



Coronavirus - Management Policy & Risk Assessment

Basildon Rifle and Pistol Club – August 2020

Coronavirus (COVID-19) Management Policy

Basildon Rifle and Pistol Club (BRPC) strives to provide a safe and healthy shooting facility for all members, guests, contractors and visitors.

This policy outlines the measures BRPC are actively taking to mitigate the spread of Coronavirus within the club facility.

You are required to follow all these rules diligently, so as to help us sustain a healthy and safe facility during these unique times. It is important that we all respond responsibly and transparently to these health precautions, and we assure you that we will always treat your private health and personal data with the highest confidentiality and sensitivity.

This Coronavirus (COVID-19) policy is susceptible to changes with the introduction of additional Governmental guidelines when necessary and will be reviewed accordingly.

BRPC will keep up to date and comply with the latest Government and Public Health information about the risk of Coronavirus in the UK, via the relevant Government websites and Governments' Daily Briefings.

What is the Coronavirus?

The World Health Organisation explains that Coronaviruses (CoV) are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as SARS (Severe Acute Respiratory Syndrome).

What are the symptoms?

Symptoms include fever, cough and shortness of breath and a change or loss of sense of smell and/or taste. Some people will suffer from mild illness and recover easily whilst in other cases, infection can progress to pneumonia. Reports suggest that the elderly (over 70 year olds) and those with weakened immune systems (Diabetes, Cancer and Chronic Lung Disease) are the most susceptible to serious illness and possibly death.

How is the virus passed on?

The virus is most likely to spread from person to person through:

- Direct contact with a person while they are infectious;
- Contact with droplets when an infected person coughs or sneezes;
- Touching objects or surfaces (such as drinking mugs, door handles or desks) that were contaminated by droplets from secretions coughed or sneezed from an infected person with a confirmed infection, and then touching your mouth or face.

Members Health and Self-isolation

BRPC members who are unwell with suspected COVID-19 or who share a household with someone who is unwell should not come to BRPC range facilities but must comply with the latest Government advice about self-isolating themselves at home, for the duration of time specified by the Government's guidelines in place at that time. Current government guidance states that if someone has been in close contact with a suspected or confirmed case of COVID-19 it is not necessary to close the range, unless government policy changes or Public Health require them to from tracing. Keep monitoring the government response page for the latest details.

The guidance states that:

- people who have symptoms of infection (new continuous cough, fever and/or a change or loss of sense of smell and/or taste) should self-isolate by staying at home and not leaving their house for seven days from when the symptoms started;

- those who live with others and one person has symptoms should self-isolate as a household for 14 days from the day when the first person in the house became ill.

General Hygiene Rules

Because the virus can be contracted by transporting germs from contaminated objects, hand-washing is the best way to protect against COVID-19. In soap lather, a combination of molecules assembles into bubble-like structures called micelles that trap viral matter and other biomaterials—grease, oil, dirt—and rinse them down the drain. The soaps we use contain a class of compounds called surfactants, which can neutralize germs in our skin. Surfactants basically pry open Coronavirus particles and encapsulate viral molecules within micelles suspended in the lather clinging to your hands.

It is therefore important to maintain high levels of personal hygiene by: -

- Washing your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use 70% alcohol hand sanitiser if that's all you have access to and to supplement hand washing during the day;
- To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don't have a tissue, and throw the tissue in a bin immediately. Then wash your hands or use a 70% alcohol hand sanitising gel;
- Face coverings are not compulsory. However, members are advised to wear face coverings in enclosed public spaces where social distancing is not possible or where they are more likely to come into contact with people they do not normally meet.
- Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people;
- Close the toilet seat prior to flushing the toilet;
- Open the windows in your area regularly (minimum 15 minutes opening, even when this causes some thermal discomfort) to ensure ventilation;
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent infection.

Testing

BRPC shall follow the guidance on Coronavirus testing in accordance with Government guidelines.

