



National Shooting Centre
Bisley Camp
Brookwood
Woking
Surrey
GU24 0PB

F CLASS MEETING 10TH – 13TH SEPTEMBER 2020
COVID-19 RISK ASSESSMENT

This Risk Assessment will be reviewed and revised in light of any material changes to Government Covid-19 guidelines.

Government advice is available at: <https://www.gov.uk/coronavirus>

If you are feeling unwell or have Covid-19 symptoms please do not visit the National Shooting Centre, no matter how mild the symptoms. If you are displaying symptoms yourself you must isolate for 10 days. If you are sharing a household with someone who is displaying symptoms you must isolate for 14 days.

AIM

1. The aim of this Risk Assessment is to identify existing and potential Covid-19 transmission hazards associated with competition range usage at the National Shooting Centre (NSC) and to demonstrate that the appropriate control measures, in accordance with Government guidance, are in place. General mitigation, in all areas will include:

- Social distancing
- Spaced queuing systems
- Frequency and availability of hand washing and surface cleaning
- Enhanced cleaning regimes for shared / common facilities

ACTIVITIES

2. The primary activity is competitive target shooting. This assessment will include competitor's arrival at the NSC processing through reception, operating procedures for scorecards and stats teams, the occupation and use of the ranges by competitors, Range Officers, markers and other support members, as well as NSC facilities.

3. The NSC team will provide support and advice upon the revised procedures and social distancing throughout.



HAZARDS

4. A summary of the major hazards:

Ref	Hazard	RA
1	Direct transmission of COVID-19 via inhalation of virus	
2	Indirect transmission of COVID-19 via direct contact	
3	Indirect transmission of COVID-19 via contaminated surfaces	

PERSONS AT RISK

5. This Risk Assessment focuses upon the risk to range users. NSC staff have been assessed separately however interface between staff and shooters will be covered in both assessments.

RISK MATRIX

6. The risk matrix defines the level of risk by considering probability or likelihood against severity.

Likelihood		Risk Matrix		
Common/Regular/Frequent	3	Medium 3	High 6	High 9
Occasional	2	Low 2	Medium 4	High 6
Rare/Improbable	1	Low 1	Low 2	Medium 3
SEVERITY		1	2	3
		Minor Injury or Illness	Serious Injury or Illness	Fatality Major Injury/Illness

Peter Cottrell

PA Cottrell
Match Director



Hazard Ref	Risk Associated with the Hazard	Existing Control Measures	Risk Rating	Add Control	Review Freq
1.0	Direct transmission: General	<ul style="list-style-type: none"> - Staff, competitors, volunteers and members of the public are instructed not to come to the NSC if they are displaying symptoms or sharing a household with someone who is displaying symptoms - Signage will be in place around the site advising of social distancing guidelines, recognised symptoms, and what to do if you start displaying symptoms 	2 x 2 Medium	Protocols in public domain F Class Covid-Secure Procedures	
1.1	Direct transmission: When entering a Competition	<ul style="list-style-type: none"> - Entries where possible should be made online, where this is not possible, paper forms can be submitted - Staff are encouraged to wash their hands frequently - Hand sanitiser and cleaning wipes are provided in all staff areas - Payment should be made online or over the phone in advance of the competition 	1 x 2 Low	N	
1.2	Direct transmission: In NRA Reception	<ul style="list-style-type: none"> - Perspex screening has been installed along the reception area in NRA reception - Social distancing must be observed at all times, by all personnel, in line with Government guidelines. Face coverings are recommended - A queuing system will be in place for entry into the NRA Reception, with signs detailing latest social distancing guidance - The main entrance door is to be kept open where possible to avoid contact points 	2 x 2 Medium	Social distancing protocols and relevant signage	
1.3	Direct transmission: On the range	<ul style="list-style-type: none"> - Competitors will be limited to 2 per target with positions marked to ensure adherence to social distancing - Competitors are advised to arrive and leave the firing point promptly for their detail timings, and adhere to social distancing when they are off the firing point - If a competitor requires assistance from the Range Officer, they must secure their firearm and raise their hand – no shouting is permitted - Competitors will be responsible for declaring their firearm is cleared when arriving and leaving the firing point. The bolt must be removed in both instances, and or a breech flag inserted, and must be witnessed by their shooting partner in accordance with Covid-Secure Procedures - Range Officers will be supplied with PPE including face masks and gloves, in the instance they need to close within 1m of a competitor - Markers will carry out their roles in line with the current Range Office risk assessment - Spectators are to adhere to social distancing, and are recommended to wear face coverings 	2 x 2 Medium	F Class Covid-Secure Procedures	
1.4	Direct transmission: Public facilities	<ul style="list-style-type: none"> - Prizelists will be spaced to allow for social distancing - Social distancing signs will be in place around the prizelist boards - Competitors will be advised to view prizelists online 	2 x 2 Medium	Protocols in public domain	



