

Kendal Bowmen indoor shooting rules to ensure Covid secure operation

These rules are what Archery GB and government require us to do so that we are allowed to shoot, are insured and in some cases are legal, as such they must be adhered to.

Please note archers **MUST NOT** congregate in groups of more than six at any time before or after shooting. Please don't come to archery if you have any symptoms of Covid-19 and notify us if you develop symptoms within 2 weeks of your attendance at the club.

Before shooting

All archers should pre-book using the booking system, this is to stop overcrowding and to support test and trace.

If you turn up without booking and there is no space you will not be allowed into the hall and will have to go home.

If possible try to come with your equipment already set up and ready to shoot. The kitchen will not be open for set up. If you need to set up in the hall you will be directed to to one side of the hall so that social distancing and the rule of six can be maintained.

Archers should try to arrive on time, if they arrive late they must wait in the porch until there is an opportunity to join a detail safely (see figure)

No one should come to the hall unless they are shooting or a field captain. If they do they must stay outside the hall.

Due to space limitations and the rule of six we can only have one, 2 person household per detail and they must book the outside targets (ie 1, 6, 5 or 10).

To ensure archers aren't facing each other left handed archers should book from the left side of the hall and right handed archers from the right side (see drawing for target numbers)

Target faces will be put up by one person and then sprayed with disinfectant at the start of each evening's shooting.

At all times

Archers must wear face coverings at all times when they are not actually on the shooting line, unless they are medically exempt.

2m social distancing must be adhered to at all times

Archers should avoid touching surfaces within the hall as much as possible and should only touch their own target faces.

The doors to the hall will be left open to provide a free flow of air (if allowed by the hall).

Shooting

Archers must stay in their own section of the shooting line. There will be screens between archers on the shooting line to support social distancing.

There will be two details, so there will only be 5 archers on the shooting line at one time (or six if there is a two person household).

Archers are encouraged to bring their own bow stands, the club bow stand will not be available for use.

Each archer will shoot at a three spot target face. There isn't space for larger targets.

Ends will consist of six arrows to enable more ends to be shot per evening.

Collection of arrows (see drawing in other document).

When detail A has finished shooting they will go up to the stage to collect their arrows, maintaining 2m distancing.

The archers will go onto the stage in the order target 5, target 3, target 1. They will collect their arrows and exit stage right through the office and into the corridor. The archers on target 4 and target 2 will then go onto the stage and collect their arrows and follow off the stage to the right.

While detail A is collecting arrows, detail B will proceed out of the corridor to the shooting line, ready to shoot.

Once detail A has collected they will wait in the corridor maintaining 2m distancing until detail B has shot.

Detail B shoots and goes to collect their arrows. target 10, 8 and 6 will collect and then exit stage right, then target 9 and target 7 will go onto the stage to collect.

Archers are advised to sanitise their hands after collecting arrows.

Management

There will be two field captains, a named archer from detail B will act as the field captain for detail A while detail A is shooting.

Then a named archer from detail A will act as the field captain for detail B.

Shooting fees

There will be an option to pay a block of fees (for example 5 or 10 sessions) by cheque.

If possible archers to bring the correct money, the money. The book will be managed by one person who will sign people in, and get out change if necessary.

Archers are strongly encouraged to use hand sanitiser after handling money (sanitiser will be available in the hall but you may wish to bring your own).

Any deviation from the archers expected by the booking system will be noted in the book, the field captain is responsible for noting any changes.

Risk Assessment (produced by AGB adjusted for local circumstances)

Risk Classification							The risk of this Range is assessed as...
Note: Risk = Likelihood x Severity		Severity					
Likelihood		1	2	3	4		
		4	4	8	12	16	2.57
		3	3	6	9	12	
		2	2	4	6	8	
		1	1	2	3	4	

