

Risk No	Area	Issue	Risk Cat	Risk	Actions	What's required	Status	Who
1	0. General Attendance	Numbers	Both Transfer and Distancing	More people attend than can safely distance	An online calendar system through Dropbox is being tested. The system is to be trialed by the Booking Controller in charge of each Shooting Discipline.	Booking System to record a members specific allotted Shooting Session so as to prevent over attendance. To be administered by the Booking Controller in charge of each Shooting Discipline.	Ongoing	L. Asquith D. Fell E. Parkes R. Rickard
2	0. General Attendance	New members	Both Transfer and Distancing	New members may see the Club is operational and attempt to visit.	RO to be given guidance as to how to respond, essentially refer them to the Club Website.	RO Guidelines Document.	Completed	D. Neal
3	0. General Attendance	New members	Both Transfer and Distancing	New members may see the Club is operational and attempt to visit.	Update Website informing visitors to the Website that the Club is not taking on any new members at this time. As this guidance is altered we can, perhaps, move to a booking system for accepting new Probationary Membership applications.	Website Update.	Completed	L. Asquith
4	0. General Attendance	PPE	Both Transfer and Distancing	Members may ask about PPE requirements	Advise members that they need to provide their own PPE Face Coverings, unless medically exempt. PPE Gloves will be optional. This depends on actual guidelines but..... If 2m distancing required indoor then we need to say it's mandatory in the Club Room or whilst not shooting If 1m distancing required indoor then may say it is optional (unless we want to override that and make it mandatory). If members have not brought their PPE then they may purchase it from the RO at a nominal cost.	Re-Opening Communications to members.	Completed	D. Neal
5	0. General Attendance	Signage	Both Transfer and Distancing	Members may enter the premises and not adhere to the distancing and transfer rules.	Relevant Signage to be placed around the Range to inform members about Hand Sanitising, distancing and the wearing of PPE.	Warning/Advice Posters to be printed, laminated, and put up around the Range.	Completed	D. Neal
6	0. General Attendance	Hygiene	Transfer	People may be ill and transfer the virus	Health Declaration Form to be posted/e-mailed to all members who have expressed a desire to visit the Range for shooting purposes. The form is to be completed and the member is required to hand it to the RO on their first visit.	Health Declaration Form to be created.	Completed	D. Neal
7	0. General Attendance	Ill members	Transfer	People may be ill and transfer the virus	RO to take members Temperature with a Infrared Thermometer and only let in those who do not display a High Temperature. A reading in the Green Band will be deemed acceptable for entry and readings in the Amber or Red bands deemed not acceptable for entry.	Purchase of suitable Infrared Thermometer.	Completed	D. Neal
8	0. General Attendance	Ill members	Transfer	People may be ill and transfer the virus	Daily Range Log to record members attendance during Shooting Sessions and verified by a booking system. If a member becomes ill and they have visited the Club in the 10 days before symptoms started they must contact the Secretary (Secretary will inform other members who attended on the same nights without disclosing the name of the ill person).	Creation of a Range Shooting Log to record attendance details of members for individual Shooting Sessions.	Completed	M. Clay
9	0. General Attendance	At Risk Members	Both Transfer and Distancing	Members in 'At Risk' groups may attend	Members reminded to follow government guidance, re-shielding	Re-Opening Communications to members.	Completed	D. Neal
10	0. General Attendance	Hygiene	Transfer	Range cleansing needs to take place regularly to aid hygiene and to build confidence	Per session cleaning from, plus deep clean prior to, opening (do we also want Range deep clean)? RO is to sanitise RO Desk and Worktops before and after use. All worktops to be cleared of books etc. and shooting members are to be requested to assemble their firearms on the Firing Points and not to use the RO Desk or Worktops in the Prone Area/Lobby. Cleaning/Covering of Firing Point Tables and Target Holders etc. to be undertaken by RO.	Purchase of suitable PPE and Cleansing Products.	Completed	D. Neal
11	0. General Attendance	Hygiene	Transfer	Consumption of food and drinks within the Club	There is to be no consumption of food or drinks on Rifle Club premises.	Poster to be created and displayed in Main Club Room.	Completed	D. Neal
12	0. General Attendance	Hygiene	Storage	Storage in the Club Room/Lobby	With the exception of the RO desk and the Hand Sanitising area, there is to be no storage on worktops and tables in the Main Club Room/Lobby. Members are requested to leave top coats in their cars and not use the coathangers in the Club Room Lobby if at all possible. If hangers are used then avoid clothing to clothing contact. All Shooting Equipment to be carried on to the Firing Points.	Re-Opening Communications to members.	Completed	D. Neal
13	1. Entrance	Main Entrance Door (glass)	Transfer	Touching Main Entrance Door Handle and External Swipe Card Reader	If attendance is outside of Silhillians Sports Club opening hours then RO needs to use Swipe Card to access Main Entrance Door. There is no risk involved in doing this as the Swipe Card does not need to make contact with the reader. If the Main Entrance Door is not already open the door will have to be opened by the member. The Rifle Club has no control over the people handling this door and so contamination may occur which may be transferred into the Range. Hand Sanitising is required when entering the Range.	Re-Opening Communications to members.	Completed	D. Neal

