

PRESTON & DISTRICT RIFLE & PISTOL CLUB

RISK ASSESSMENT FOR RANGE OPERATION WHILST COVID 19 IN CIRCULATION

RISK ASSESSMENT DATE: 26th JULY 2020

Doc Ref: PDRPC RA 001/C

AUTHOR: Charles Lockwood

Operation	Hazard	Risk Level	Reason and/or Mitigation	Residual Risk Level
OPENING UP & PREPARING RANGE				
Keyholder unlocking gates, doors and shutters	Covid 19 contamination from keyholder	High	Apply personal hand sanitiser prior to touching locks.	Low
Keyholder unlocking gates, doors and shutters	Covid 19 contamination to keyholder	Medium	Wash hands after completion and disinfect sink areas.	Low
Preparing the office	Covid 19 contamination	High	Disinfect all surfaces, computer keyboard and mouse, safe handles and doors, safe keys, pens etc. Wash hands after completion and disinfect sink areas.	Low
Preparing the lounge	Covid 19 contamination	High	Disinfect all surfaces, chairs and hatch area. Ensure chairs at 2m spacing. Wash hands after completion and disinfect sink areas.	Low
Preparing the firing range	Covid 19 contamination to/from keyholder	Medium	Disinfect all tables, door handles and switches then wash hands.	Low
Minimising movements on range	Covid 19 cross contamination	High	Place supply of targets on shooting benches. No targets or club equipment on rear bench.	Low
Social Distancing of shooters on range	Unable to maintain 2m distance of shooters/RSO	High	Use only 4 lanes, benches spaced at 2m. RSO may shoot or stand back at door.	Low
Ventilating the lounge	Covid 19 cross contamination in air due to poor ventilation in lounge area	High	Low activity area plus occupation to be less than 30 minutes per person - Nevertheless install one air brick into end wall of the lounge, plus one air brick into the hall exterior wall. Lounge door to remain open, thus creating through air flow.	Low
Ventilating the office	Covid 19 cross contamination in air due to poor ventilation in office area	High	Low activity area plus one volunteer only in the office - Install one air brick into exterior wall of the office, plus one air brick into the hall exterior wall. Office stable door to remain open, thus creating through air flow. Dehumidifier to be switched off during periods of occupation but switched on when leaving the building.	Low
Ventilating the firing range	Covid 19 cross contamination in air due to poor ventilation in firing range area	High	Low activity area - Fume extraction fans to be switched on a minimum of 20 minutes prior to shooting starts. Switch on 2 extraction (down range) fans plus one inlet fan when opening range to create airflow through the range. Fans to remain on until 30 minutes after shooting ends.	Low
Waste disposal	Covid 19 contamination	High	Waste to be placed into bin liners, sealed and then disposed of regularly.	Low

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AUTHOR: Charles Lockwood

Operation	Hazard	Risk Level	Reason and/or Mitigation	Residual Risk Level
MEMBERS ARRIVING AND BOOKING IN				
Members arriving at front door	Members arriving with symptoms of Covid 19	High	Members to be requested not to visit the club if they have symptoms of Covid 19. Notice in booking system and outside front door, include notice in start up email to all members.	Low
Members arriving at front door	Member not wearing face mask	High	Members will be requested to wear their own face mask. If unavailable the club will have a supply for sale.	Low
Overcrowding	Unable to maintain 2m distance with others	High	Operate booking-in system to limit shooters to 4 on range and max 4 in lounge. 30 minute shooting details when busy, otherwise any reasonable time as specified by the RSO.	Low
Social distancing at front door	Not maintaining 2m distance with others	High	Ensure members aware of rules with appropriate signs and notice in booking-in system. Queue in cars if necessary.	Low
Registering at the hatch	Not maintaining 2m distance with others	High	Members register at hatch. No more than 4 people in lounge. No queuing in hall in order to maintain single way traffic either in or out.	Low
Handling cash	Covid 19 cross contamination	High	Use contactless payments (preferred), or only accept correct money, no change given. Cash can be washed.	Low
Face to face during registering	Covid 19 cross contamination	High	Perspex screen at hatch	Low
Cash book/ammo book handling	Cross contamination	High	Only Stats room officer to fill in registers.	Low

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Operation	Hazard	Risk Level	Reason and/or Mitigation	Residual Risk Level
WAITING IN LOUNGE				
Eating or drinking	Spreading Covid 19 on mugs, kettles etc	High	Brewing drinks and eating to be restricted to 'for medical reasons only'. Suitable notice to be displayed in lounge. All cups and brew equipment to be put in cupboard with suitable 'NOT TO BE USED' notice on door.	Low
Maintaining social distancing	members not clear about distances.	High	Chairs placed at 2m distance. Other chairs taped off or stacked away. Markers on floor if possible.	Low
Smoking whilst waiting	Not maintaining 2m distance with others at the front door	High	No smoking near front door. Suitable sign on inside of front door.	Low
Sharing of magazines or reference books	Spreading Covid 19 on publications	High	No sharing of publications. Notice in lounge.	Low