Target Centres	Hazards	Consequent	Who is at risk	Severity	Likelihood	Risk	Control Measure	Risk with Control Measure
2 Metre Target Centres	"Actions" and "Omissions of actions" are the responsibility of the Archery Club / Provider once inside the Archery Range.	Risk of Infection	Archers and Premises Staff	3	4	12	Safe Systems adopted by the Archery Provider MUST be managed at all times. Club volunteers must be given authority to advise / guide archers to enable safe systems to work.	4
2 Metre Target Centres	Symptomatic The Archer has Symptoms of Covid-19 or other infectious disease	Risk of Infection to other people	All	3	4	12	Archers or Family members of the Archer MUST refrain from coming to the Archery Range. Government Guidance Must be Followed	4
2 Metre Target Centres	Someone in my family is symptomatic with Covid-19 but I am well.	Infection to other people	All	3	4	12	Archer MUST refrain from coming to the Archery Range and Facilities for at least 14 Days.	1
2 Metre Target Centres	Becoming ill whilst on the Archery Range.	Infection may be passed to another Archer and their families etc	All	3	3	9	Should you become ill whilst you are at the Archery Range, you MUST inform someone that you do so and immediately leave the Range and go home. Please arrange urgent support should you find yourself seriously sick whilst you are at the range.	4
2 Metre Target Centres	Personnel responsible for safety of the Archery Range must ensure that systems operated by the premises provider are within Government Guidelines.	Risk of Infection	Archers and Premises Staff	3	3	9	Liaison with Premises provider is essential for the control measures to be agreed. Government guidance and local guidance must be adhered to at all times.	6
2 Metre Target Centres	I have had symptoms of Covid-19	Risk of Infection to other people	All	3	3	9	Archer MUST refrain from coming to the Archery Range and Facilities for at least 7 Days.	1
2 Metre Target Centres	Additional Range Management Issues are Present	Risk of Infection to other people	All	2	3	6	A Range Captain MUST be appointed prior to each Archery Session and carry this as a single duty. (Range Captains must manage the Range at ALL TIMES - i.e. they do not shoot or have additional duties)	3
2 Metre Target Centres	Archers shooting in close proximity to each other.	Cross Contamination	Archers	2	3	6	Use of shielding stands between Archers to a height of 1.83m	4
2 Metre Target Centres	To Avoid unnecessary viral contact avoid horizontal surfaces at all times.	Risk of Infection	All	2	3	6	To Avoid unnecessary viral contact avoid horizontal surfaces at all times.	4
2 Metre Target Centres	Cross Contamination between bosses	Risk of Infection to other people	Archers	3	2	6	Arrow collection will be managed in staggered groups to ensure 2m metre distancing during collection. Management of Archers will need to be Controlled.	4
2 Metre Target Centres	Cross Contamination from Café, Club	Risk of Infection to other people	All	2	3	6	Club House, Café and Toilet Facilities are out of bounds. Toilet Facilities may be used in emergencies only. However the person using the toilet MUST disinfect the facility, their hands and	3
2 Metre Target Centres	Access and Egress to and from the Archery Range will need to be agreed by the Premises Provider and the Archery Club, prior to the activities of Archery taking place.	Risk of Infection	Archers and Premises Staff	2	2	4	Liaison with Premises provider is essential for the control measures to be agreed. Government guidance and local guidance must be adhered to at all times.	2
2 Metre Target Centres	Advance Booking Systems MUST be Operated.	Overcrowding and Cross Contamination	Archers and Premises Staff	2	2	4	To avoid overcrowding a booking system must be provided by the Archery Provider.	2
2 Metre Target Centres	Entrance and Exit Doors to the Archery Range doors MUST be left open whilst Range is in use - to provide through flow of air.	Confined Spaces and Overcrowding	Archers and Premises Staff	2	2	4	Endeavour to work with your Premises provider. Ensure that leaving doorways open does not cause other issues, such as spectators walking on to Range.	2
2 Metre Target Centres	Where possible operate a one way system to enable Archers to move freely around the space.	Confined Spaces and Overcrowding	Archers and Premises Staff	2	2	4	A one way system will be provided for arrow collection and swapping of details.	3
2 Metre Target Centres	Use of signage to support use of space.	Confined Spaces and Overcrowding	Archers and Premises Staff	2	2	4	Endeavour to work with your Premises provider. Clear signage will prevent unauthorised access to the Range and create clear pathways.	2
2 Metre Target Centres	Personal Archery Equipment should, where possible, be assembled away from the archery range.	Overcrowding and Cross Contamination	Archers and Premises Staff	2	2	4	Archers should be encouraged to set up their equipment away from the Range; bring set up, or partially set up equipment on to the Range in a safe manner.	2
2 Metre Target Centres	Range hazard zones (high touch areas).	Cross Contamination	Archers and Premises Staff	2	2	4	Bosses should be sprayed down with disinfectant spray between sessions.	2
2 Metre Target Centres	The use of Face Coverings must be adopted prior to and immediately following shooting the bow.	Overcrowding and Cross Contamination	Archers and Premises Staff	2	2	4	Government guidelines must be followed. To prevent the possible spread of the virus from an unsuspectingly infected person, the use of face coverings must be adopted. Psychological, and medical reasons may prevent the use of Face Coverings and sufficient provision of support must be adopted in these cases.	2
2 Metre Target Centres	Too many people on the shooting line.	Overcrowding and Cross Contamination	Archers	2	2	4	Maximum of Two archers per Boss from same household or social bubble. (only applicable to targets 1, 2, 5, 10) The distance between Archers will need to be Controlled. Maximum of One Archer to collect all Arrows between ends.	3