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14	1. Entrance	Range Front Door	Transfer	RO opening up the Range	RO will need to unlock the Range Front Door and push it open to gain entrance and silence the alarm. Then, before doing anything else, the RO should apply PPE Face Coverings, unless medically exempt, and PPE Gloves (optional although advisable for RO's due to continued use of Sanitiser/ Sanitising Materials throughout the session) and apply Sanitiser Gel from the Sanitiser Station. The RO is required to wear their PPE for the duration of the Shooting Session when in the proximity of members or Parents/Guardians.	RO Guidelines Document.	Completed	D. Neal
15	1. Entrance	Hygiene	General	RO opening up Range	If possible, the RO/FLS should check that their own temperature is below 37.3°C at home 1 hour before leaving for the Range. If this is not possible, then once the Range has been opened, the RO/FLS should self check their own temperature by using the Infrared Thermometer. If a high temperature (outside of the Green Band on the Infrared Thermometer - 34.0 to 37.2°C) is recorded, the RO should make sure that they have Sanitised everything that they have touched, including the Door Furniture, Alarm Keypad, Light Switch, Sanitiser Gel Plunger and Thermometer, before shutting up the Range. The RO should then contact the members of the Shooting Session they are about to run together with the Booking Controller for the relative discipline. The Shooting Session should then be cancelled and the Range closed. The RO/FLS should then seek medical advice from the NHS (by contacting the NHS via their Website or, if they have no access to the Internet, by calling 119 for the Covid-19 Testing Service).	Purchase of suitable Infrared Thermometer.	Completed	D. Neal
16	1. Entrance	Range Front Door	Transfer	Touching Bell Push	Contact is unavoidable but members could operate the Bell Push with a knuckle if possible then wait for the RO to unlock the door for them. They can then push open the Range Front Door and enter.	Re-Opening Communications to members.	Completed	D. Neal
17	1. Entrance	Range Front Door	Distancing	RO coming to Range Front Door to open it	On hearing the buzzer the RO should check who has arrived via the Outside Camera and if the person is identified as a member booked to shoot the RO should go to the Range Front Door, unlock and open it. The RO should then take the temperature of the member using the Infrared Thermometer. Upon getting a satisfactory temperature (Green Band) the RO should then retreat to the Main Club Room area and signal to the member to allow them to enter. Once possible the RO should re-lock the Range Front Door. RO to check that member is wearing the appropriate PPE. If not they can issue the Required Equipment and record the sale on the Range Log.	Purchase of PPE Gloves (medium) Gloves (Large) Face Coverings.	Completed	D. Neal
18	1. Entrance	Range Front Door	Transfer	Members may record a high temperature.	If the member records a high temperature (outside of the Green Band on the Infrared Thermometer) the member should be advised of the situation and told to seek medical advice from the NHS (by contacting the NHS via their Website or, if they have no access to the Internet, by calling 119 for the Covid-19 Testing Service). Entry should be declined.	RO Guidelines Document.	Completed	D. Neal
19	2. Club Room Lobby	Hand Cleansing	Transfer	Members may enter the premises without hand cleansing.	Sanitising Gel will be available opposite the Range Front Door and in the Prone Firing Point area.	Purchase of 2x5l of Hand Sanitising Gel.	Completed	D. Neal
20	2. Club Room Lobby	Traffic in Club	Distancing	Distancing may not be achievable.	Once the Sanitising Station has been used members should either move into the Main Club Room area or, ideally, onto the Firing Point applicable to the Shooting Session whilst observing the Social Distancing requirements.	Re-Opening Communications to members.	Completed	D. Neal
21	2. Club Room Lobby	Sport Rifle Assembly Jigs	Transfer	The jigs have carpet/foam supports and can not easily be cleansed	The Assembly Jigs are to be stored under the Worktop in the Club Room Lobby. If at all possible they should not be used and any Rifle Assembly/Cleansing undertaken at home before and after visiting the Range.	Re-Opening Communications to members.	Completed	D. Neal
22	2. Club Room Lobby	Swing Bin	Transfer	Small and not easily cleansed	Move out of Lobby and store. Replace with conventional plastic Refuse Bin and Bin Liners. Position in Prone Firing Point area. Liners to be tied up and discarded in yellow skip by the RO at the end of each Shooting Session.	Purchase of Refuse Bin and 70 litre Bin Liners.	Completed	D. Neal L. Asquith
23	2. Club Room Lobby	Fire Extinguisher Station	Transfer	Handling of Equipment may lead to contamination	The Fire Extinguishers are a vital Safety Item and cannot be removed. With the exception of their use for Fire Fighting purposes they should not be handled but cleaned by the RO as part of the cleansing process.	RO Guidelines Document.	Completed	D. Neal
24	3. Club Room Main	Range Access	Distancing	Members entering the Prone Area may not be able to adequately distance themselves from the RO	The RO's must position their seat as far left of the desk as possible	Re-Opening Communications to members.	Completed	D. Neal
25	3. Club Room Main	RO Desk	Both Transfer and Distancing	Members may not be able to satisfactorily distance whilst moving around the Club Room.	Chairs and Magazine Tables to be stacked up by the wall opposite the RO Desk. This will both dissuade the sitting down in the Main Club Room and provide the maximum space for Social Distancing purposes. If a Junior member attends with Parent/Guardian the Parent/Guardian will be offered the use of a Black Steel Chair for the duration of the Shooting Session. The chair will be suitably cleansed and positioned. A maximum of 3 of these chairs can be sited in the Main Club Room socially distanced.	All items to be re-sited.	Completed	D. Neal J. Rickard R. Rickard