Hazard Ref	Risk Associated with the Hazard	Existing Control Measures	Risk Rating	Add Control	Review Freq
		<ul style="list-style-type: none"> - The Pavilion and Clays Cafés will open in line with Government advice; see their COVID-19 risk assessment for full procedures - NRA accommodation, ablutions and toilet facilities will be subject to enhance cleaning regimes in line with Government advice; see their COVID-19 risk assessment for full procedures - The Range Office will open in line with Government advice; see their COVID-19 risk assessment for full procedures - Prizegiving: <ul style="list-style-type: none"> o Those in receipt of an award will come forward and collect their prize from a table to adhere to social distancing o No handshakes will be observed o Trophy receipts will be prepared in advance o All awards will be handled with appropriate PPE o Seating will be spaced according to social distancing guidelines 			
1.5	Direct transmission: Stats	<ul style="list-style-type: none"> - Stats staff will adhere to social distancing; PPE will be used when handling score cards - Computers will be spaced to allow for social distancing and will be allocated to individual members of the stats team - Challenges are to be made via email where possible, or exceptionally via the window to the stats room at the back of the Main NRA building - No one other than stats and NRA staff are permitted to enter the stats room 	2 x 2 Low	Social distancing protocols and relevant signage	
2.0	Indirect transmission via surfaces	<ul style="list-style-type: none"> - Touch points will be reduced where possible, whilst adhering to health and safety at work policies - Known touch points will be identified and will have enhanced cleaning regimes - On receipt of a paper entry form staff will adhere to government advice as to how long to leave paper for before processing - Staff will use suitable PPE when handling paper forms - Cheque payments are permitted, but staff will adhere to government advice as to how long to leave paper for before processing - Staff will have access to hand sanitiser when handling competitor entry packs - Staff will clean PDQ surfaces frequently with alcohol wipes - Where payment cannot be made online or in advance of arrival, contactless card payments up to £45, or contactless Apple Pay with no spending limit can be made in the NRA Reception - Cash payment will not be accepted - Portable hand sanitising stations will be present on each range as well as in public areas - New scorecards have been designed so competitors are not required to swap cards to counter sign 	2 x 2 Medium	<p>Protocols in public domain</p> <p>F Class Covid-Secure Procedures</p>	



Hazard Ref	Risk Associated with the Hazard	Existing Control Measures	Risk Rating	Add Control	Review Freq
		<ul style="list-style-type: none"> - A pen will be provided in each competitor pack to use for their own scorecards - Competitors are not allowed to share a firearm or equipment with anyone other than those in their household - Competitors must deposit their own scorecard in the dropbox located on each butt - The person collecting the scorecard dropboxes will be supplied with suitable PPE - Stats will be provided with suitable PPE to carry out their roles within the NRA Stats Trailer / Meeting room - Any scorecards with obvious bodily fluids e.g. blood stains will be sanitised, then quarantined in a secure part of the stats processing area, and will only be processed by a member of stats with suitable PPE - Radios will be issued in line with current Range Office procedures - Only the CRO will have control of the tannoy system. Microphone to be supplied in line with current Range Office procedures - Markers will carry out their roles in line with the current Range Office risk assessment 			
3.0	Indirect transmission via communal areas	<ul style="list-style-type: none"> - Touch points will be reduced where possible, whilst adhering to health and safety at work policies - Known touch points will be identified and will have enhanced cleaning regimes - Signage will be provided in communal areas with advice on social distancing guidelines, and to encourage frequent and thorough handwashing - Public seating areas will be assessed, and measures will be stated in the National Shooting Centre risk assessment - All opened toilet and washroom facilities will have enhanced cleaning regimes in place - The Range Office and NRA Armoury will operate as per the published risk assessment 	1 x 2 Low	Protocols in public domain	

Date:	3 August 2020	Review Date:	1 September 2020
Name:	Peter Cottrell	Name:	
Rank/Grade:	Match Director	Rank/Grade:	
Signature:		Signature:	