Risk assessment template

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| Club / Venue name:  Joint Services Pistol Club |  | Important links on managing risk: | [Completed example risk assessment](https://sportscotland.org.uk/covid-19/support-for-clubs-and-community-sport-organisations/gyfffsresources/) | |
| Assessment carried out by:  Stuart Russell |  |  | [Scotland’s route map through and out of the crisis](https://www.gov.scot/publications/coronavirus-covid-19-framework-decision-making-scotlands-route-map-through-out-crisis/) | |
| Date assessment was carried out: 5/7/20 |  |  | [HSE Health and Safety - Risk assessment advice](https://www.hse.gov.uk/simple-health-safety/risk/index.htm) | |
| Date of next review: 5/8/20 |  |  | [Getting your facilities fit for sport guidance](https://sportscotland.org.uk/covid-19/getting-your-facilities-fit-for-sport/) | |
|  |  |  | [Getting coaches ready for sport](https://sportscotland.org.uk/covid19-coaching/) | |
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| Responsibilities of management | | | | | | |  |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | | Review |
| Reinstating range after several months of non-use |  | Normal operating procedures.  Regular monitoring by Committee. | Produce re-opening checklist | SR | | 26/6/20 | n/a |

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| Building essentials | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | Review |
| Health risks from accumulated bird fouling | Club members | Netting to prevent bird nesting – not effective. | Netting to be removed.  Existing fouling to be removed. Done several times.  Ultrasonic deterrents to be installed. Done July but subsequently stolen from range.  Spikey deterrents to be installed. | RE  RE, SR, WV  SR  WV | July 20  July and August  August |  |
| Spread of Covid-19 through facilities via touch points. | Club members | n/a | Reduce touch points and regular disinfection.  Non-essential equipment removed.  Email booking system.  Open doors.  RO checklist of actions  Limited to use on Wednesdays and Sundays reduces chances of virus surviving on surfaces. | Designated session RO  SR  SR  Designated session RO  Designated session RO  SR | On-going  3/7/20  22/6/20  On-going  On-going  3/7/20 |  |

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| Hygiene, health & safety | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | Review |
| Spread of Covid-19 through lack of hand washing / sanitising facilities. | Club members | n/a | Kitchen and toilet facilities closed  Hand sanitiser and gloves provided on firing point | SR | 3/7/20 | On-going |

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| Cleaning | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | Review |
| Spread of Covid-19 through increased exposure via increased cleaning processes. | Session ROs | n/a | Time allowed to ROs prior to start of session.  Gloves and sanitiser provided to ROs | Designated session RO | On-going | On-going |

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| Physical distancing | | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | | Review |
| Spread of Covid-19 through non-observance of distancing requirements. | Club members | n/a | Shooting booths and equipment benches closed-off to maintain 2 metre distance.  Distinct booked shooting sessions with half hour interval to permit end / start without gathering.  All buildings other than firing points closed to use. | SR  SR | | 3/7/20  13/9/20 | On-going  On-going |

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| Symptoms of COVID-19 | | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | | Review |
| Members visiting with Covid-19 symptoms | Club members | n/a | Members told not to attend if exhibiting symptoms.  Member with symptoms visiting to be told to leave. | SR  Designated session RO | | 15/9/20 | n/a |

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| First aid | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | Review |
| Spread of Covid-19 through administering first-aid | Club members | n/a | Hygiene protocols to be followed | Inured party and person administering first-aid | n/a | On-going |

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| Inform | | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | | Review |
| Members not aware of new requirements | Club members | n/a | Members to be advised of new processes / requirements via email / post | SR | | 15/9/20 | n/a |

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| Staff | | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date Complete | | Review |
| n/a |  |  |  |  | |  |  |

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| Sport-specific | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | Review |
| Spread of Covid-19 through use of shared equipment | Club members | n/a | All club equipment to be removed.  Members to be told not to share their equipment. | SR  SR | 3/7/20  15/9/20 |  |

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| Organised coached activities | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | Review |
| n/a – no probationary training / guest days allowed. |  |  |  |  |  |  |

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| Delivering coached activities | | | | | | | |
| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | Date complete | | Review |
| n/a – no probationary training / guest days allowed. |  |  |  |  | |  |  |