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26	3. Club Room Main	Access of Club Equipment	Both Transfer and Distancing	Handling of Equipment may lead to contamination	RO to access and make available on the Firing Point at the beginning of the Shooting Session.	RO Guidelines Document.	Completed	D. Neal
27	4. RO Desk	Hand Cleansing	Transfer	RO and members have to exchange items	Although PPE Gloves (advisory) can be worn they will not protect from transfer. Sanitiser should be applied by both parties during the Shooting Session.	Hand Sanitiser to be available.	Completed	D. Neal
28	4. RO Desk	Procedures	General	New procedures unavoidable for RO's. Not able to closely supervise.	Need to document procedures for all four Shooting Disciplines and make laminated copies available on the RO Desk.	RO Guidelines Document.	Completed	D. Neal
29	4. RO Desk	Issuing of Club Equipment.	Both Transfer and Distancing	Passing Equipment to and from the members and subsequent use of recently handled items.	No equipment to be loaned between members. To include Rifles, Pistols, Clothing, Slings, Benchrest Supports etc. Will become a problem during the Shooting Session.  If possible Club Equipment should not be used. Where unavoidable in the case of Rifles, Pistols, Spotting Scopes and Shooting Benches the RO should set these in place ahead of the Shooting Session and suitably Sanitise them. Members adjusting the Support Bar on Air Pistol/LSR tables should do so after having Sanitised their hands.	TBC as guidance unfolds and information is gained from practice.	Ongoing	D. Neal
30	4. RO Desk	Issuing of Club Equipment.	Both Transfer and Distancing	Sanitising of Rifles, Pistols and Spotting Scopes could cause permanent damage to them	Need to establish whether there is an appropriate cleaning method for Rifles, Pistols and Spotting Scopes - can't really spray them, anti bac wipes are not suitable for viruses, antiviral wipes or detergent solution could be used if applied to the wipe first, but difficult to know it has been properly cleaned, bleaches etc may damage appearance of any woodwork.  Water based cleansers may give rise to rusting problems.  Clothing will be more difficult.	Hand Sanitiser to be readily available.  TBC as guidance unfolds more prudent information may be gained or learnt from practice.	Ongoing	D. Neal
31	4. RO Desk	Issuing of Ammunition	Both Transfer and Distancing	Ammunition will need to be passed to and from RO and member	Unavoidable - RO and member to observe good hygiene practices by frequent sanitising. Should be no more of a risk than Supermarket shopping.  RO will be aware of the members attending the session and can then source their Ammunition from the Ammunition Storage Box, sanitise the boxes and place them on the Worktop in the Prone Firing Point Area. The members can subsequently put them back on the Worktop after the Shooting Session, to be retrieved by the RO and placed back in the Ammunition Storage Box after suitable cleansing/sanitising of the packaging has taken place. All empty Ammunition Boxes must be discarded in the Refuse Bin for disposal at the end of the Shooting Session.	Hand Sanitiser to be readily available.  TBC as guidance unfolds more prudent information may be gained or learnt from practice.	Ongoing	D. Neal
32	4. RO Desk	Sourcing fresh Ammunition stocks from the Ammunition Storage Safe.	Transfer	Handling stock of Ammunition	The RO, after sanitising their Hands/Gloves, should open the Safe and extract a 500 round brick, open it and transfer the 50 round boxes to the Ammunition Storage Box. It can then be sold on as and when required. When handing new or used boxes of Ammunition to members they must first be sanitised by the RO.  The transfer of the Ammunition stock should be recorded in the Ammunition Log as normal.	A better method of recording Ammunition transfer may be devised from practice.	Ongoing	D. Neal
33	4. RO Desk	Issuing of Targets	Transfer	Targets handed from RO to member.	In order to avoid unnecessary handling of Targets which may not be used during the Shooting Session (and would have to be thrown away) the RO/FLS should hand out the individual Targets to the members when necessary or place the Targets in the Holders for them.	RO Guidelines Document.	Completed	D. Neal
34	4. RO Desk	Issuing of Ear Defenders	Transfer	Transfer issues where Equipment is unable to be adequately sanitised.	The Club has a stock of Ear Defenders which were stored prior to the COVID-19 outbreak. These can be retrieved and the RO will hand them out to members at their first visit and for their own personal use. Members are required to take ownership of these Defenders and add them to their own Equipment and take them home with them.	Source the old stock of Ear Defenders and issue them when required.	Completed	R. Lightfoot
35	4. RO Desk	Issuing of Air Fills	Transfer	Transfer issues where many members are handling equipment.	RO to Sanitise the Controls and Hose of the Air Tank before handing to and after receiving from members. Members to Sanitise after using Equipment.	A process which best accomplishes the task required.	Completed	D. Neal
36	4. RO Desk	Handling Cash	Transfer	Transfer issues in the use of a Cash Payment system.	A Range Log to be used for each Shooting Session and the charges for each member's Range Fee, Ammunition, PPE and Air Filling purchases are recorded. Members will then be billed on a Monthly Basis for payment via Bank Transfer or Cheque. This eliminates the requirement for the use of cash at all Shooting Sessions.	Daily Range Log to be created and Onling Banking procedures to be instigated.	Completed	M. Clay
37	4. RO Desk	Desk	Transfer	RO's and members present can touch the RO Desk and whatever is on it.	Clear all unnecessary items from the surface of the Desk. Remove all non essential reading material/magazines/books. Encourage all RO's to bring and use their own pens. RO's to Sanitise the RO Desk before and after the Shooting Session.	Clear Desk policy RO Guidelines Document.	Completed	D. Neal