Travel Restrictions

BRPC require you not to attend the facilities for 14 days on your return as a precaution when you return to the UK, to protect yourself and other BRPC members. When you return to the UK on a flight from another country, you should follow the current government advice. If you start to have symptoms like a high temperature a new persistent cough and/or change in or loss of sense of smell and/or taste, go straight home and self-isolate for 7 days.

For further guidance for households with a possible infection see the relevant Governments' and NHS websites.

Social Distancing

Social distancing and self-isolation have been introduced by the Government to reduce the spread of the coronavirus infection both at work and in public.

BRPC will ensure that members are able, where possible, to follow Public Health guidelines on social distancing within the range facility (including, where possible, maintaining a 2-metre distance / 6ft / 3-steps from others), and hygiene (washing hands with soap and water often for at least 20 seconds, or using 70% alcohol hand sanitising gel).

Where maintaining the 2m social distancing is not possible, individuals should wear masks or suitable face coverings to reduce the spread of Corona Virus.

BRPC will comply with Government guidance on social distancing requirements.

Non-essential visitors and contractors

All non-essential visitors will be prohibited from the range to ensure that the threat of cross infection is minimised. Instead meetings will be held by phone or email communications, if needed.

Monitoring and Review

This policy will be continuously monitored and updated to take account of any changes to the official advice provided about coronavirus.

Range Operations

To facilitate the Range use some changes have been made.

- Members must pre-book via the online system, range time. This is for 2 hours which includes the time to enter and leave the range.
- No fewer than 2 members must be on an active range at any time. One of the members must be a key holder to open and close the range.

Signed: _____

Name (Printed): _____

Date: _____

Policy review date: _____

Coronavirus (COVID-19) Risk Assessment

Risk Matrix

The following system gives a simple way to determine the relative importance of risks. It takes account of the degree of harm (i.e. what is the worst likely outcome) and the likelihood of the event occurring. This method also incorporates a judgement as to whether or not a risk is acceptable.

For each hazard identified for each task ask the question “what is the worst likely outcome?” – is it **Severe** (e.g. fatality), **Moderate** (e.g. major injury or permanent disability including permanent ill health) or **Minor** (e.g. a minor injury or plant damage)?

Next, make a judgement of the probability or likelihood of harm occurring:

LIKELIHOOD	DESCRIPTION
Certain	Happens every time
Frequently	Occurs several times
Probable	Happens as frequently as not
Possible	Could occur sometime
Remote	Unlikely, though conceivable

Decisions as to whether or not action is needed can then be made by reference to the following matrix:

Severity	Fatality	Medium (5)	High (10)	High (15)	V High (20)	V High (25)
	Multiple injuries	Low (4)	Medium (8)	High (12)	High (16)	V High (20)
	Severe	Low (3)	Low (6)	Medium (9)	High (12)	High (15)
	Moderate	V Low (2)	Low (4)	Low (6)	Medium (8)	High (10)
	Minor	V Low (1)	V Low (2)	Low (3)	Low (4)	Medium (5)
		Remote	Possible	Probable	Frequently	Certain
Likelihood						

By using a matrix such as this, the risk level can be determined and used to prioritise your controls.

1 Scope of Risk Assessment:

This Risk Assessment (RA) has been compiled to fulfil the requirements under the Management of Health and Safety at Work Regulations 1999. This has been further enhanced following guidance from the Government, to actively control the likelihood of exposure to the Coronavirus as part of the relaxation of lockdown restrictions.

The RA has been compiled for that Basildon Rifle and Pistol Club undertake in the day to day running of the Club range use, in line with current Government advice. This covers the use of the carpark and outdoor ranges, all of which have good levels of natural ventilation and environmental exposure.

2 People at Risk:

Full Club Members, Probationary Club Members, Site Visitors, Guest users of the Club, Contractors, Unauthorised Persons.

Other especially vulnerable groups including:

Those over the age of 70.

Individuals with reduced immune systems.

