



# Black Cat HFT COVID-19 Risk Assessment

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Approved by:

What are the hazards?	Who might be harmed	Controls Required	Confirm RED actions complete (sign / date)
<p>Spread of Covid-19 Coronavirus</p>	<p>Club organizers (staff)</p> <p>Members (shooting and watching)</p> <p>Visitors (non members)</p> <p>Archery visitors / staff</p>	<p><b>Limiting numbers to the club</b></p> <ul style="list-style-type: none"> <li>• Member self restriction according to Covid spacing regulations listed below.</li> <li>• No-one permitted if they or anyone in their household are showing signs of Covid-19 symptoms</li> <li>• People who received NHS notice to shield which is still in place are not permitted</li> <li>• All attendees do so at their own risk</li> <li>• Management to monitor Member numbers on day and refuse entry if full.</li> <li>• Members only, no guests, no persons interested to join the club</li> <li>• Non-shooters not permitted unless providing assistance to a shooting member</li> <li>• 10 people max in the open field area</li> <li>• 4 people max for bench rest plinking range</li> <li>• Indoor facilities out of bounds for all members</li> </ul>	
	<p>Vulnerable groups – elderly, pregnant women, those with existing underlying health conditions</p>	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Risk assessment to be posted on website and Facebook page</li> <li>• Attendees to agree to inform Management team if they, or members of their household, develop symptoms after being at the club. Attendees contacted through Track and Trace shall inform Management team.</li> <li>• Post the Covid-19 compliant notice on website and Facebook</li> </ul>	
	<p>Anyone else who physically encounters others</p>	<p><b>Access to the range, car parking</b></p> <ul style="list-style-type: none"> <li>• Attendees not to arrive before the official opening times</li> <li>• Attendees not to open the main range gate if closed, Black Cat staff will open the gate when access is permitted</li> <li>• Attendees to drive directly to the parking area assigned, do not loiter on the driveway</li> <li>• Attendees to park in the assigned area only, maintain 2m spacing between each car</li> </ul>	

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		<ul style="list-style-type: none"> <li>Attendees not to touch other vehicles</li> </ul> <p><b>Opening up and closing down after shooting sessions</b></p> <ul style="list-style-type: none"> <li>The club will be opened by club staff only</li> <li>Staff will use hand sanitiser before opening the club buildings and during setting up of the equipment</li> <li>All equipment likely to be handled during the session will sanitised prior to club opening unless 72 hours of non-contact has elapsed</li> <li><b>Barrier tape will be installed for each session marking GO / NO GO areas</b></li> <li>All equipment handled will be sanitised before being put away</li> <li>Restriction Barrier be put in place after closing with warning tape.</li> </ul>	
		<p><b>Registering in on arrival</b></p> <ul style="list-style-type: none"> <li>Everyone, including staff, shall record their attendance on the session log sheet and the Track and Trace App</li> <li>Confirm attendees have provided contact details (mobile number or home number) in membership application forms. If necessary provide the Management team with contact details</li> <li>Attendees to confirm they have read and understood the risk assessment controls and agree to abide by them</li> <li>The record of attendance shall be held for minimum 60 days</li> </ul>	
		<p><b>Hand sanitising controls</b></p> <ul style="list-style-type: none"> <li><b>Hand sanitiser liquid will be provided at the car park area, bench rest area and toilet</b></li> <li>All attendees shall use the hand sanitiser on arrival</li> <li>Hand sanitiser is to be used when assigned to a bench rest table</li> </ul>	
		<p><b>Social distancing measures</b></p> <ul style="list-style-type: none"> <li>2m separation to be maintained at all times. Staff will enforce the 2m rule and may exclude members from the session if necessary</li> <li><b>All firing locations will be clearly marked</b></li> <li>Do not use any other location to shoot from</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Socialising to be reduced as much as possible, do not loiter before commencing shooting and after shooting has been completed. Vacate the club as soon as attendees have finished shooting</li> <li>• If waiting to access an area, wait at least 2m away and maintain the 2m separation when the other person vacates the area</li> <li>• Follow the required sanitisation process described in this document before entering / using the area</li> </ul>	
		<p><b>Access to the clubhouse</b></p> <ul style="list-style-type: none"> <li>• Entrance to the clubhouse shall be closed off at all times</li> <li>• Only staff may enter the clubhouse and Indoor Range</li> <li>• Attendees are not to enter the clubhouse or indoor range unless directed</li> <li>• Equipment removed from the clubhouse during the session shall be sanitised before use unless 72 hours non-contact has elapsed</li> </ul>	
		<p><b>Access to the Indoor Range</b></p> <ul style="list-style-type: none"> <li>• Only staff may enter the range</li> <li>• Attendees are not to enter the Range during their time on site.</li> <li>• The Indoor Range shall be locked at all times</li> <li>• Equipment removed from the Range during the session shall be sanitised before use unless 72 hours non-contact has elapsed</li> </ul>	
		<p><b>Toilet facilities</b></p> <ul style="list-style-type: none"> <li>• Staff will unlock the toilet at the start of the session and ensure the users has used hand sanitiser before entering the toilet</li> <li>• Users are required to use hand sanitiser after using the toilet</li> <li>• Staff will clean the toilet after use and lock it</li> </ul>	
		<p><b>Food and Drink controls</b></p> <ul style="list-style-type: none"> <li>• The club will not provide food or beverages during the session</li> <li>• Attendees are able to bring and consume their own food and beverages, sharing is not permitted (unless from same household)</li> </ul>	