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38	4. RO Desk	Desk	Transfer	RO's need to switch on/off Front Door Camera Monitor on the shelf above the RO Desk.	Ensure that the Monitor and Power Supply are added to the list of items to be Sanitised.	RO Guidelines Document.	Completed	D. Neal
39	5. Toilets	Hygiene	Transfer	Cleansing between each visit may not be adhered to.	In the event of the Main Site not being accessible, the Squash Club have kindly allowed the continued use of their Male/Female facilities by Rifle Club members. They have adopted a Sanitising Procedure which is highlighted in both rooms. Cleansing Materials and Sanitiser has been provided. All persons using the Squash Club facilities should adhere to their Sanitising Policy. Document/Poster to be provided in the Club Room Lobby informing members of this requirement.	Document to be Created/Laminated.	Completed	D. Neal
40	6. Prone Firing Point	Range Access	Transfer	Members may miss or not be able to use the Sanitiser Station by the Range Front Door	Sanitiser will be available at the rear of the Prone Firing Point next to the Range Door.	Re-Opening Communications to members.	Completed	D. Neal
41	6. Prone Firing Point	Changing Targets	Transfer	Members changing Targets may touch the Corex Target Holders	The RO can either set up the relevant Targets before the members have arrived/after if the members are in position or hand individual shooters a Target for them to set up themselves. Further Target requirements of the members will also be accommodated by the RO. This will alleviate the risk of unused Targets being handled by members and then placed back in stock.	RO Guidelines Document.	Completed	D. Neal
42	6. Prone Firing Point	Firing Point allocation	Distancing	Firing Points are 1m wide. Members need to distance by 2m.	Every other Firing Point to be used. Firing Points to be used are 1, 3 and 5 counting from the left. Suitable Signage and Adhesive Tape to be applied to Firing Points 2 and 4 to identify them as unused Firing Points.	Re-Opening Communications to members.	Completed	D. Neal
43	6. Prone Firing Point	Firing Point allocation	Distancing	Members may need to cross over an occupied Firing Point to reach Firing Point 1.	As there is insufficient space behind the shooters it will be necessary for the shooter who is to shoot on Firing Point 1 to walk through the unused Firing Point 4 in order to access the area in front of the Firing Points. This will allow safe passage to Firing Point 1.	Re-Opening Communications to members.	Completed	D. Neal
44	6. Prone Firing Point	Storage of Personal Equipment	Transfer	Members may make contact with other member's Shooting Equipment	Members Shooting Equipment to be stored within the taped off Firing Points 2 and 4	Re-Opening Communications to members.	Completed	D. Neal
45	6. Prone Firing Point	Use of Club Equipment	Transfer	Sanitising of Rifles, Pistols and Spotting Scopes could cause permanent damage to them	Members who have their own Spotting Scopes are requested to bring them to the Range. Those who have to use the Club Spotting Scopes are reminded that if they have to handle them for focusing purposes etc. they will need to inform the RO so that they can be sanitised ahead of the the next Shooting Session.	Re-Opening Communications to members.	Completed	D. Neal
46	6. Prone Firing Point	Leaving the Firing Point	Both Transfer and Distancing	Members leaving the Firing Points may not be able to adequately distance themselves.	When finished shooting, members are to pack away their Equipment after detail has finished. Targets may be retrieved if required after all members have finished shooting the detail and made safe their Rifles. They must then move back to the Prone Area where they should signal to the RO their intention to leave. All Club Equipment to be left at the Firing Point. Any used Targets and Sanitising Materials to be discarded in the Refuse Bin. All unused Ammunition which has to be stored at the Club should be left by the Sanitising Station in the Prone Area and the RO made aware. They should then apply Hand Sanitiser, gather their Equipment and leave the Range via the Emergency Exit or, if Social Distancing can be maintained, via the Range Front Door.	Re-Opening Communications to members.	Completed	D. Neal
47	6. Prone Firing Point	End of Shooting Session	Transfer	Members will have contaminated the Firing Point/Equipment	When the Shooting Session has finished and is to be followed by another Session, the RO will Sanitise their Hands/Gloves, then retrieve and Sanitise all Club Equipment. Used Targets are to be replaced with new Targets and all used Targets and Sanitising Materials discarded in the Refuse Bin. When all Shooting Sessions have ended, the RO will Sanitise their Hands/Gloves, then retrieve and Sanitise all Club Equipment. The Target Holders are to be Sanitised and the used Targets and all Sanitising Materials disposed of in the Refuse Bin. Final Hand Sanitising of all Worktops, Door Furniture , Bell Push, Monitor and RO Desk should take place. Prior to leaving, the Plastic Bag in the Refuse Bin should be knotted and disposed of in the Skip next to the Emergency Exit. After a final Hand Sanitising, the usual Closing Procedures should then be adopted.	RO Guidelines Document.	Completed	D. Neal

