**RISK ASSESSMENT AND PROCEDURES FOR RE OPENING FROM SUNDAY 9th AUGUST 2020**

Following the latest easing of restrictions, the committee can confirm the Club will open for pre-booked shooting from Wednesday 5th August 2020.

Below you will find the latest information on how this will happen along with some new rules and procedures. Please read it fully and if you are happy with the terms please sign and return it. If you are unable to scan & email the signed document, then you may bring the original on your first visit.

1. In respect of the period we were closed due to Covid-19, we have offered your next year subs at a 25% discount. At time of writing 54 members have renewed their subs for the 2020-21 year starting on 1st September. If you have not already done so, please contact me to discuss options.
2. We will not be accepting new members just yet. We will take details from interested newcomers and, when possible, will implement a newcomer booking system.
3. I have already contacted Probationary members and extended their end dates to reflect the shutdown. They should ring to check regarding use of club equipment before booking a slot.
4. Members who wish to shoot are required to pre-book a slot in advance. Available slots are detailed on the booking form. Places are limited and may have a few weeks lead time. They are allocated on a first come first served basis. You may only book one slot at a time but once you have shot you can book another evening from the next day. If we are unable to open for any session, we will endeavour to contact the booker of each slot.
5. Until further notice, members must not bring family friends and guests etc. Where a parent or guardian needs to chaperone a junior, provision will be made. Otherwise we ask that non shooters await outside the club in their car etc.
6. The buddy-buddy system for shooting outside the official sessions may only be used if the ‘RCO Buddy’ has been briefed by the secretary on the duties required to adhere to the risk assessments.
7. The attached form must be completed in full for the first booking you make. You can email it to the club Secretary. You may also Text or telephone with the information, on 07885 438267. The committee will use the information provided on the form to allocate your range and firing point and confirm this with you. We will also use this information in the event of an outbreak or if people’s details are requested by the government / NHS for track and trace purposes.
8. When you arrive for your allocated slot, the following procedure must be followed to the letter, in this order: -
   1. Where possible, arrive already dressed to shoot, members with an allocated club jacket may put it on in the jacket store. For more established members we may make a jacket loan so it could be taken home avoiding the need to change at the club.
   2. Enter the porch on your own (or with members of your ‘bubble’)
   3. Apply hand sanitiser from the wall mounted dispenser on your left,
   4. Enter the clubroom, have your temperature checked with our no-touch thermometer
   5. Sign in (Using your own pen will reduce the transfer risk). Hand sanitiser if available throughout the club.
   6. Remember to maintain social distancing during your attendance.
   7. Pay for any items that you will require that evening, please pay by card or cheque. If you must pay by cash, please have the correct change. Note targets you will use during your session are free. Alternately you may wish to buy bulk targets.
   8. Then you MUST wash your hands immediately. This hand wash is strongly advised in addition to applying hand sanitiser.
   9. Remember to use hand sanitiser regularly especially after touching surfaces such as door handles switches and the tablets in the air ranges etc.
   10. Proceed to your allocated range and Firing point and enjoy your evening shooting.
   11. Ensure you finish shooting 10 minutes before the end of your slot to pack up, clean down and store equipment, and leave the building by the slot end time. This will avoid overcrowding in the clubhouse. Please clean your home stored gun at home.

