

Cambridge University Bowmen Covid-19 Risk Assessment v1.0.0

This document details the additional risks undertaken by members of Cambridge University Bowmen due to the Covid-19 pandemic. The following guidance is based closely on [advice given by Archery GB](#), and should be updated regularly as the pandemic evolves. In the event of Covid-19 or a similar disease becoming a longstanding risk beyond the 2020-21 archery season, this risk assessment should be merged with the general risk assessment. All risks in the general assessment will apply as usual, except when superseded by this document.

The following risks are classified on a scale of 1 to 6, with numbers 1-2 indicating a low level of risk, 3-4 a tolerable level of risk provided all control measures are enforced, and 5-6 indicating an intolerable level of risk. If a risk is classified as 5 or 6 in severity even with control measures in place, shooting may not continue until the risk has been reduced. The risk is calculated by adding the severity of the risk to the likelihood of the risk, both of which are ranked from 1 to 3.

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Risks assessed:

1. Infection via contact where symptoms are not present
2. Infection via contact where symptoms are present
3. Infection via surface (club equipment)
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5. Infection via surface (equipment storage area(s))

Document tracking

Risk assessment completion & approval

RISK 1: Infection via contact where symptoms are not present

Nature of Hazard	
Archer is an asymptomatic carrier of Covid-19, and comes into contact with other members.	
Consequences	
Risk of infecting archers. Those infected may then spread the disease to the wider population.	
Control Measures	
<p>Archers must read and agree to a Covid-19 specific safety policy, as well as attend a briefing by the range captain at their first session, both detailing the following:</p> <ul style="list-style-type: none"> • A booking system will be implemented to ensure that no more than 12 archers (or pairs of archers, if they're from the same household) will be present at the field at any one time. • Archers must maintain strict social distancing of at least 3 metres at all times. Each archer (or archers from the same household) will be assigned a boss (target foam and wooden frame) and a time slot at each session, and bosses will be placed 5 metres apart. • Archers must not socialise before or after shooting, and instead should prepare to shoot immediately on arrival and should leave as quickly as possible after their shooting session has expired. • No spectators will be permitted to attend range sessions for any reason. 	
Risk without control measures:	Risk with control measures:
Severity: 3 Likelihood: 2 Risk: 5	Severity: 3 Likelihood: 1 Risk: 4 Tolerable risk

RISK 2: Infection via contact where symptoms are present

Nature of Hazard	
<p>Archer shows symptoms of Covid-19 or other infectious disease, or has recently shown symptoms and recovered, and comes into contact with other members. In addition, a member of their household or recent contact may be showing symptoms or recently recovered, but they are not exhibiting symptoms themselves.</p> <p>Note that Covid-19 may be infectious for around 14 days before symptoms show, and can remain infectious for 7 days after symptoms subside.</p>	
Consequences	
<p>Risk of infecting archers. Those infected may then spread the disease to the wider population.</p>	
Control Measures	
<p>In addition to those control measures detailed in Risk 1:</p> <p>In the event of an archer showing symptoms within 14 days of shooting with the club:</p> <ul style="list-style-type: none"> • They must inform the club captain immediately, and all shooting will be suspended by the club for a minimum of 14 days, beginning the date that archer most recently attended a session. • Anyone who may have come into contact with that archer should be informed. <p>In the event of an archer, who has not shot with the club for 14+ days, showing symptoms:</p> <ul style="list-style-type: none"> • Archers showing symptoms of Covid-19 or other infectious diseases must not attend any sessions or club activities. • Those who have recently recovered must not attend for at least 7 days after symptoms subside. <p>In the event of a member of an archer's household showing symptoms, or the archer is informed they have been in contact with a Covid-19-positive individual:</p> <ul style="list-style-type: none"> • That archer, and members of their household, must not attend sessions for a minimum of 14 days. 	
Risk without control measures:	Risk with control measures:
<p>Severity: 3 Likelihood: 2 Risk: 5</p>	<p>Severity: 3 Likelihood: 1 Risk: 4</p> <p>Tolerable risk</p>

RISK 3: Infection via surface (club equipment)