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48	7. Air Pistol Firing Point	Range Access	Transfer	Members may miss or not be able to use the Sanitiser Station by the Range Front Door	Sanitiser will be available at the rear of the Prone Firing Point next to the range door.	Re-Opening Communications to members.	Completed	D. Neal
49	7. Air Pistol Firing Point	Changing Targets	Transfer	Members changing Targets may touch the Air Pistol Target Holders	The RO will set up and Sanitise/Cover the relevant Shooting Tables, Prone Standing Shooting Windows, and if physically able, Support Boards and Target Holders before the members have arrived. If the RO is not able to complete the set up then they should await the arrival of shooting member/members able to assist them. The RO can either set up the relevant Targets before the members have arrived/after if the members are in position or hand individual shooters a Target for them to set up themselves. Further Target requirements of the members will also be accommodated by the RO. This will alleviate the risk of unused Targets being handled by members and then placed back in stock.	RO Guidelines Document.	Completed	D. Neal
50	7. Air Pistol Firing Point	Firing Point allocation	Distancing	Firing Points are 1m wide. Members need to distance by 2m.	Every other Firing Point to be used. Firing Points to be used are 1, 3 and 5 counting from the left. Suitable Signage and Adhesive Tape to be applied to Firing Points 2 and 4 to identify them as unused Firing Points.	Purchase of suitable Adhesive Tape.	Completed	D. Neal
51	7. Air Pistol Firing Point	Storage of Personal Equipment	Transfer	Members may make contact with other member's Shooting Equipment	The normal procedure of opening the Prone Standing Shooting Windows and using these as a storage base for members Shooting Equipment should be used.	Re-Opening Communications to members.	Completed	D. Neal
52	7. Air Pistol Firing Point	Use of Club Equipment	Transfer	Sanitising of Rifles, Pistols and Spotting Scopes could cause permanent damage to them	Members who have their own Spotting Scopes are requested to bring them to the Range. Those who have to use the Club Scopes are reminded that if they have to handle them for focusing purposes etc. they will need to inform the RO so that they can be Sanitised ahead of the the next Shooting Session.	Re-Opening Communications to members.	Completed	D. Neal
53	7. Air Pistol Firing Point	Firing Point allocation	Distancing	Members may need to cross over an occupied firing point to reach Firing Point 1.	Unless being used by the members for Assisted Shooting or by Parents/Guardians of Junior members, by placing the Black Metal Chairs as far back as possible behind the Shooting Tables there should be enough room to pass behind Firing Points if required to reach an empty Firing Point.	Re-Opening Communications to members.	Completed	D. Neal
54	7. Air Pistol Firing Point	Leaving the Firing Point	Both Transfer and Distancing	Members leaving the Firing Points may not be able to adequately distance themselves.	When finished shooting, members are to pack away their Equipment without upsetting those still shooting. Targets may be retrieved if required after all members have finished shooting and made safe their Pistols. They must then move to the Prone Area where they should signal to the RO their intention to leave. All Club Equipment to be left at the Firing Point. Any used Targets and Sanitising Materials to be discarded in the Refuse Bin.  They should then apply Hand Sanitiser, gather their Equipment and leave the Range via the Emergency Exit or, if Social Distancing can be maintained, via the Range Front Door.	Re-Opening Communications to members.	Completed	D. Neal
55	7. Air Pistol Firing Point	End of Shooting Session	Transfer	Members will have contaminated the Firing Point/Equipment	When the Shooting Session has finished and is to be followed by another Session, the RO will Sanitise their Hands/Gloves, then retrieve and Sanitise all Club Equipment. Used Targets are to be replaced with new Targets and all used Targets and Sanitising Materials discarded in the Refuse Bin. New Protective Covering Paper to be applied to tops of Shooting Tables and Prone Standing Shooting Windows. Rifle/Pistol Supporting Posts are to be Sanitised.  When all Shooting Sessions have ended, the RO will Sanitise their Hands/Gloves, then retrieve and Sanitise all Club Equipment from the Shooting Tables. The Target Holders are to be retrieved, Sanitised, stored away and the used Targets disposed of in the Refuse Bin. If the RO is physically able, Backing Boards are to be stored on the Baffle Boards. If the RO is not able to do this then assistance must be requested before the members leave. All Sanitising Materials are to be disposed of in the Refuse Bin. Final Sanitising of all Worktops, Door Furniture, Bell Push, Monitor and RO Desk should take place. Prior to leaving, the Plastic Bag in the Refuse Bin should be knotted and disposed of in the Skip next to the Emergency Exit. After a final hand sanitising, the usual Closing Procedures should then be adopted.	RO Guidelines Document.	Completed	D. Neal
56	8. LSR Firing Point	Range Access	Transfer	Members may miss or not be able to use the Sanitiser Station by the Range Front Door	Sanitiser will be available at the rear of the Prone Firing Point next to the Main Range Door.	Re-Opening Communications to members.	Completed	D. Neal
57	8. LSR Firing Point	Range Access	Distancing	More people attend than can safely distance	If a Rolling Session (3 members plus RO/FLS) is to take place then the RO must ensure that only the members booked in the Current Session will be allowed to enter the Range until the Current Session's members have left via the Emergency Exit or, if Social Distancing can be maintained, via the Range Front Door.	RO Guidelines Document.	Completed	D. Neal
58	8. LSR Firing Point	Changing Targets	Transfer	Members changing Targets may touch the Corex Target Holders	The RO/FLS will set up and sanitise/cover the relevant Shooting Tables, Prone Standing Shooting Windows, Target Holders and Targets before the members have arrived. Further Target requirements of the members will also be accommodated by the RO/FLS. This will alleviate the risk of unused Targets being handled by members and then placed back in stock.	RO Guidelines Document.	Completed	D. Neal

