



# Bowmen of Darentford - Covid-19 Archery Risk Assessment for Phase 1B

Venue: Northfleet School for Girls DA11 8AQ

This Risk Assessment has been carried out to establish the control measures required to ensure a Covid-19 safe environment for outdoor archery at our Northfleet venue. It is based on Archery GB's guidelines for a Phase 1 return to archery and complies with the Government's current lockdown restrictions. The control measures prescribed are in addition to those existing for our normal outdoor archery, but take precedence if there is ambiguity.

Since one of the ways in which the virus is spread is by touching contaminated surfaces, all Club equipment has been deemed contaminated (although this is extremely unlikely), and is to be handled only by a designated Field Crew. No other Archers are to touch any Club equipment.

Definition of roles:

The Field Crew comprises a Boss Team of two people and a Key Holder, who also doubles up as the Line Team. One of the Field Crew will also act as the normal Field Captain. The definition of Archer also includes non-shooting adults supervising juniors and carers of the vulnerable as appropriate. A Family Unit refers to those living together in the same household during lockdown.

This Risk Assessment has been revised to Phase 1B status following AGB's approval for shooting double detail by two Archers from different households on the same boss. Use of toilet facilities has also been approved. Changes to the Phase 1 Risk Assessment of 21 May 2020 are shown in red.

The Risk Assessment will be further reviewed as and when AGB (on advice from the Government) declare it safe to move to Phase 2.

## Risk Calculation Matrix (Risk Level = Likelihood + Level of harm)

Likelihood	Level of Harm	Risk Level	Remaining Risk
1 = Unlikely	1 = Slightly harmful	1-2 = Low risk	0-2 = Low or no risk
2 = Possible	2 = Potentially harmful	3-4 = Tolerable risk	3-4 = Tolerable risk
3 = Very likely	3 = Extremely harmful	5-6 = Intolerable risk	5-6 = Intolerable risk

Activity	Hazard	Consequence	Likelihood	Harm Level	Risk Level	Control Measure	Remaining Risk
Target Archery	Normal hazards associated with outdoor target archery	Accidents to archers, visitors & public and damage to venue	1	2	3	All to comply with the safety rules and control measures set out in the existing Risk Assessment for outdoor shooting.	1
Health & Welfare	Archer has Covid-19 symptoms or other infectious disease	Risk of infection to others	1	3	4	Archer and Family members <b>MUST</b> refrain from coming to the Archery Range. Government Guidance must be followed.	1
	Archer has had Covid-19 symptom	Risk of infection to others	1	3	4	Archer <b>MUST</b> refrain from coming to the Archery Range for at least 7 days.	1
	Someone in Archer's Family has Covid-19 symptoms but Archer is well	Risk of infection to others	2	3	5	Archer <b>MUST</b> refrain from coming to the Archery Range for at least 14 days.	1
	Archer has Covid-19 symptoms while shooting	Risk of infection to other Archers and their families	1	3	4	Archer <b>MUST</b> return home immediately and follow Government Guidance. Records Officer to keep a list of who has been to the Archery Range for possible future track & trace investigations	1
	Archer has accident while shooting	Risk of infection while rendering assistance	1	2	3	Those rendering assistance must wear <b>clean</b> gloves and face mask if it is absolutely necessary to get close to injured person.	2
	Cross contamination from use of toilet	Risk of infection to Archer and others	2	3	5	Toilet at CD12 will be open. Archers to clean and sanitise any surfaces touched (including door handles & locks) after use. Cleaning materials will be supplied.	3

Opening up & parking	Cross contamination from opening gates & locks	Risk of infection to Key Holder & School people	1	3	4	Only designated Key Holder to open School gates, Club's Container <b>and toilet</b> . All locks, chains & handles touched to be sanitised. Hands also to be sanitised to prevent contaminating car during operation.	1
	Loss of social distancing when parking	Risk of infection to Archers	2	2	4	Archers to park in the usual place, but keeping distance between cars at least 2m to maintain social distancing.	1
Setting up range	Cross contamination from handling equipment and loss of social distancing	Risk of infection to Field Crew	2	3	5	Only Field Crew allowed to get equipment out of the Container and transport it to the Range. Gloves to be worn throughout, plus face masks when handling bosses as social distancing will be compromised.	2
	Cross contamination when setting up Safety rope & warning signs	Risk of infection to Line Team & Archers	1	2	3	The Line Team to set up the range boundary rope and warning signs as usual, but to use two extra stakes instead of attaching to the goal post. Gloves to be worn. Archers not to touch rope or duck under it, but walk around the outside. Slight risk to public touching rope or signs.	2
	Cross contamination when setting up target list	Risk of infection to Line Team & Archers	1	2	3	The Line Team to set up the target list adjacent to the goal post. Gloves to be worn. Archers not to touch the target list. Slight risk to public.	2
	Cross contamination when setting up Shooting line	Risk of infection to Line Team & Archers	1	1	2	The Line Team to set up the shooting line as usual, and put down lane number plates on alternate shooting spots. Gloves to be worn. Archers not to touch shooting line or number plates.	1
	Cross contamination and loss of social distancing when setting up bosses	Risk of infection to Field Crew	2	3	5	Boss Team to erect bosses on alternate spots as per modified Range Plan, thus giving 8 yards (7.3m) distance between lanes. Gloves and face masks to be worn. Line Team to assist lining up bosses.	1
Target faces & pins	Cross contamination while issuing target faces and pins	Risk of infection to Archers	1	1	2	A Field Crew member will issue Archers with their own target faces and pins on their first session. Field Crew member must sanitise hands before getting the faces & pins from the Container and placing on ground at Archers spots.	1