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		<ul style="list-style-type: none"> <li>Staff may make beverages for their own consumption, disposable or pre-assigned cups shall be used. No sharing of cutlery or crockery. Sanitise the contact surfaces (kettle handle, heater controls) after use</li> </ul>	
		<p><b><u>Use of shooting ranges (all cases)</u></b></p> <ul style="list-style-type: none"> <li>Follow standard shooting related safety controls at all times</li> <li>Attendees are not permitted to touch targets during the session. Staff will address any issues reported</li> <li>Use of own equipment including mats, chairs is permitted. Do not share with other attendees unless from the same household</li> </ul>	
		<p><b><u>Use of bench rest tables and chairs</u></b></p> <ul style="list-style-type: none"> <li>Bench rest tables will be assigned by staff</li> <li>Bench rest tables and chairs vacated during the session shall be re-sanitised by staff before re-assignment. Dispose of cleaning cloths in the bin provided</li> <li>Attendees to use hand sanitiser before using the bench rest table</li> <li>Only own equipment to be used. Do not share with others unless from the same household</li> <li>Do not move from one bench rest table to another unless approved by staff member. Re-sanitising the bench rest tables is required before use</li> </ul>	
		<p><b><u>Use of paper target frames</u></b></p> <ul style="list-style-type: none"> <li>Paper targets will be provided by a staff member on request and will be fixed to the target frames for the user</li> <li>Do not touch the target frames</li> </ul>	
		<p><b><u>Use of non-resetting targets (drop down targets requiring string reset)</u></b></p> <ul style="list-style-type: none"> <li>Please ensure that gloves are worn when resetting the targets where possible</li> <li>Please report any issues to the management as soon as found</li> </ul>	
		<p><b><u>Use of club shooting equipment (guns, scopes, air tanks, mats etc.)</u></b></p> <ul style="list-style-type: none"> <li><b>Club equipment shall not be made available for use during sessions</b></li> </ul>	
		<p><b><u>Use of own equipment (guns, scopes, air tanks, mats etc.) and cleaning</u></b></p> <ul style="list-style-type: none"> <li>Use of own equipment including guns, scopes, air tanks, mats, chairs etc. is permitted</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Own equipment not to be shared with other attendees unless from the same household</li> <li>• Own equipment not to be cleaned at the club site</li> </ul>	
		<p><b>Litter and used sanitising materials</b></p> <ul style="list-style-type: none"> <li>• Attendees not to leave litter at the club site, all litter to be taken home and disposed appropriately</li> <li>• Bins shall be provided at the bench rest area and toilet to dispose of contaminated materials</li> <li>• Materials used to re-sanitise surfaces shall be disposed off in the bins provided. Staff will dispose of this material appropriately</li> </ul>	

**Management Contact Details**

**Mark Sanderson:**

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