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59	8. LSR Firing Point	Firing Point allocation	Distancing	Firing Points are 1m wide. Members need to distance by 2m.	Every other Firing Point to be used. Firing Points to be used are 1, 3 and 5 counting from the left. Suitable Signage and Adhesive Tape to be applied to Firing Points 2 and 4 to identify them as unused Firing Points.	Purchase of suitable Adhesive Tape.	Completed	D. Neal
60	8. LSR Firing Point	Storage of Personal Equipment	Transfer	Members may make contact with other member's Shooting Equipment	The normal procedure of opening the Prone Standing Shooting Windows and using these as a storage base for members Shooting Equipment should be used.	Re-Opening Communications to members.	Completed	D. Neal
61	8. LSR Firing Point	Use of Club Equipment	Transfer	Sanitising of Rifles could cause permanent damage to them	Members who have their own Rifles are requested to bring them to the Range. There will be 3 Club Rifles available at the Firing Point for those members who have to use them. The RO/FLO must Sanitise them after each one has been used. Due to the fact that LSR Rifles have a Scope, the Club Spotting Scopes will not be attached to the Shooting Tables.	Re-Opening Communications to members.	Completed	D. Neal
62	8. LSR Firing Point	Firing Point allocation	Distancing	Members may need to cross over an occupied Firing Point to reach Firing Point 1.	Unless being used by the members for Assisted Shooting or by Parents/Guardians of Junior members, by placing the Black Metal Chairs as far back as possible behind the Shooting Tables there should be enough room to pass behind Firing Points if required to reach an empty Firing Point.	Re-Opening Communications to members.	Completed	D. Neal
63	8. LSR Firing Point	Leaving the Firing Point	Both Transfer and Distancing	Members leaving the Firing Points may not be able to adequately distance themselves.	When finished shooting, members are to pack away their Equipment without upsetting those still shooting. Targets may be retrieved, if required, after all members have finished shooting the detail and made safe their Rifles. They must then move to the Prone Area where they should signal to the RO their intention to leave. All Club Equipment to be left at the Firing Point. Any used Targets and Sanitising Materials to be discarded in the Refuse Bin. All unused Ammunition which has to be stored at the Club should be left by the Sanitising Station in the Prone Area and the RO made aware. They should then apply Hand Sanitiser, gather their Equipment and leave the Range via the Emergency Exit or, if Social Distancing can be maintained, via the Range Front Door.	Re-Opening Communications to members.	Completed	D. Neal
