National Shooting Centre Limited

Bisley Camp

Brookwood

Woking

Surrey

GU24 0PB

**COVID 19 – INCREMENTAL OPENING SHOOTERS RISK ASSESSMENT**

**INITIAL OPENING OF THE NATIONAL SHOOTING CENTRE – 18 May 2020**

**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 7 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 infection hazards associated with routine range hire and usage at the National Shooting Centre 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
* Frequent of hand washing and surface cleaning
* Working in small teams
* Avoid working face to face

**ACTIVITIES**

1. The primary activity is non competitive target shooting. This assessment will include members’ arrival at the National Shooting Centre processing through reception, the occupation and use of the ranges.
2. A reduced NSC team will provide support and advice upon the revised procedures and social distancing throughout.

RW Wells

Head of Range Services

National Shooting Centre Limited

HAZARDS

1. A summary of the major hazards:

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| **Ref** | **Hazard** | **RA** |
| 1 | Cross infection members of staff/customers. |  |
| 2 | Infection from other range users |  |
| 3 | Infection from other persons/general public on site |  |
| 4 | Infection from hired equipment and firearms stored within the NSC armoury |  |
| 5 | Infection from communications equipment |  |
| 6 | Infection from communal areas |  |

**PERSONS AT RISK**

1. 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**

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

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| --- | --- | --- | --- | --- |
| **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**  **Minor Injury or Illness** | **2**  **Serious Injury or Illness** | **3**  **Fatality Major Injury/Illness** |

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| --- | --- | --- | --- | --- | --- |
| **Hazard Ref** | **Risk Associated with the Hazard** | **Existing Control Measures** | **Risk Rating** | **Add Control** | **Review Freq** |
| 1 | Cross infection members of staff/customers | * Staff are instructed not to come to work if they are displaying symptoms or sharing a household with someone who is displaying symptoms   **Bookings, Ammunition Purchase and Firearm Withdrawal**  - Range bookings will only be accepted on line.  - All range use must be pre-booked and pre-paid.  - Range bookings will be by the hour for a single shooter on electronic targetry  - Club bookings will only be accepted for a restricted, and declared, number of shooters.  - Ammunition must be pre-booked and pre-paid.  - During peak hours ammunition will only be sold on Home Office Approved Club membership cards and not entered on FACs.  - Purchased ammunition that requires entry on FACs must be prearranged.  - The withdrawal of personal firearms stored within the NSC armoury must be pre-booked and will be made available on arrival.  - Hire firearms will not be available during this period.  **Arrival and Reception**   * Social distancing must be observed at all times, by all personnel. As per Government guidelines. * A traffic system will be in place preventing vehicles from transiting or parking outside of the range office. * An armoury queueing system will be in place to facilitate social distancing * Shooters will “sign on” to the range on the range * Range allocation details will be displayed on the range. * Personal Radios will not be issued. * Purchased ammunition will be available outside of the range office. * All personal firearms issued from the armoury will be boxed/sleeved and handled by staff wearing protective gloves. | 2 x 2 Medium | Protocols and procedures |  |
| 2 | Infection from other range users | * Club bookings will only be accepted for a restricted, and declared, number of shooters. * Distances that can be shot simultaneously will be restricted * All bookings will be by the hour for a single shooter on electronic targets. * Spectators will not be permitted on the range. * The next shooter should not report more than 15mins prior to their allocated time * The next shooter should wait and prepare in the allocated area. * The changeover on the firing point must be coordinated by users. * Equipment is not to be shared between shooters. * Range and target preparation is carried out prior to the commencement and after cessation of shooting. * The requirement for staff to converse with range users is minimal, if necessary there is sufficient space to maintain social distancing. * All necessary range work that cannot wait until the end of the day should be completed during the lunch break. * All PPE is to be disposed of in the receptacles provided and will be sealed by NSC staff. | 1 x 2 Low | N |  |
| 3 | Infection from other persons/general public on site | * Members of the public will not be permitted to loiter in the area of the range office. * Spectators will not be permitted on the range * Shooters will be advised not to deal with members of the public. * NSC staff will discourage members of the public from entering the range office and traversing the ranges. * Where necessary Shooters should request NSC staff to deal with members of the public. | 1 x 2 Low |  |  |
| 4 | Infection from hired equipment and firearms stored within the NSC armoury | * Shooters will not be permitted to travel in NSC vehicles. * NSC staff will wear protective gloves when handling firearms or equipment that is to be handed to a shooter. * NSC staff will wipe down equipment that is to be issued to shooters. * NSC staff will wipe down Target monitors/controllers/tablets/shooting mats at the beginning and end of each day. * Shooters are to wipe down Target monitors/controllers /tablets/shooting mats at the beginning and end of each session. * In the event of a fault on target equipment the shooter is to report the fault and retire from the equipment whilst it is repaired/adjusted. * In the event of a firearm fault/malfunction the firearm is to be made as safe as possible laid flat pointing at the target and the armourer tasked. The firearm is not to be left on a bipod. * Shooters are not to drive personal vehicles onto the range floor without prior permission. | 2x2 Medium |  |  |
| 4 | Infection from vehicles and equipment. | - Shooters are not permitted to travel in NSC vehicles  - NSC tools and equipment are not to be loaned to shooters | 1 x 2 Low |  |  |
| 5 | Infection from communications equipment | * NSC staff will be present on the range to negate the requirement for personal radios. * Where necessary a personal radio will be issued inside a ziplock bag and reserved for use by the individual * Personal radios will be wiped down as the bags are renewed * Shooters are not permitted to use Range office telephones. | 1 x 2 Low |  | N |
| 6 | Infection from communal areas | * Shooters will not be permitted to gather in communal areas. * If refreshments are provided it will be restricted to a take-away service | 1 x 2 Low |  | N |

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| **Date:** | 18 May 2020 | **Review Date:** | 19 June 2020 |
| **Name:** | R Wells | **Name:** |  |
| **Rank/Grade:** | Head of Range Services | **Rank/Grade:** |  |
| **Signature:** |  | **Signature:** |  |