Individuals with underlying health conditions.

Women of childbearing age, expectant and new mothers.

Identified Hazards Associated with the work activity / tools / COSHH and possible injury.	Risk of Injury (Before controls are in place)	Severity of Injury (Before controls are in place)	Total Rating (Risk x Severity)	Control measures Measures which must be in place before work can start (including use of Personal Protective Equipment).	Risk of Injury (After controls are in place)	Severity of Injury (After controls are in place)	Total Rating (Risk x Severity)
<p>Management of Coronavirus</p> <p><u>Specific Hazards</u></p> <p>Poor management decisions leading to the increased spread of Coronavirus through person to person, surface to person contamination hazard.</p> <p><u>Possible injuries</u></p> <p>Ranging from minor illness to death.</p>	<p>Probable (3)</p>	<p>Fatality (5)</p>	<p>High (15)</p>	<ul style="list-style-type: none"> • Constant monitoring of Government Guidance through all media streams and Government websites. • Public Health hand hygiene posters displayed. • Vulnerable members are discouraged from using the BRPC facilities. • Ranges and club house used with limits on numbers to ensure social distancing. • Limited time for members to access facilities. • Members are aware of social distancing measures (2-meters / 6ft / 3-steps) and to exercise social distancing. • Where 2m is not possible, individuals to wear face coverings or masks in line with current government guidance. • High standards of personal hygiene are implemented as per Government guidelines. • Regular communication is to be maintained with all members. • Implement Coronavirus Management Policy and provide staff with a copy. • Regular cleaning and sanitising of hard surfaces following government guidance and waste disposal considerations • Use of fogging machine and STERI-7 XTRA to sanitise internal building on a regular basis. • Display information signs on all entrance doors advising that the business is complying with Government Guidance and no one is to enter premises if have relevant symptoms. • Constantly monitor compliance. • No Club owned guns currently being used by members who don't have their own firearms. • Basildon Pistol and Rifle club have registered with the track and trace QR code. 	<p>Possible (2)</p>	<p>Fatality (5)</p>	<p>High (10)</p>
<p>Cleaning</p> <p><u>Specific Hazards</u></p> <p>Spread of virus person-to-</p>	<p>Probable (3)</p>	<p>Fatality (5)</p>	<p>High (15)</p>	<ul style="list-style-type: none"> ▪ Cleaning regimes reviewed in line with Government Guidance. ▪ Disposal gloves worn when cleaning. ▪ Hands must be washed with soap and water for 20 seconds after all PPE has been removed ▪ Hard surfaces cleaned first using a disposable warm soapy 	<p>Possible (2)</p>	<p>Fatality (5)</p>	<p>High (10)</p>

<p>person spread between people who are in close contact by droplets produced when an infected person coughs or sneezes.</p> <p>Contact with a contaminated surface or object that has the virus on.</p> <p>The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. The risk is likely to be reduced significantly after 72 hours. It does depend on the type of surface and the ability to clean it.</p> <p><u>Possible injuries</u></p> <p>Ranging from minor illness to death.</p>				<p>water. Normal disinfectant cleaning products used to disinfectant the same clean surfaces.</p> <ul style="list-style-type: none"> ▪ Frequently touched areas and surfaces, such as door handles, keyboards, padlocks are marked as high priority clean areas. ▪ All surfaces that a symptomatic person could have come into contact with are cleaned and disinfected, including: <ul style="list-style-type: none"> ▪ objects which are visibly contaminated with body fluids ▪ all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells ▪ All hard surfaces, floors, chairs, door handles, and sanitary fittings that a symptomatic person could have come into contact with are cleaned with disposable cloths, or paper roll and disposable mop heads as per one of the options below: <ul style="list-style-type: none"> ▪ use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine. ▪ a household detergent followed by disinfection (1000 ppm av.cl.). Manufacturer’s instructions followed for dilution, application and contact times for all detergents and disinfectants. ▪ if an alternative disinfectant is used, this should be checked to ensure that it is effective against enveloped viruses. ▪ Creation of splashes and sprays avoided when cleaning. ▪ Waste is stored safely and kept away from third parties. ▪ Products bearing the EN 14476:2013 standard are used or Household bleach and other potent oxidisers are also known to kill similar viruses and can be effective for up to 24 hours. ▪ Use of fogging machine and STERI-7 XTRA to sanitise internal building on a regular basis. Used at a ration identified on the product label as 1:10-1:50 as a wide Antimicrobial spectrum product. 			
<p>Communal Areas</p> <p><u>Specific Hazards</u></p> <p>Spread of Coronavirus through the interaction of</p>	<p>Probable (3)</p>	<p>Fatality (5)</p>	<p>High (15)</p>	<ul style="list-style-type: none"> ▪ Signage displayed to remind all building users of social spacing requirement (2-meters / 6 ft / 3-steps). ▪ Reduce numbers of members for a limited time to be at the range, through the online booking system. ▪ Signage displayed to encourage users of car park to park every other space. 	<p>Possible (2)</p>	<p>Fatality (5)</p>	<p>High (10)</p>