64	8. LSR Firing Point	End of Shooting Session	Transfer	Members will have contaminated the Firing Point/Equipment	When the Shooting Session has finished and is to be followed by another Session, the RO/FLS will Sanitise their Hands/Gloves, then retrieve and Sanitise all Club Equipment. Used Targets are to be replaced with new Targets and all used Targets and Sanitising Materials discarded in the Refuse Bin. New Protective Covering Paper to be applied to tops of Shooting Tables and Prone Standing Shooting Windows. Rifle/Pistol Supporting Posts are to be Sanitised. When all Shooting Sessions have ended, the RO/FLS will Sanitise their Hands/Gloves, then retrieve and Sanitise all Club Equipment from the Shooting Tables. The Target Holders are to be Sanitised, and the used Targets and Sanitising Materials disposed of in the Refuse Bin. Final Sanitising of all Worktops, Door Furniture, Bell Push, Monitor and RO Desk should take place. Prior to leaving, the Plastic Bag in the Refuse Bin should be knotted and disposed of in the Skip next to the Emergency Exit. After a final Hand Sanitising, the usual Closing Procedures should then be adopted.	RO Guidelines Document.	Completed	D. Neal
65	9. Benchrest Firing Point	Range Access	Transfer	Members may miss or not be able to use the Sanitiser Station by the Range Front Door	Sanitiser will be available at the rear of the Prone Firing Point next to the Main Range Door.	Re-Opening Communications to members.	Completed	D. Neal
66	9. Benchrest Firing Point	Changing Targets	Transfer	Members changing Targets may touch the Corex Target Holders	The RO will set up and Sanitise the relevant Shooting Tables (if physically able), Target Holders and Targets before the members have arrived. If the RO is not able to complete the set up then they should await the arrival of shooting member/members able to assist them. Further Target requirements of the members will also be accommodated by the RO. This will alleviate the risk of unused Targets being handled by members and then placed back in stock.	RO Guidelines Document.	Completed	D. Neal
67	9. Benchrest Firing Point	Firing Point allocation	Distancing	Firing Points are 1m wide. Members need to distance by 2m.	Every other Firing Point to be used. Firing Points to be used are 1, 3 and 5 counting from the left. Suitable Signage and Adhesive Tape to be applied to Firing Points 2 and 4 to identify them as unused Firing Points.	Purchase of suitable Adhesive Tape.	Completed	D. Neal
68	9. Benchrest Firing Point	Storage of Personal Equipment	Transfer	Members may make contact with other member's Shooting Equipment	As the Prone Standing Shooting Windows will not be utilised, storage of members Shooting Equipment can be undertaken on the floor in front of the Wooden Wall.	Re-Opening Communications to members.	Completed	D. Neal
69	9. Benchrest Firing Point	Use of Club Equipment	Transfer	Sanitising of Rifles could cause permanent damage to them	Members who have their own Rifles are requested to bring them to the Range. There will be 1 Club Rifle placed on a Shooting Table at the Firing Point for those members who have to use it. The RO must Sanitise it after it has been used.	Re-Opening Communications to members.	Completed	D. Neal
70	9. Benchrest Firing Point	Firing Point allocation	Distancing	Members may need to cross over an occupied Firing Point to reach Firing Point 1.	There should be enough room to pass behind Firing Points if required to reach an empty Firing Point.	Re-Opening Communications to members.	Completed	D. Neal