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Operation	Hazard	Risk Level	Reason and/or Mitigation	Residual Risk Level
AMMUNITION PURCHASES				
Payment	Covid 19 cross contamination	High	Use contactless payments (preferred), or only accept correct money, no change given. Cash can be washed.	Low
Handling ammunition	Covid 19 cross contamination	High	Stats room officer (SRO) to regularly wash hands. Wear disposable gloves if necessary when handling ammunition but note that wearing of gloves is not a substitute for good hand washing. Ammunition passed through hatch.	Low
Returning unused ammunition to the safe	Covid 19 cross contamination	High	Shooter to write name on box with disinfected or own pen. Stats room officer to wear gloves or wash hands prior to handling and storage of ammunition.	Low

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Operation	Hazard	Risk Level	Reason and/or Mitigation	Residual Risk Level
RIFLE HIRE				
Multiple use of single club rifle	Covid 19 cross contamination	High	Club rifles to be only used by one shooter per night unless sterilised by RSO/SRO.	Low
Payment	Covid 19 cross contamination	High	Use contactless payments (preferred), or only accept correct money, no change given. Cash can be washed.	Low
Handing over club rifle to member	Covid 19 cross contamination		Stats room officer to regularly wash hands. Rifle passed through stable door to shooter or placed in rack on the range by SRO between details (preferred).	Low
Sharing Equipment	Covid 19 cross contamination	High	Club equipment (scopes, muffs etc) to be removed from range and not to be shared. All members to be requested to bring their own equipment. BUT, safety equipment such as club ear muffs could be disinfected by SRO before and after use. Members are not to share their own equipment with others.	Low
Returning club rifle to safe	Covid 19 cross contamination		Rifle to be left in rack on range at end of detail and collected by Stats Room Officer wearing gloves or with sanitised hands. Rifle to be disinfected dried and oiled prior to storage. Suitable disinfectant wipes and paper towel to be available. Waste disposed of in bins.	Low

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Operation	Hazard	Risk Level	Reason and/or Mitigation	Residual Risk Level
OPERATING THE FIRING RANGE				
Members arriving not knowing the rules	Not social distancing, arriving with symptoms, not washing hands, not obeying rules.	High	Notices on booking-in system, opening up email to members, outside front door and at all pinch points inside building.	Low
Members arriving with symptoms of Covid 19	Covid 19 cross contamination	High	Notice outside front door.	Low
One to one training of inexperienced probationers	Unable to maintain Social Distance	High	Initially, NO new inexperienced probationary members to be taken during club nights. Special arrangements will be required for new probationary members. Probationary members with FAC and own weapon may be considered at first.	Low
Moving from the Lounge to the firing range	Unable to maintain Social Distance	High	RSO to control movement to/from range. Shooters to leave first (preferably straight to vehicles), New shooters then called to range. NO TWO WAY TRAFFIC IN HALL. 'WAIT IN LOUNGE' notice to be displayed in lounge.	Low
Social distancing on the range.	Unable to maintain Social Distance	High	Maximum of 4 shooters and one RSO on the range at one time.	Low
Laying down and unpacking personal equipment.	Unable to maintain Social Distance	High	Personal equipment placed on or under the shooters bench. No equipment to be placed on the rear table.	Low
Use of club spotting scopes	Covid 19 cross contamination	High	Club Spotting Scopes not to be used and stored in stats room.	Low
Use of club target pegs	Covid 19 cross contamination	High	Members to bring own pegs, club pegs to be removed to office.	Low
Distribution of targets	Covid 19 cross contamination	High	RSO to place a selection of targets on shooting benches after first washing/sterilizing hands	Low
Weapon malfunction	Covid 19 cross contamination	High	If shooter unable to clear the malfunction himself then weapon placed on the bench and RSO alerted. RSO or suitably experienced person, wearing disposable gloves, to inspect and determine best course of action to rectify malfunction.	Low
Showing weapons clear	Unable to maintain Social Distance	High	At end of detail, the shooter is to place weapon on the bench, muzzle always pointing down range, magazine out, breach flag inserted, action open, for RSO to visually inspect from a distance.	Low
Showing weapons clear	No Breach Flag	Medium	Members to use their own breach flags. NO BREACH FLAG NO SHOOTING. Notice in opening up email to members.	Low
Changing Targets	Covid 19 cross contamination	Medium	Members to hand sanitise after handling used targets. Used targets to be disposed of in target waste bins and left for 72 hours before handling.	Low
Location of RSO on the range	Unable to maintain Social Distance	High	RSO may occupy a shooting bench or to stand at the door and maintain social distancing.	Low
Handing over of Club weapons	Covid 19 cross contamination	High	Club weapons to be placed in range rack by Stats Room Officer either wearing gloves or having sterilised hands. Returned to range rack by shooter, and collected by SRO wearing gloves or with sterilised hands, checked, sterilised, oiled and returned to safe.	Low
Disinfection between details	Covid 19 cross contamination	High	Shooter or RSO to disinfect surfaces, switches and door handles at each detail change over.	Low

