officers and members are to wipe down desks that they use before and after use.   | Cleaning materials  | Complete        | T.Earnshaw               |
| 7       | Access Gates & Container Locks | Hygiene            | Transfer                     | Touching Locks and handles   | Hand Sanitiser and/or gloves to be worn by persons opening the range.   | RO guidelines   | Complete        | T.Earnshaw               |
| 8       | Target Container               | Hygiene            | Transfer                     | Touching target boards and equipment   | Cannot be avoided, Only one person allowed in the container at a time. Targets and equipment to be cleaned with Chlor CLean before each session. Place sanitizer immediately inside access door so people can clean hands immediately.  | Sanitiser dispenser installed and bulk fill gel                   | Complete        | T.Earnshaw               |
| 9       | Target Container               | Air fills          | Both transfer and distancing | Handling Air cylinder and hose   | Only one person in Target container at a time, Cylinder and hose to be cleaned after use  | Cleanser and paper towel to be provided. Sign                     | Complete        | T.Earnshaw               |
| 10      | 10 M Air Range                 | Hygiene            | Distancing                   | Congestion   | Only one person to sign it at "reception" at a time and maintain social distancing.   | Comms, signage Reception Guidelines                               | Complete        | T.Earnshaw               |
| 11      | 10 M Air Range                 | Hygiene            | Transfer                     | Attendance Register & Waiver Form  | Hand Sanitiser too be placed on table. Reception Officer to complete Range register, Shooter to complete Waiver form, pens to be sanitised  | Reception Guidelines  | WIP             | T.Earnshaw               |
| 12      | Reception                      | Procedures         | Procedures                   | New procedures unavoidable for RO's , not able to closely train  | Need to document, share and leave laminated copy available. First draft now started.  | Documented, laminated   | WIP             | T.Earnshaw               |
| 13      | Firing Point                   | Access Door        | Transfer                     | Touching latch and door  | Door to secured open during range use.  | Holding catch to be fitted to door<br>RO guidelines               | Complete        | T.Earnshaw               |
| 14      | Firing Point                   | Hand washing       | Transfer                     | Members may miss the Sanitiser at the Air Range (hands full)   | Sanitiser to be available on the firing point   | Reception Guidelines  | Complete        | T.Earnshaw               |
| 15      | Firing Point                   | Benches            | Transfer                     | Carpets are stored in firing point for use on the benches.   | Remove carpet and store for later replacement where possible and or replace / cover with wipe able surface e.g. lino where required   | Carpet removal and inspection, re-cover if needed                 | Complete        | A. Ritson<br>R. Moffet   |
| 16      | Firing Point                   | Bins               | Transfer                     | Bins difficult to keep clean   | Remove rubbish bins, all rubbish to be removed from range by members. One container to be positioned for used targets, to be quarantined for 72 hours before disposal.  | Bin to be provided  | Complete        | R. Moffet                |
| 18      | Firing Point                   | Hearing protection | Transfer                     | Ear muffs are available for use, it will be difficult to keep them clean or guarantee when they were last used | Remove ear muffs, inform members to provide their own. Disposable ear plugs available in target container<br>Keep in boxes ready for use later.   | Ear plugs<br>Comms<br>Store ear muffs                             | Complete        | T.Earnshaw               |

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|    |                     |                                       |                              |   |  |  |          |                |
|----|---------------------|---------------------------------------|------------------------------|---|--|--|----------|----------------|
| 19 | Firing Point        | Firing point access                   | Distancing                   | Members may need to cross the back of occupied points in the range.   | Shooters to occupy firing points in order to minimise need to pass other shooters, Social Distancing to be observed while on the Firing Point                    | RO Guidelines  | Complete | T.Earnshaw     |
| 20 | Firing Point        | Issuing equipment                     | Both transfer and distancing | Passing equipment to and from the range officer to member<br>Subsequent member using equipment recently handled | No club equipment to be used, no shooters equipment to be shared.  | Booking System Guidance                                    | Complete | T.Earnshaw     |
| 21 | Firing Point        | Firing point allocation               | Distancing                   | Firing points are 1 m wide, members need to be 1 - 2 m apart  | Maximum number of firers to be determined currently 8. If allowable number increases then spacing guidelines will be amended. Alternate firing points to be used | RO Guidelines<br>Alternate Firing Points marked out of use | Complete | T.Earnshaw     |
| 22 | RO Desk             | Hand washing                          | Transfer                     | RO's and members will exchange items  | Unavoidable and gloves do not protect from transfer - Sanitiser to be available near desk  | Sanitiser dispenser installed and bulk fill gel            | Complete | T.Earnshaw     |
| 23 | RO Desk             | Procedures                            | Procedures                   | New procedures unavoidable for RO's Reception and Booking Sytem   | Need to document, share and leave laminated copy available. First draft now started.   | Documents issued and laminated                             | Complete | T.Earnshaw     |
| 24 | RO Desk             | Issuing ammunition                    | Both transfer and distancing | Ammo will need handling too 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.                             | Sanitiser dispenser installed and bulk fill gel            | Complete | T.Earnshaw     |
| 25 | RO Desk             | Issuing targets                       | Both transfer and distancing | Targets taken from Container  | Place targets in the range and make them freely available, non to be taken away.   | Trolley to be checked by Range Officer                     | Complete | Range Officers |
| 26 | 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    | Exact cash payment for Range Fees and ammunition is requested Cash to be sanitised if change is required.  | Sanitiser Reception Guidelines                             | Complete | T.Earnshaw     |
| 27 | Range               | Knockdown Plates                      | Transfer                     | Target string and toggle  | Wipe toggle before and after use. Cleaning kit to be left on range (on empty FP 1)<br>Guidelines to be printed / laminated and left on firing point 2            | Cleaning spray and paper towel to be left by lane 2        | Complete | Range Officers |
| 28 | Range               | Hanging targets                       | Transfer                     | Members handling target frames and targets, all difficult to clean  | Range Officer cleans Target Boards with Chlor Clean using sprayer, First group of shooters position target boards last group removes boards to minimise handling | Chloro Clean and sprayer                                   | Complete | T.Earnshaw     |
| 29 | Generator Container | Touching Generator and light switches | Transfer                     | Generator and switches will need to be touch to provide lighting.   | Provide hand sanitiser and cleaning materials.   | Sanitiser Dispenser and Paper Towel                        | Complete | T.Earnshaw     |
| 30 | Clubhouse Container | Hand washing                          | Transfer                     | Handtowels for multiple use not advised   | Make paper towels available. Traditional towels to be removed from view.   | Paper towels to be provided                                | WIP      | T.Earnshaw     |
| 31 | Clubhouse Container | Food and drink preparation            | Transfer                     | People often make drinks and sometimes food in the container  | Hand sanitiser to be provide in Drinks brought in may be consumed in the club room only. All cups etc to be washed and tidied away, signage to inform.           | Opening Coms Signage by sink                               | WIP      | T.Earnshaw     |
| 32 | Toilets             | Hygiene                               | Transfer                     | Cleaning between each use may not be possible.  | Toilets only to be used in an emergency and deep cleaned after use.  | Extra Cleaning Materials to be Provided Signage            | WIP      | T.Earnshaw     |