

Job/Project Title	BARPC Walled Garden Operation during COVID-19 Restrictions
MS Revision Number	v1.2
Date	30 November 2020

Description of Works

Task	Opening the range ready for use
Time	Various – Daylight hours
Duration	2 minutes
Sequence	<ol style="list-style-type: none"> 1. Unlock gate from carpark to Walled Garden (If not already open). <ol style="list-style-type: none"> 1a. If gate secured on arrival, lock it behind you. 2. Unlock gate from garden to range. <ol style="list-style-type: none"> 2a. If Walled Garden open to public, secure this gate behind you. 3. Raise the 'Range in Use' flag above the gate. 4. Open the range hut and prop the door open. 5. Sanitise hands.
Location	Walled Garden

Resources Required

Personnel	Range Officer
Supervision	Nil.
Equipment	Range keys.
Materials	Sanitiser.

Assessment of Significant Risks for all Tasks (see Risk Assessment 20200614 BARPC WG COVID-19 for detail)

Access/Egress	Nil.
Place of Work	Cross contamination from multiple contact points resulting in contracting COVID-19.
Others at risk	Nil.
COSHH, noise, manual handling	Nil.

Control Measures to be used

Permits	BARPC ID to be worn at all times.
Security	Gates secured as detailed above.
Special training	Range Officers to receive training prior to reopening.
Other	Reminder not to touch face once process starts until hands are sanitised.

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Description of Works

Task	Setting up the range ready for use
Time	Various – Daylight hours
Duration	5 - 10 minutes dependant on number of shooters booked
Sequence	<ol style="list-style-type: none"> 1. Put on disposable gloves. 2. Sign in on the relevant day within the diary, include time in. 3. Using bleach solution spray¹ the zeroing benches, kit benches & horizontal bar for the shooting bays to be used. Leave the solution to work. 4. Put out the orange range flag if using the 55yd shooting point. 5. Deploy targets for the shooting bays to be used. 6. Wipe down the zeroing benches, kit benches & horizontal bar. 7. Dispose of gloves into bin.
Location	Walled Garden

Resources Required

Personnel	Range Officer
Supervision	Nil.
Equipment	Selection of targets from shed. Spray bottle.
Materials	Disposable gloves. Bleach solution. Paper towels. Bin bag.

Assessment of Significant Risks for all Tasks (see Risk Assessment 20200614 BARPC WG COVID-19 for detail)

Access/Egress	Nil.
Place of Work	Cross contamination from multiple contact points resulting in contracting COVID-19.
Others at risk	Nil.
COSHH, noise, manual handling	COSHH – Chemical burn from bleach. Gloves and eye protection to be worn when mixing ² .

Control Measures to be used

Permits	BARPC ID to be worn at all times.
Security	Gates secured as detailed above.
Special training	Range Officers to receive training prior to reopening.
Other	Nil.

¹ If required to mix the bleach solution see additional tasks on page 9.

² As above.

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Description of Works

Task	Booking in shooters – commencing shooting
Time	Various – Daylight hours
Duration	5 - 10 minutes dependant on number of shooters booked
Sequence	<ol style="list-style-type: none"> 1. Meet the shooters at either the carpark gate or the gate onto the range (dependant on whether the Walled Garden is open to the public). 2. Check that only those members who have booked onto a session via the forum are in attendance. 3. Remind members to maintain 2m/6.5ft distancing. 4. Unlock & open the gate, move back and allow the members access to the range. 5. Secure the gate once all members are in. 6. Sign all shooters in, noting time arrived. 7. Brief the shooters on the additional protocols in place, namely; <ol style="list-style-type: none"> a. All to use the sanitiser located on the back of the door to the hut. b. One shooter per shooting bay and shooters to remain in that bay for the duration of the session. c. Targets have been set out however if a shooter needs a paper target they are to tell the RO now. (The RO will then set up the target prior to commencing shooting.) d. Shooters are to remain on site until the end of the session at which point the RO will escort them back to gate. e. Seats are available but no other club equipment used and no sharing of personal equipment. f. The Bothy will remain closed, so there are no toilets available on site. g. All standard safety rules remain extant. 8. Allocate shooters to shooting bays. 9. Set up paper targets as required. 10. Set out seats as required. 11. Confirm everyone is ready to start the session? 12. Give two whistle blasts and ask the person next to the flag to bring it in. <p>*If the RO is confident that the session is progressing safely (from both a shooting and a COVID-19 perspective) and providing there is capacity then they may shoot, using the left hand bay of the 30yd shooting line.*</p>
Location	Walled Garden

