

Pandemic Period Procedures for Indoor Club Meetings. September 2021

Range Layout

1. Target spacing as currently advised by Archery GB (AGB)
2. Target space available to be maximised
3. Sufficient room behind line for archers' equipment to be kept within lane
4. Sufficient room at rear for movement 'out of lane' with social distancing

Safety and Hygiene Measures for setting out and clearing away

1. All equipment in huts at start of session is considered 'sterile'
2. Equipment in huts remains 'sterile' until handled
3. Restricted entry to huts (one person at a time)
4. Archers may be allocated personal target faces and pins
5. Archers to set out own bosses and targets as far as possible (assistance available as required)
6. PPE (face covering and gloves) should be worn when not shooting (or current AGB advice)
7. Communal use equipment to be sanitized

Archers' Equipment

1. Equipment to be kept in lane
2. Ban on sharing equipment, and handling other archers' equipment
3. Club shooting equipment to be allocated to individual (kept at club in individual storage)

Shooting

1. Field captain and committee have authority to ensure measures are followed
2. Shooting fees as normal. Cash handling for sessional fees to be minimised
3. Two archers per boss / per detail permitted (or current AGB guidelines)

General

1. Archers to wash hands before leaving home, and on return (individual's responsibility)
2. Archers to provide own PPE
3. Club to provide hand sanitizer, disinfectant wipes, paper towels etc.
4. Toilets available for 'emergency use'. Surfaces to be sanitized after use
5. No catering facilities
6. Non-shooting members and spectators kept to minimum
7. Spectators to remain within designated area unless authorised by field captain
8. Spectators and non-shooting members to 'sign-in'
9. Current government and AGB COVID19 precautions to be followed
10. All other AGB rules remain in force, and must be followed
11. Supplementary COVID19 Risk Assessment available (see below)
12. Coaching / beginners arrangements to be decided
13. Mandatory booking system in operation. Booking list forms main shooting register (supplementary field register may be taken)
14. Score submission by email if possible
15. All measures strictly enforced by field captain / committee
16. Need to ensure committee member(s) or senior members present at all meetings
17. 'Signing in' on booking system implies acceptance of conditions, and (slight) risk of coronavirus infection
18. Attendance information to be available to host organisation, for tracing purposes (as required).

MORE INFORMATION: <https://www.archerygb.org/clubs-facilities-development/club-information-covid-19/>

EXETER COMPANY OF ARCHERS

RISK ASSESSMENT SUPPLEMENT FOR INDOOR CLUB MEETINGS DURING CORONAVIRUS (COVID-19) PANDEMIC PERIOD

Covering indoor meetings at Exeter School Ranges. Assessment is valid provided Control Measures (below) are followed.

Main club Risk Assessment remains in force for other matters. See separate Risk Assessment for coaching / beginners.

Control Measures

1. All current government, AGB, and club recommended procedures concerning hygiene and social distancing **MUST** be followed.
2. Shooting is normally restricted to full and associate members of Exeter Company of Archers. Exceptionally, visitors at committee discretion only. Pre-booking is mandatory.
3. All persons present **MUST** accept the risk of coronavirus (COVID-19) infection.
4. Relevant AGB rules on safety etc. **MUST** be strictly adhered to.
5. Anyone experiencing, or having contact with anyone experiencing, relevant respiratory and/or other symptoms **MUST NOT** attend meetings (see current government information).
6. Anyone having recovered from COVID-19 **MUST NOT** attend meetings for ten days (or current government requirements).
7. Anyone considered 'vulnerable' to coronavirus infection should not attend meetings (individual's responsibility).
8. Shooting distance, numbers of targets, etc. may be restricted. Personal target faces etc. may be used.
9. All present (including spectators etc.) **MUST** confirm that they are familiar with, and accept, the special conditions.
10. If no committee members are present, and no experienced adult club member is prepared to take charge of the meeting, the meeting must be cancelled.
11. The committee and/or the field captain have the final decision on whether shooting may take place, or an individual may shoot, and will err on the side of safety.
12. Details of attendees available to host organisation, for tracing purposes (as required).
13. Specific Club and Shooting Measures
 - a. Target spacing and shooting arrangements as currently approved by AGB
 - b. Observing social distancing whenever possible
 - c. PPE worn for communal activities (setting out etc.), and when social distancing not practical
 - d. Alcohol-based sanitizer available
 - e. No handling of other persons' equipment etc.
 - f. Restricted access to huts, toilets, etc. No catering facilities
 - g. Other temporary measures, as deemed necessary

Groups at risk

Unless otherwise indicated, this Risk Assessment encompasses all persons / groups shown below.

1. Individual archer
2. Other archers
3. Other persons present on-site for archery related purposes e.g. parents, visitors, spectators, etc. (non-shooting)
4. Persons / groups present on-site for non-archery purposes e.g. site staff
5. General public (off-site persons / groups), if involved in event originating on-site

HAZARD / RISK MATRIX FOR SHOOTING DURING CORONAVIRUS (COVID-19) PERIOD

Key to Hazard / Risk Matrix

Consequence of hazard: 1 = Very minor; 2 = Minor; 3 = Moderate; 4 = Serious; 5 = Very serious

Risk (likelihood): 1 = Very slight; 2 = Slight; 3 = Moderate; 4 = High; 5 = Very high

Risk Rating = Consequence x Risk

Risk Rating 1-10 = Acceptable risk (**assuming Control Measures above are followed**). No further action needed.

Risk Rating >10 = Unacceptable risk for hazard. Further investigation and measures required.

Risk ratings without control measures would be >10.

ACTIVITY	HAZARD	CONSEQUENCE	RISK	RISK RATING	FURTHER ACTION
All club archery activities during coronavirus (COVID-19) pandemic period	Coronavirus (COVID-19) infection	5	2	10	No further action required

'Consequence' values given are maximum for the hazard. Individual events may be lower.

Risk Assessment on behalf of Exeter Company of Archers by PWJ Rees (Club Chair). 1/9/21. Review period: 1 year.

PWJ Rees (Club Chair) 1/9/21