<p>persons in enclosed facilities or within 2m distance.</p> <p><u>Possible injuries</u></p> <p>Ranging from minor illness to death.</p>				<ul style="list-style-type: none"> ▪ All ranges have a high level of ventilation and exposed to the climate. ▪ Clear marking of shooting positions to ensure distancing between lanes. ▪ Increase in cleaning regime, frequently touched areas high priority. ▪ Consider if you can move away from touch-based security devices such as keypads with non-touch alternatives ▪ Indoor range and club house regularly cleaned all common touch points. ▪ Indoor range has positive pressure and extraction fans fitted. With an air exchange of 8000m³/hr, which is greater than the requirement set by NRA. ▪ Use of fogging machine and STERI-7 XTRA to sanitise internal building on a regular basis. 			
<p>First Aider Safety</p> <p><u>Specific Hazards</u></p> <p>Cross contamination of first aider and casualty with Coronavirus.</p> <p><u>Possible injuries</u></p> <p>Ranging from minor illness to death</p>	<p>Probable (3)</p>	<p>Fatality (5)</p>	<p>High (15)</p>	<ul style="list-style-type: none"> ▪ First aider safety considered at all times. ▪ Trained first aiders available. ▪ First aider washes hands for 20 seconds or apply 70% alcohol sanitiser before and after treating casualty. ▪ First aider is aware not to cough or sneeze over a casualty when they are applying treatment. ▪ CPR can be applied in the normal manner but in the current climate should avoid giving rescue breaths. ▪ Use of face shields and disposable gloves available. ▪ Ensure any area where first aid treatment has been given to someone with suspected case of COVID19 or spills of bodily fluids is cleaned. 	<p>Possible (2)</p>	<p>Fatality (5)</p>	<p>High (10)</p>
<p>Hand Hygiene</p> <p><u>Specific Hazards</u></p> <p>Cross contamination through the handling of contaminated items with Coronavirus.</p>	<p>Probable (3)</p>	<p>Fatality (5)</p>	<p>High (15)</p>	<ul style="list-style-type: none"> ▪ Members follow Government guidance for hand washing (frequent handwashing 20 seconds or apply 70% alcohol sanitiser). ▪ Members reminded not to touch their face. ▪ Public Health hand hygiene posters displayed. ▪ Sharing of equipment limited any equipment shared is cleaned and disinfected prior to other persons use. ▪ Frequently touched areas routinely cleaned. ▪ No cash payments accepted. All financial transaction taken electronically. 	<p>Possible (2)</p>	<p>Fatality (5)</p>	<p>High (10)</p>