2 Metre Target Centres	Eating and Drinking on the Archery Range should be avoided at all times. However, if Archers wish to bring drinking bottles and flasks, these should be sealable / non-spill design. Archers should avoid the sharing of bottles and flasks.	Risk of Infection to other people	All	2	2	4	Eating and Drinking on the Archery Range should be avoided at all times. However, if Archers wish to bring drinking bottles and flasks, these should be sealable / non-spill design. Archers should avoid the sharing of bottles and flasks.	2
2 Metre Target Centres	Cross contamination from Faces and Target Pins	Risk of Infection to other people	All	2	2	4	Target faces will be set up by one person wearing gloves at the beginning of the evening. 1 target face per archer. After faces are put up they will be sprayed with disinfectant before shooting commences. This is safer than trying to manage archers placing faces on the bosses themselves, as it would be hard to manage correct placement of faces.	1
2 Metre Target Centres	The normal hazards of Archery	Body injury	Archers and Spectators	2	2	4	The Normal Rules of Shooting will be applied.	2
2 Metre Target Centres	Own Target Faces to be used.	Infection to other people	All	2	2	4	JVD or other Pinch & Pull Target Pins to be used.	2
2 Metre Target Centres	Own Target Faces to be used.	Infection to other people	All	2	2	4	Own equipment to be used.	2
2 Metre Target Centres	Own Target Faces to be used.	Infection to other people	All	2	2	4	Do not Share Equipment	2
2 Metre Target Centres	Own Target Faces to be used.	Infection to other people	All	2	2	4	Adherence with this Risk Assessment.	2
2 Metre Target Centres	Own Target Faces to be used.	Risk of Infection to other people	All	2	2	4	Target faces will be set up by one person wearing gloves at the beginning of the evening. 1 target face per archer. After faces are put up they will be sprayed with disinfectant before shooting commences. This is safer than trying to manage archers placing faces on the bosses themselves as it would be hard to manage correct placement of faces to support social distancing.	2
2 Metre Target Centres	Moving bosses	Body injury, muscle strain, splinters, Cross Contamination.	All	2	2	4	Face Coverings, Working or Cloth gloves are to be utilised when moving bosses. Gloves help prevent splinter penetration and support reduction in cross contamination. Once bosses are initially set up not set up is required each evening.	2
2 Metre Target Centres	Equipment left behind by Archers who have left the Range	Cross contamination from Target Pins and Faces.	All	2	2	4	Target faces to be removed by one person at the end of the evening, wearing gloves.	2

Risk Classification and Action

Designation	Classification	Action
5 to 16	Unacceptable	This situation is not tolerable. Shooting shall not start or be continued until the risk has been reduced.
3 to 4	Tolerable	Shooting can continue as long as all control measures are in place and observed - Measures will need to Monitored, Managed and Controlled.
1 to 2	Low	Little or no risk - Measures will need to Monitored and Controlled.