Risk No	Area	Issue	Risk Cat	Risk	Actions	What's required	Status	Who
71	9. Benchrest Firing Point	Leaving the Firing Point	Both Transfer and Distancing	Members leaving the Firing Points may not be able to adequately distance themselves.	When finished shooting, members are to pack away their Equipment without upsetting those still shooting. Targets may be retrieved if required after all members have finished shooting the detail and made safe their Rifles. They must then move to the Prone Area where they should signal to the RO their intention to leave. All Club Equipment to be left at the Firing Point. Any used Targets and Sanitising Materials to be discarded in the Refuse Bin. All unused Ammunition which has to be stored at the Club should be left by the Sanitising Station in the Prone Area and the RO made aware. They should then apply Hand Sanitiser, gather their Equipment and leave the range via the Emergency Exit or, if Social Distancing can be maintained, via the Range Front Door.	Re-Opening Communications to members.	Completed	D. Neal
72	9. Benchrest Firing Point	End of Shooting Session	Transfer	Members will have contaminated the Firing Point/Equipment	When the Shooting Session has finished and is to be followed by another Shooting Session, the RO will Sanitise their Hands/Gloves, then retrieve and Sanitise all Club Equipment. The Shooting Table tops must also be Sanitised. Used Targets are to be replaced with new Targets and all used Targets and Sanitising Materials discarded in the Refuse Bin. When all Shooting Sessions have ended, the RO will Sanitise their Hands/Gloves, then retrieve and Sanitise all Club Equipment from the Shooting Tables. The Target Holders are to be retrieved, Sanitised, stored away and the used Targets and Sanitising Materials are to be disposed of in the Refuse Bin. If the RO is physically able, Shooting Tables are to be folded up and stored away. If the RO is not able to do this then assistance must be requested before the members leave. Final sanitising of all Worktops, Door Furniture, Bell Push, Monitor and RO Desk should take place. Prior to leaving, the Plastic Bag in the Refuse Bin should be knotted and disposed of in the Skip next to the Emergency Exit. After a final Hand Sanitising, the usual Closing Procedures should then be adopted.	RO Guidelines Document.	Completed	D. Neal

Revision 1 issued 31-08-2020 D G Neal

Revision 2 issued 01-09-2020 D G Neal

Changes

Risk 15 Green Band temperature range added.

Revision 3 issued 04-09-2020 D G Neal

Changes

Risks covering "RO Guidelines Document" status updated to Completed

Risks covering "Re-opening communications" status updated to Completed.