Nature of Hazard	
Covid-19 may be transmitted via surfaces, and therefore may be passed via bosses, target faces, target pins, bows and arrows.	
Consequences	
Risk of infecting archers. Those infected may then spread the disease to the wider population.	
Control Measures	
<ul style="list-style-type: none"> • The club will assign a field party of designated volunteers to set up and take down the range for each session. These volunteers will maintain social distancing where possible while setting up, and will wear PPE where it is not possible. (See Guidance for Field Party document for more detail.) • Bosses will be set up before archers arrive, and archers are not to touch or move them during their session, or to change boss/distance during a session. Archers must have their own target faces and target pins. These may be privately owned, or loaned from the club for the duration of the outdoor season and issued by the field party volunteers under strict social distancing and with PPE usage. • Archers may only pull their own arrows from their own target faces, and must search for missing arrows alone while maintaining 3m social distancing. • Each boss will be supplied with hand sanitiser, and archers should use this after touching target faces and pulling arrows. • Surfaces and club equipment will be cleansed after use. • Archers may not use club bows and arrows without first obtaining prior permission, and must then loan the equipment for the duration of the outdoor season. It should be passed on by the designated volunteers under strict social distancing measures. Archers are advised not to use equipment within 7 days of issuing and to disinfect it before use (with the exception of bowstrings, which cannot be disinfected without damage). 	
Risk without control measures:	Risk with control measures:
Severity: 3 Likelihood: 2 Risk: 5	Severity: 3 Likelihood: 1 Risk: 4 Tolerable risk

RISK 4: Infection via surface (members' equipment)

Nature of Hazard	
Covid-19 may be transmitted via surfaces, and therefore may be passed via bosses, target faces, target pins, bows and arrows.	
Consequences	
Risk of infecting archers. Those infected may then spread the disease to the wider population.	
Control Measures	
<ul style="list-style-type: none"> • The club will assign a field party of designated volunteers to set up and take down the range for each session. These volunteers will maintain social distancing where possible while setting up, and will wear PPE where it is not possible. (See Guidance for Field Party document for more detail.) • Bosses will be set up before archers arrive, and archers are not to touch or move them during their session, or to change boss/distance during a session. Archers must have their own target faces and target pins. These may be privately owned, or loaned from the club for the duration of the outdoor season and issued by the field party volunteers under strict social distancing and with PPE usage. • Archers may only pull their own arrows from their own target faces, and must search for missing arrows alone while maintaining 3m social distancing. • Each boss will be supplied with hand sanitiser, and archers should use this after touching target faces and pulling arrows. • Surfaces and club equipment will be cleansed after use. • Archers may not use club bows and arrows without first obtaining prior permission, and must then loan the equipment for the duration of the outdoor season. It should be passed on by the designated volunteers under strict social distancing measures. Archers are advised not to use equipment within 7 days of issuing and to disinfect it before use (with the exception of bowstrings, which cannot be disinfected without damage). 	
Risk without control measures:	Risk with control measures:
Severity: 3 Likelihood: 2 Risk: 5	Severity: 3 Likelihood: 1 Risk: 4 Tolerable risk



RISK 5: Infection via surface (equipment storage area(s))

Nature of Hazard	
Covid-19 may be transmitted via surfaces, and therefore may be passed to or by members due to shared equipment storage locations.	
Consequences	
Risk of infecting archers or non-club members. Those infected may then spread the disease to the wider population.	
Control Measures	
<ul style="list-style-type: none"> • The club will assign a field party of designated volunteers to set up and take down the range for each session, and to fetch equipment from stored locations. These volunteers will maintain social distancing where possible while setting up, and will wear PPE where it is not possible. (See Guidance for Field Party document for more detail.) • No members besides these designated volunteers may access equipment storage locations on any site. • No equipment should be stored or collected without informing/obtaining permission from other users or owners of the site. • Club equipment should be adequately labelled when stored within shared units. 	
Risk without control measures:	Risk with control measures:
Severity: 3 Likelihood: 2 Risk: 5	Severity: 3 Likelihood: 1 Risk: 4 Tolerable risk

RISK ASSESSMENT DOCUMENT TRACKING

Date	Description of Changes	Assessor
16/05/2020	Document created	L. Pattinson
30/07/2020	Order of risks 1 & 2 swapped for continuity of control measures Edits to control measures risks 1-4 Minor edits to risk titles risks 1-4 Addition of contents table Risk 5 added Formatting edits	V. Hodgson

RISK ASSESSMENT COMPLETION/APPROVAL

	Name	Signature	Date
Club officer completing form	Vicki Hodgson		31/07/2020
Club president	Robert Spencer		31/07/2020
Senior Treasurer			