<p><u>Possible injuries</u></p> <p>Ranging from minor illness to death</p>				<ul style="list-style-type: none"> ▪ Display How to Wash Your Hands and How to apply alcohol hand wash posters. ▪ Handwashing or hand sanitation at entry and exit point is available. 			
<p>Suspected case of Covid-19 in a BRPC member.</p> <p><u>Specific Hazards</u></p> <p>Notification that a BRPC member has contracted Coronavirus and attended the range facilities.</p> <p><u>Possible injuries</u></p> <p>Ranging from minor illness to death</p>	<p>Probable (3)</p>	<p>Fatality (5)</p>	<p>High (15)</p>	<ul style="list-style-type: none"> ▪ Members aware of government advice to self- isolation and NHS 111 reporting procedures. ▪ Vulnerable members discouraged to use range facilities. ▪ Where a member becomes unwell on site and is displaying Covid-19 symptoms, they are to leave the range. The range to be closed until fully cleaned. ▪ In severe symptoms, emergency services contacted ▪ Members route is traced through the building and any enclosed areas (such as a meeting room) and placed off limits for at least 72 hours, if possible. Alternatively, the affected area should be cleaned in line with Government guidelines. ▪ Exposed members of the infected person are notified ▪ Cleaning of infected area undertaken, gloves / aprons when cleaning is finalised are double-bagged, (i.e. the waste bag containing the used items placed inside another waste bag), then stored in a suitable and secure place and marked for storage until the individual’s test results are known. Test results procedures listed below: <ul style="list-style-type: none"> ○ Negative - this can be put in with the normal waste. ○ Positive – store (double bagged) for at least 72 hours and put in with the normal waste ▪ Heavily contaminated areas, (i.e. with visible bodily fluids, from a person with suspected Covid-19), additional protection for the eyes, mouth and nose. ▪ Any suspected case of COVID19 at the range to documented, and specialist advice sort. ▪ Refer to HSE website regarding Reporting of Injuries, Diseases Dangerous Occurrences Regulations (RIDDOR) requirements. ▪ Advise staff to use NHS on line 111 tool if their symptoms worsen. 	<p>Possible (2)</p>	<p>Fatality (5)</p>	<p>High (10)</p>
<p>Use of STERI-7 XTRA and fogging machine.</p> <p><u>Specific Hazards</u></p> <p>Ingestion of STERI-7 XTRA</p>	<p>Possible (2)</p>	<p>Severe (3)</p>	<p>Low (6)</p>	<ul style="list-style-type: none"> ▪ Product MSDS is available ▪ Assessment of product suitability carried out and control measures are followed by anyone who handles or uses the fogging machine and product. ▪ Cleaning products kept secure when not in use. 	<p>Remote (1)</p>	<p>Severe (3)</p>	<p>Low (3)</p>

<p>Skin irritation</p> <p>Serious eye damage from contact with product</p> <p><u>Possible injuries</u></p> <p>Toxic effects from ingestion</p> <p>Minor skin irritation and reddening</p> <p>Eye damage up to blinding injuries.</p>				<ul style="list-style-type: none"> ▪ Product kept in the original manufacturers container and not dented other than when mixing and applying in the dedicated fogging machine. ▪ Fogging machine meets CE requirements and is suitable for dispersal of product being used. ▪ HSE COSHH SR02 Diluting Chemical Concentrates and HSE COSHH SR03 Fogging and Misting Using Space Sprayers guidance followed. ▪ PPE of Eye protection or face shield and suitable gloves used when handling concentrated product and mixing the product for application. ▪ Wash facilities available if skin contact occurs and once task is completed. ▪ Eye wash is available within the first aid kit. ▪ Area that has had the product used on to be isolated form entry and signage clearly displayed for 30min or longer before re-entry. ▪ Systematic fogging starting at the furthest point in the building and working towards the final exit door. ▪ No lone working on site, during the task ▪ Second person on site has emergency contact details and mobile phone with good signal to raise the alarm if needed. 			
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Authorisation of Risk Assessment			
Date of Assessment:		Date of Review:	
Name: <i>(Please Print)</i>		Signed:	