Target faces & pins cont.	Cross contamination while pinning target faces	Risk of infection to Archers	1	1	2	Archer to pin target face to boss, being careful not to touch boss. Gloves not necessary. <b>Note - if shooting double detail, Archers to agree whose face to use.</b>	1
	Cross contamination while unpinning target faces	Risk of infection to Archers	2	1	3	<b>Archer who supplied the target face</b> to unpin it from the boss, being careful not to touch the boss. Archer to sanitise hands or wear gloves. Archer to take face and pins home and bring back for future sessions.	2

Shooting	Loss of social distancing while shooting	Risk of infection to Archers	3	3	6	<b>Either 1 or 2 Archers from different households or a Family Unit of up to 3 Archers to a boss, shooting alternate details to maintain social distance.</b>	1
	Cross contamination and loss of social distancing when moving bosses	Risk of infection to Field Crew	2	3	5	Only Boss Team to move bosses when changing distance, all other Archers returning to their places behind the shooting line. Gloves and face masks to be worn. Line Team to assist lining up bosses.	1
	Cross contamination while pulling arrows	Risk of infection to Archers	2	3	5	Archers must avoid touching the boss when pulling arrows, only the target face in the normal manner. Gloves may be worn, but are not mandatory. <b>If shooting double detail, the Archer who 'owns' the target face to pull all the arrows, placing the other Archer's arrows under the boss one at a time (arrows not to be held in the hand). Other Archer to stand 2m away. Hands to be sanitised prior to pulling and an arrow puller used.</b>	2
	Cross contamination and loss of social distancing when pulling stuck arrows	Risk of infection to Field Crew	1	2	3	Archers must ask Field Crew to pull a stuck arrow and return to their place behind the shooting line. Field Crew members as needed to pull the arrow, wearing gloves and face masks. After pulling, a Field Crew member to sanitise the arrow and put it point first into the ground at the Archer's spot.	1
	Loss of social distancing while retrieving missed arrows	Risk of infection to Archers	2	2	4	Archers may retrieve their missed arrows if they are visible, but must maintain social distance from other Archers who may be doing the same. Archers must not retrieve or touch another Archers arrows.	1

Shooting cont.	Cross contamination while searching for lost arrows	Risk of infection to Field Crew and Archers	2	2	4	Only the Field Crew to search for lost arrows using metal detectors or rake, all other Archers returning to their places behind the shooting line. Each Field Crew member will be allocated a search device for the session, and must wear gloves. On finding the arrow, the Field Crew member to sanitise it and put it point first into the ground at the Archer's spot.	1
Scoring	Cross contamination from handling score board & pens	Risk of infection to Archer	1	1	2	Archers to bring their own score board, score sheet & pens or record scores on an electronic device. <b>If shooting double detail, Archers to score in turn while the other stands 2m away.</b> Score sheets to be obtained on-line from Records Officer. Honesty required as score cannot be verified or countersigned. Archers to send photo or screenshot of score sheet to Records Officer.	1
	Loss of social distancing when calling judge	Risk of infection to Archer & Field Crew	2	2	4	An Archer may request a Field Crew member to give judgement on a line-cutter. The Archer must move at least 2m away from the boss while judgement is made. The Field Crew member must not touch the arrows or target face.	1
Taking down range & putting equipment away	Cross contamination from handling equipment and loss of social distancing	Risk of infection to Field Crew	2	3	5	Reverse of setting up, only Field Crew allowed to take down equipment and transport it to the Container. Gloves and masks to be worn throughout plus face masks when handling bosses as social distancing will be compromised.	1
	Cross contamination from Archer touching equipment	Risk of infection to Field Crew	1	2	3	An Archer must sanitise hands (or other part of body) if inadvertently touching an item of Club equipment without wearing gloves. Field Crew to sanitise said item of equipment before putting it away.	1
	Cross contamination from handling equipment and loss of social distancing	Risk of infection to Field Crew	2	3	5	Only Field Crew allowed to restore equipment in the Container. Gloves and masks to be worn throughout as social distancing will be compromised. Metal detectors' handles and arm supports to be sanitised.	1

Leaving school	Cross contamination and loss of social distancing when leaving	Risk of infection to Archers	2	2	4	All Archers, excluding Key Holder, to leave school as soon as possible whilst not touching anything and maintaining social distancing.	1
	Cross contamination from closing gates & locks	Risk of infection to Key Holder & School people	1	3	4	Only designated Key Holder to close & lock <b>toilet</b> , Club's Container and School gates. All locks, chains & handles touched to be sanitised. Hands also to be sanitised to prevent contaminating car during operation.	1
Leaving school cont.	Cross contamination from gloves and masks used	Risk of infection to Archers and their families	3	3	6	All gloves and face masks used should be put in bags for transporting home and hands sanitised to prevent contaminating the car. Face masks should be washed in accordance with Government advice, but gloves can be left 'dirty' in the bag ready for the next session.	1

Gordon Childs 7 July 2020