Resources Required

Personnel	Range Officer plus up to 5 shooters.
Supervision	Nil.
Equipment	Nil.
Materials	Sanitiser. Bin bags.

Assessment of Significant Risks for all Tasks
(see Risk Assessment 20200614 BARPC WG COVID-19 for detail)

Access/Egress	Nil.
Place of Work	Cross contamination from multiple contact points resulting in contracting COVID-19. Cross contamination from exposure to COVID-19 carrier resulting in contracting COVID-19.
Others at risk	Nil.
COSHH, noise, manual handling	Nil.

Control Measures to be used

Permits	BARPC ID to be worn at all times.
Security	Gates secure.
Special training	Range Officers to receive training prior to reopening.
Other	Nil.

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Description of Works

Task	End of session procedures
Time	Various – Daylight hours
Duration	5 - 10 minutes dependant on number attending session.
Sequence	<ol style="list-style-type: none"> 1. Give one whistle blast, ask the person next to the flag to put it out and inform shooters that that is the end of the session. 2. Ask shooters to pack away their equipment and get ready to leave the range. 3. Sign all shooters off the range noting the time they leave. 4. Ask all shooters to make their way to the gate, reminding them to maintain social distancing. They may use the sanitiser as they pass. 5. Spray the zeroing benches, kit benches and horizontal bar with bleach solution and leave to work for at least 2 minutes before wiping down. 6. Let the shooters out of the range. 7. If another session is planned begin from 'Booking in shooters – commencing shooting'.
Location	Walled Garden

Resources Required

Personnel	Range Officer plus up to 5 shooters.
Supervision	Nil.
Equipment	Range keys.
Materials	Sanitiser.

Assessment of Significant Risks for all Tasks (see Risk Assessment 20200614 BARPC WG COVID-19 for detail)

Access/Egress	Nil.
Place of Work	<p>Cross contamination from multiple contact points resulting in contracting COVID-19.</p> <p>Cross contamination from exposure to COVID-19 carrier resulting in contracting COVID-19.</p>
Others at risk	Nil.
COSHH, noise, manual handling	Nil.

Control Measures to be used

Permits	BARPC ID to be worn at all times.
Security	Gates secured as detailed above.
Special training	Range Officers to receive training prior to reopening.
Other	Nil.

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Description of Works

Task	Packing away the range equipment
Time	Various – Daylight hours
Duration	5 - 10 minutes dependant on number attending session.
Sequence	<ol style="list-style-type: none"> 1. Put on disposable gloves. 2. Put any seats back into the shed. 3. Spray all zeroing benches, kit benches and the horizontal bar with bleach solution and leave to work for at least 2 minutes. 4. Put the orange range flag back in the shed. 5. Return all targets to the shed, dispose of any paper. (Members may assist by returning targets to the shed door but only the designated RO to be inside the shed at any time.) 6. Wipe down the zeroing benches, kit benches and the horizontal bar. 7. Dispose of all paper towels in the bin. 8. Remove gloves. 9. Use hand sanitiser.
Location	Walled Garden

Resources Required

Personnel	Range Officer & Members.
Supervision	Nil.
Equipment	Seats and targets as used during session. Spray bottle.
Materials	Disposable gloves. Bleach solution. Paper towels. Bin bag. Sanitiser.

Assessment of Significant Risks for all Tasks (see Risk Assessment 20200614 BARPC WG COVID-19 for detail)

Access/Egress	Nil.
Place of Work	Cross contamination from multiple contact points resulting in contracting COVID-19.
Others at risk	Nil.
COSHH, noise, manual handling	COSHH – Chemical burn from bleach. Gloves and eye protection to be worn when mixing ³ .

