

Job/Project Title	BARPC EOVIH Operation during COVID-19 Restrictions
MS Revision Number	v1.1
Date	31 August 2020

### Description of Works

Task	Opening the range ready for use
Time	6:45pm Tuesday
Duration	5 minutes
Sequence	<ol style="list-style-type: none"> <li>1. Unlock hall.</li> <li>2. Sanitise hands</li> <li>3. Open Windows.</li> <li>4. Unlock &amp; open equipment cupboard.</li> </ol>
Location	East Oakley Village Hall

### 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	Hall is lock
Special training	Range Officers to receive training prior to reopening.
Other	Reminder not to touch face once process starts until hands are sanitised.

Job/Project Title	BARPC EOVB Operation during COVID-19 Restrictions
MS Revision Number	v1.1
Date	31 August 2020

### Description of Works

Task	Setting up the range ready for use
Time	6:50pm Tuesday
Duration	10 minutes
Sequence	<ol style="list-style-type: none"> <li>1. Put out 3no. target holders &amp; back plates.</li> <li>2. Plug in spotlights.</li> <li>3. Put out tables at the firing line.</li> <li>4. Put out chairs behind firing points.</li> <li>5. Put out the light box.</li> <li>6. Wipe down the tables &amp; chairs with antibacterial wipes.</li> </ol>
Location	East Oakley Village Hall

### Resources Required

Personnel	Range Officer
Supervision	Nil.
Equipment	Target holders & back plates from cupboard.
Materials	Antibacterial Wipes

### Assessment of Significant Risks for all Tasks (see Risk Assessment BARPC EOVB 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	Nil
Special training	Range Officers to receive training prior to reopening.
Other	Nil.

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### Description of Works

Task	Booking in shooters – commencing shooting
Time	7:00 pm
Duration	5 minutes dependant on number of shooters booked
Sequence	<ol style="list-style-type: none"> <li>1. Sanitise Hands</li> <li>2. Check that only those members who have booked onto a session are in attendance.</li> <li>3. Remind members to maintain 2m/6.5ft distancing.</li> <li>4. Sign all shooters in, noting time arrived.</li> <li>5. Brief the shooters on the additional protocols in place, namely; <ol style="list-style-type: none"> <li>a. Highlight the special conditions of hire of the hall as set out by EOVB.</li> <li>b. All to use the sanitiser located on the table near to the door.</li> <li>c. One shooter per firing point.</li> <li>d. All targets to be put out by the range officer.</li> <li>e. RO to control the light box.</li> <li>f. There is to be no other club equipment used and no sharing of personal equipment (accept if in a social bubble).</li> <li>g. The kitchen isn't to be used.</li> <li>h. The toilets are available if required. But will be required to be cleaned after use.</li> <li>i. All standard safety rules remain.</li> <li>j. Any rubbish is to be taken away by each member and disposed of off site.</li> </ol> </li> <li>6. Allocate shooting positions to the 1<sup>st</sup> 3 shooters.</li> <li>7. Confirm everyone is ready to start the session?</li> <li>8. Turn the light box to red.</li> <li>9. Any rotation of shooters during a session. RO to wipe down the table &amp; chair ready for the next shooter. (Accept if members are in a social bubble).</li> </ol> <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 shooting point.*</p>
Location	East Oakley Village Hall

### Resources Required

Personnel	Range Officer plus up to 5 members.
Supervision	Nil.
Equipment	Nil.
Materials	Sanitiser. Antibacterial wipes

**Assessment of Significant Risks for all Tasks  
(see Risk Assessment BARPC EOVI 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	Nil
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	7:55pm
Duration	5 minutes
Sequence	<ol style="list-style-type: none"> <li>1. Inform shooters that that is the end of the session.</li> <li>2. Ask shooters to pack away their equipment and get ready to leave the range.</li> <li>3. Wipe down tables &amp; chairs with antibacterial wipes.</li> <li>4. Sign all shooters off the range noting the time they leave.</li> <li>5. Ask all shooters to make their way out of the hall, reminding them to maintain social distancing. They may use the sanitiser as they leave.</li> <li>6. If another session is planned begin from 'Booking in shooters – commencing shooting'.</li> </ol>
Location	East Oakley Village Hall

### Resources Required

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

### 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	Nil.
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 & leaving hall.
Time	9:00pm
Duration	10 - 15 minutes.
Sequence	<ol style="list-style-type: none"> <li>1. Sanitise hands</li> <li>2. Put target holders, back plates &amp; light box back in the cupboard.</li> <li>3. Wipe down tables &amp; chairs.</li> <li>4. Put back the tables &amp; chairs.</li> <li>5. Close all windows &amp; wipe down handles.</li> <li>6. Sign out &amp; note time when leaving.</li> <li>7. Turn off lights and wipe down light switches &amp; door handles when exiting the building.</li> <li>8. Lock the door.</li> </ol>
Location	East Oakley Village Hall

### Resources Required

Personnel	Range Officer.
Supervision	Nil.
Equipment	Nil.
Materials	Sanitiser. Antibacterial wipes.

### Assessment of Significant Risks for all Tasks (see Risk Assessment BARPC EOVB 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	

### Control Measures to be used

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