COMMITTEE – COVID-19 RISK ASSESSMENT v01- 31st July 2020

1. Members are reminded to follow government guidelines regarding shielding.
2. If you (or any member of your household) feel unwell you must not attend. If you are showing any of the symptoms of Covid-19 you must stay away for at least 21 days from first showing symptoms and a minimum of 7 days after symptoms have stopped or until you test negative with a government issued test.
3. If you come into contact with somebody who has Covid-19 or Covid-19 symptoms, or you are contacted by the government track and trace, you must stay away for 21 days even if you don't show symptoms unless you later test negative with a government issued test.
4. If you suspect you have Covid-19 or have been in contact with somebody who has Covid-19, and you have since attended the club in the last 21 days, you must inform the club secretary. Any future bookings you have will be cancelled in line with the above points.
5. If you live in an area that goes into local lockdown you must stay away until the local restrictions are lifted. If you work (or have spent a significant amount of time) in an area that goes into local lockdown but you are not personally locked down due to living outside the lockdown area, you must stay away from the club for 21 days from the last time you were in the high risk area. If you travel outside of the UK, then you must stay away for 21 days from returning to the UK. If Rugeley goes into local lockdown, or England goes back into full lockdown, all bookings are cancelled without notice.
6. Wearing face coverings is strongly recommended in all club areas except when shooting. Any member who does not wish to wear a face covering due to breathing difficulties or anxiety should consider wearing a full-face visor. You are responsible for providing your own clean PPE. Please do not dispose of used PPE in the range bins. Please remember this virus can be deadly and wearing a face covering helps to protect your fellow members.
7. You must provide your own ear defenders and eye protection. The club may have a small quantity for sale, but this is not guaranteed.
8. We are running an "If you touch it, you clean it" policy. This means if use the toilet, you clean it after use. You must clean your allocated firing point before and after use with the provided disinfectant sprays and blue tissue roll.
9. Only the RCO, wearing gloves, will be allowed to access the armoury to retrieve Club firearms and to wipe down before and after use. Particular attention will be made to the areas where face and hands touch. More established regular attending members will have a club gun allocated and marked for their sole use.
10. Please take care with cleaning the sighting scopes.
11. Members must leave the building before the end of their slot time once they have finished shooting and have cleaned down. This is to avoid the risk of overcrowding the clubroom.
12. There will no socialising in the lounge until further notice.
13. There will be no refreshments available in the Club. The use of the kettle, cups, glasses, plates, cutlery etc. is not allowed.
14. Numbers will be limited to 4 on the 25m range, 3 on the 50m/100yd range, 2 on the 10m electronic air range and 2 in the 10/50 range either using 6yd/10m air or 50m .22 range. You may only use the range you have been allocated for the evening. Please note the 10m Electronic target range is only available to airgun shooters who have attained a level of competence to be able to hit the target area every time. This is to protect the target mechanisms.
15. We ask all prone shooters to provide their own mats, shooting jackets and gloves where possible. For those who require the use of club mats they will be cleaned before your use and you must clean down after use.
16. If you require a club glove, then you must wear a clean nitrile / vinyl glove underneath.
17. You may be allocated your own club jacket if the numbers allow it and which you can take home after each session. Other jackets are to be placed in a polythene jacket bag and written on with your name and date of use.
18. If you would like to purchase any of these items through the club, please speak to a committee member and we will investigate it.
19. Members must not share equipment except when you are from the same family/Bubble.
20. Members must take all their equipment home at the end of each evening (except those with firearms in hired lockers).
21. Members must not wear work clothes, or any other items that they have worn to work.
22. The door to the 25yd indoor range must be kept closed during shooting. This is to ensure adequate air flow over firers heads to take away residue and any airborne breath droplets.
23. Doors to the air ranges must be kept open when shooting and the extractor fans switched on to maintain a healthy air flow down the range.
24. To avoid overcrowding in the clubroom, up to 3 members may use the designated tables to make up/take down their guns before and after shooting. Members using the 50/100 range should use the tables provided outside. Members using the Air ranges should prepare in those ranges.

This diagram shows the official sessions each day in White. The greyed-out slots are available for ‘Buddy-Buddy’ use once the RCO ‘Buddy’ has been briefed on how to manage the risk assessment requirements.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Times | Date | Date | Date | Date | Date | Date | Date |
| 10-12 |  |  |  |  |  |  |  |
| 12-2 |  |  |  |  |  |  |  |
| 2-4 |  |  |  |  |  |  |  |
| 5-7 |  |  |  |  |  |  |  |
| 7-9 |  |  |  |  | Coaching with  Vic Tyne |  |  |

Here is a representive example showing the available firing Points per range per time slot. Repeated for each time slot. (Obviously the Available slots will differ per time range)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| Times | Range | FP/Date | 09/08/2020 | 10/08/2020 | 11/08/2020 | 12/08/2020 | 13/08/2020 | 14/08/2020 | 15/08/2020 |
| 10-12 | 25yd | 1 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 50m/100yd | 1 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 10m Electronic | 1 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 10m/50m  Either Air or .22 but not both | 10-1 |  |  |  |  |  |  |  |
| 10-2 |  |  |  |  |  |  |  |
| 50-1 |  |  |  |  |  |  |  |
| 50-2 |  |  |  |  |  |  |  |

You must not book or attend the club if you have Covid-19/Covid-19 Symptoms or if you have been in contact with anyone who has Covid-19 or Covid-19 symptoms, as per the agreed terms in our Risk Assessment and Procedures v1 31st July 2020.

If you would like to book a shooting slot, please fill in this form and either: -

* Mail a copy to the club address – RRC Rifle Range, Wharf Road, Rugeley, WS15 1BL.
* Or email a scanned copy or photo to [Feathers@Sky.com](mailto:Feathers@Sky.com) or ring the Sec on 07885 438267.

We will contact you to confirm your choice or alternate slots which are available.

|  |  |
| --- | --- |
| Name: |  |
| Phone no: |  |
| Email Address: |  |
| When is your preferred start date? |  |

Circle your preferences below (Please indicate alternatives where possible)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Preferred Day(s): | Sun | Mon | Tue | Wed | Thurs | Fri |
| Preferred Time Slot(s): | 10-12 | 12-2 | 2-4 | 5-7 | 7-9 |  |
| Range(s) | 25yd | 50/100 | 10m Air Electronics | 6yd/10m Air | 50m .22 |  |
| What Discipline(s) | Bench Rest .22 | Prone .22 Rifle | 3p .22 Rifle | 3p. Air Rifle | Air Pistol | Air Rifle |

|  |
| --- |
| What club Equipment will you require? E.g. Jacket, Sling, Glove, Gun etc. (we cannot guarantee availability) |

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| By submitting this request, I understand that if I attend the club I do so entirely at my own risk. Rugeley Rifle Club has taken appropriate measures to make the club as safe as possible with my co-operation. I understand that Rugeley Rifle Club, its management committee, and its Trustees are in no way responsible should I contract Covid-19.  Signed: Date: |