Control Measures to be used

Permits	BARPC ID to be worn at all times.
Security	Gates secured as detailed above.
Special training	Range Officers to receive training prior to reopening.
Other	Nil.

³ If required to mix the bleach solution refer to additional tasks on page 9.

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Description of Works

Task	Securing the range after use.
Time	Various – Daylight hours
Duration	2 minutes
Sequence	<ol style="list-style-type: none"> 1. Ensure all club equipment is back in the shed. 2. Sign out; noting the time you are leaving. 3. Put on disposable gloves. 4. Take a sanitising wipe. 5. Close and lock the shed. 6. Wipe down the handle of the shed door. Keep the sanitising wipe. 7. Pick up personal kit and make your way out. 8. Lower the red range in use sign at the gate. 9. Secure the gate between the range and the garden. 10. Wipe down the lock and contact points on the gate. 11. If the Walled Garden is open to the public leave the site, disposing of the gloves and wipe either into the bin in the carpark or taking them home for disposal. 12. If the Walled Garden is closed to the public then secure the gates to the carpark and again wipe down the lock and contact points. Dispose of the gloves and wipe either into the bin in the carpark or taking them home for disposal.
Location	Walled Garden

Resources Required

Personnel	Range Officer
Supervision	Nil.
Equipment	Range keys.
Materials	Disposable gloves. Sanitising wipe.

Assessment of Significant Risks for all Tasks (see Risk Assessment 20200614 BARPC WG COVID-19 for detail)

Access/Egress	Nil.
Place of Work	Cross contamination from multiple contact points resulting in contracting COVID-19.
Others at risk	Nil.
COSHH, noise, manual handling	Nil.

Control Measures to be used

Permits	BARPC ID to be worn at all times.
Security	Gates secured as detailed above.
Special training	Range Officers to receive training prior to reopening.
Other	Reminder not to touch face until hands are sanitised.

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Description of Works

Task	Additional Task – Mixing bleach solution
Time	Various – Daylight hours
Duration	2 minutes
Sequence	<ol style="list-style-type: none"> 1. Put on disposable gloves and eye protection (goggles are provided in the shed specifically for this process). 2. Take the bleach, spray bottle, water bottle and the plastic trough and place the trough on a bench with the spray bottle & bleach inside it. 3. Open the spray bottle. 4. Use the water bottle to fill the spray bottle to the line marked 'Water'. The finished solution should be 1 part bleach to 9 parts water so for the 1.5 litre spray bottle fill with 1,350ml of water & for the 5 litre bottle 4,500ml. 5. Open the bleach. 6. Add the bleach to the spray bottle to the line marked 'Bleach'. The finished solution should be 1 part bleach to 9 parts water so for a 1.5 litre spray bottle fill with 150ml of bleach & for the 5 litre bottle 500ml. 7. Close the bleach bottle, ensuring it is done up tightly. 8. Replace the cap on the spray bottle and ensure it is done up tightly. 9. Gently shake the spray bottle to mix the solution. 10. Return all items back to the shed. 11. Remove and dispose of gloves. 12. Remove eye wear (unless prescription glasses). <p>*Note – Bleach solution degrades over time so do not be tempted to mix large quantities to save time, rather mix only what you need.</p>
Location	Walled Garden

Resources Required

Personnel	Range Officer
Supervision	Nil.
Equipment	Spray bottle.
Materials	Disposable gloves. Eye protection. Bleach. Water.

Assessment of Significant Risks for all Tasks (see Risk Assessment 20200614 BARPC WG COVID-19 for detail)

Access/Egress	Nil.
Place of Work	Nil.
Others at risk	Nil.
COSHH, noise, manual handling	Chemical burn from bleach.

Control Measures to be used

Permits	BARPC ID to be worn at all times.
Security	Gates secured as detailed above.
Special training	Range Officers to receive training prior to reopening.
Other	Nil.