**JSPC Covid 19 Operation**

**Introduction**

Subject to complying with Scottish Government and Scottish Target Shooting (STS) guidance, the Club is now allowed to open. This note aims to detail the processes, based on that guidance, approved by the Committee to enable the Club to do so. Whilst trying to keep this as short as possible, it must go into an amount of detail.

This is a work in progress and will be amended as experience grows and as formal guidance changes. With immediate effect it replaces the previous mode of operation for the Club and will remain in place until further notice.

The Committee is responsible, so Range Officers will only be selected from Committee members and will be responsible for supervising sessions and monitoring member compliance.

The principles throughout are – minimise risk for everyone and minimise work falling on the RO, whilst enabling some level of shooting to re-commence. Generally, these objectives are achieved by reducing potential touch points to a minimum. Necessarily this results in a major change to the way the Club operates.

A risk assessment and a re-opening checklist have been produced and are provided for your information.

To be clear this is not by any means a return to “normal” operation – the previous flexibility and freedom is suspended and modified until further notice. Full detail is given below but the general operation will be:

* Attend only to shoot.
* Limited access to buildings.
* Limited numbers attending any session.
* Limited sessions per week.
* Attendance to be booked via email booking system.

**General**

* Only full members can attend – no guests, visitors or probationers.
* Maintain 2m distance at all times.
* Bring your own refreshments – to be consumed in your car.
* Take your rubbish home.
* All buildings are out of bounds other than the firing range itself.
* Only the RO has access to the porta cabin which should contain (and to which should be returned) all the RO needs to run the range. The plug for the turners is left permanently in place in the bottom shed.
* Range door to be kept open while the range is in use.
* Other than the shooting bench, stool, target board and targets members only use their own equipment.
* Members should only ever be touching their own equipment, shooting bench, stool, target board (to the extent needed to put up a target) and paper targets. Whilst the hand-rails at the steps will be disinfected at the start of each session, they should not be used if at all possible.
* Members take the targets they intend to use – keep any excess for future use – do not replace them in the target container.
* No member enters the range until the RO has carried out the pre-session cleaning – stay in the car park until the range is ready.
* Everyone to wear face covering at all times when on the range, except when on the firing point.
* Members to complete and sign their attendance page using their own pen.
* Members will need to make their own arrangements for obtaining ammunition etc.

**Members**

Whilst the Committee has done, and will continue to do, its bit the members also need to cooperate in the process and take responsibility for themselves.

Personal health is the priority and there is nothing here that overrides Government guidance. If you are unwell generally, and / or have Covid 19 symptoms, you should not attend the Club. If you’re struggling with this note or doubt you can comply, you should not attend the Club.

There are no external pressures to attend the Club. The usual Club attendance requirements are suspended until further notice and the Police have confirmed in writing that health takes precedence over attending a club to meet Government attendance criteria. So, if you’re in any doubt at all you might want to wait until things return to normal before attending gain.

Anyone with symptoms after visiting must advise the Club ([jspcsecretary@btinternet.com](mailto:jspcsecretary@btinternet.com)) and the NHS as soon as possible.

Failure to comply (with Government, STS or Club guidance) will invalidate your insurance cover and is likely to result in failure to meet the fit and proper person test, both of which put your FAC at risk. Club membership is also likely to be at risk.

A Member Declaration needs to be completed, signed and handed to the RO when first attending the Club under the new process.

**Shooting sessions and booking**

Only alternate shooting booths will be used – i.e. 1, 3, 5, 6, 8 and 10. Others are not to be used. The corresponding sections on the benches to the rear have been appropriately marked.

The Club will only be open on the formal Club days – i.e. Sundays and Wednesdays.

Each day split into two periods - 9:30 to 12:30 and 13:00 to 16:00.

Each period will be under the control of a pre-determined RO who is expected to attend as a matter of course (they’ve been chosen based on their attendance patterns – i.e. regular and frequent). If an RO can’t attend their session they need to email [jspcsecretary@btinternet.com](mailto:jspcsecretary@btinternet.com) with as much advance warning as possible – an alternative RO will be sought, or the session cancelled.

Max 6 people per period, one of whom is the designated RO for that period.

Members (but not the session RO) need to book their slot. Email [jspcsecretary@btinternet.com](mailto:jspcsecretary@btinternet.com) stating the date and whether the desired slot is morning or afternoon. You’ll get an email response advising whether you’ve been successful, including your nominated booth number, or not. Those who do not use email will need to find someone who does and can book on their behalf.

This is on a “first come, first served” basis but may require some intervention to try and give all members an opportunity to shoot.

Booking for the following Sunday is open from Monday to Friday inclusive.

Booking for the following Wednesday is open from Thursday to Monday inclusive.

Bulk or multiple bookings and advance booking, other than as above, are not permitted.

Members should leave promptly at end of their session.

**Range Officers**

**At the start of each session:**

* Check non-usable booths (i.e. 2, 4, 7, and 9) and corresponding rear benches are suitably marked.
* Check no unnecessary Club equipment (should only be one standard stool per booth) is on the range.
* Check all buildings, other than the range itself, are closed to member access.

Wearing gloves:

* Put up target boards, flags, open door.
* Disinfect all shooting benches, stools, door handles, and the hand-rails at the steps.
* If to be used, disinfect the zip lock bag containing the turning target control unit, and the control boxes.
* Put relevant attendance register pages on the range.
* Collect Member Declarations for first time attendees.

**During each session:**

If shooting from 25 metres, unloaded firearms to be placed on shooting bench, member to move to corresponding rear bench to allow RO access to prove clear.

If shooting from shorter distances, firearms will be proved clear just as they used to be but must be held at arms’ length to allow the RO some distance.

**At the end of each session:**

At the end of a session, wearing gloves the RO clears the range – e.g. replace signed pages in the attendance registers, sweep up brass, put target boards away, flags down, top-up all target containers.