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Operation	Hazard	Risk Level	Reason and/or Mitigation	Residual Risk Level
PROBATIONARY MEMBERS				
Safety training	Covid 19 cross contamination	High	Trainer and probationary member to wear masks and either wear disposable gloves or sterilise hands by washing. Hand washing available in the lounge.	Low
Safety training	Unable to maintain social distancing	High	Safety training to be given on a non shooting night/Saturday pm. Safety training to be given individually across the lounge table.	Low
Rifle familiarity training	Unable to maintain social distancing	High	Rifle familiarity training to be given individually across the lounge table with the trainer using a similar rifle to demonstrate its use.	Low
Filing out forms etc	Covid 19 cross contamination	High	Trainer to wear disposable gloves or ensure hands sanitised by washing or gel.	Low
Payment	Cross contamination	High	Use contactless payments (preferred), or only accept correct money, no change given.	Low
Range familiarity	Covid 19 cross contamination	High	Initial Range familiarity training to be given on a non shooting night/Saturday pm. Safety training to be given individually whilst adhering to social distancing rules.	Low
Use of club rifle	Covid 19 cross contamination	High	Club rifle to have been sterilised before and after use.	Low
Handing ammunition	Covid 19 cross contamination	High	Ammunition to be handled using disposable gloves or sanitised hands.	Low
Handling rifle	Cross contamination		Stats room officer to regularly wash hands. Rifle placed in rack on the range by SRO between details.	Low
Sharing Club Safety Equipment	Cross contamination	High	Prospective member to be requested to bring own ear protection. Club earmuffs to be disinfected by SRO before and after use.	Low
Returning rifle	Cross contamination	High	Rifle to be left in rack on range at end of detail and collected by Stats Room Officer wearing gloves or with sanitised hands and returned to safe. Rifle to be disinfected dried and oiled prior to storage.	Low

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Operation	Hazard	Risk Level	Reason and/or Mitigation	Residual Risk Level
CLOSING UP THE RANGE BUILDING				
Cashing up	Covid 19 cross contamination	High	All cash will have been washed	Low
Putting club rifles in safes.	Covid 19 cross contamination	High	Stats Room Official to collect rifles from range, wearing disposable gloves or with sanitised hands. Rifles sanitized with disinfectant cloth, dried, oiled and returned to safe. Suitable cloths to be available for drying. Used cloths disposed of in bins.	Low
Leaving firing range clean	Covid 19 cross contamination	High	RSO to sanitise all equipment, tables, switches and handles. Vacuum floor as necessary.	Low
Leaving office clean.	Covid 19 cross contamination	High	SRO to sanitise computer, safe handles and keys, door handles, switches, plus desks and surfaces.	Low
Switching on the dehumidifier	Covid 19 cross contamination	High	SRO to restart the dehumidifier before locking up.	Low
Switching off fans	Covid 19 cross contamination	High	Fans, if possible, to remain running for 30 minutes after completion of shooting.	Low
Keyholder locking gates, doors and shutters	Covid 19 cross contamination	High	Apply personal hand sanitiser before/after touching locks.	Low

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MAINTENANCE				
Any Maintenance within the Building	Covid 19 cross contamination	High	Extractor fans to be running, internal doors open and front door open where security allows.	Low
Cleaning	Covid 19 cross contamination	High	Wear disposable gloves during cleaning operations. Use disposable paper towels for cleaning and dispose of used towels in bin.	Low
Vacuuming	Covid 19 cross contamination	High	Intermittent use of vacuum, Virus not viable after 72 hours , therefore minimal risk of contamination at first use. Disinfect vacuum cleaner and hose after use.	Low
Curtain Replacement	Covid 19 cross contamination	High	Volunteers to wear face masks and disposable gloves or ensure hands sanitised. Social distancing to be maintained where possible.	Low
Painting	Covid 19 cross contamination	High	Volunteers to wear face masks and disposable gloves or ensure hands sanitised. Social distancing to be maintained where possible.	Low
Outside contractors	Covid 19 cross contamination	High	Contractors to provide risk assessment for their work and adhere to Covid 19 government guidelines.	Low