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| **Name of Section or Activity** | **Bibbys Farm Campsite and Activity Centre**  **Indoor Archery** | **Date of risk assessment** | **17th Dec 2020** | **Name of who undertook this risk assessment** | **John Wolfenden** | **COVID-19 readiness level transition** | Red to Amber | Version No | **03.05.05.2021** |

| **Hazard Identified? /**  **Risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
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| Normal and COVID19 Hazards | Instructors  Volunteers/ Staff | Ensure leaders have seen and read the appropriate Risk Assessments (R.A) Guidelines and Operational procedures.   * Standard Indoor Archery Risk Assessment (HASMOP) * COVID19 Restart Indoor Risk Assessment Archery * COVID19 Restart Risk Assessment Site Reopening (Visitors). * COVID19 Restart Risk Assessment First Aid Incident |  |
| **Operational Procedures**  **Risk** Spread of infection due to lack of Administration Procedures | Instructors  Volunteers/ Staff | * Maximum number of activities allowed in Activity Barn (AB).at any one time is two. * Maximum number of participants per Archery session to be limited to 8 plus Instructor and leader. * Archery to be carried out in the Archery Bay. * The instructor will receive the necessary archery equipment for the session from a Bibbys Staff member. * On completion of session equipment to be returned to quarantine area by a Bibbys staff member. * Masks to be worn inside A.B * Prior to participants entering the A.B, instructors / leaders to consult with designated Bibbys staff member who is responsible for giving access to the (A.B). * To assist social distancing and maintain safety procedures when two activities are taking place within the Activity Barn the folding door isolating the Archery and Shooting bays is to be closed. * Signage within the Activity Barn local to the Archery bays to remind people of social distancing and the need for good hygiene procedures. * Multiple group sessions during evening or day visits only allowed if there is clean equipment available and there is sufficient time for the necessary cleaning of the Archery Range between groups. * Sessions to be pre booked prior to visit. | r |
| **Indoor Archery Session**  **Risk:** Spread of infection if social distancing is not maintained. | Young People  Instructors  Volunteers/ Staff | **Instruction**   * Instructors need to demonstrated safe rifle shooting techniques at the current socially acceptable distance. * Only archery shooters that can take instruction and shoot without physical intervention should be allowed to take part.   **During session shooting**   * All social distancing practices must be followed. * Priority over social distancing. may be necessary in the case of an emergency where intervention is required. * The indoor range will be marked for 2 shooting at a time (1per boss)   Seating arrangements in waiting area to be suitably marked to ensure social distancing is adhered to. Leader must ensure participants waiting to shoot maintain social distancing.  . | . |
| **Indoor Archery Session**  ***Risk*:** Spread of infection due to lack of personal hygiene | Young People Leaders  Volunteers/ Staff | * Everyone to sanitise their hands before, during and after the activity. * Any visors, masks or arm shields used, should be cleaned or replaced at end of session. * Extra caution must be taken not to touch mouth or face. |  |
| **Indoor Archery Session**  **Risk** Spread of infection during range set. | Young People Leaders  Volunteers/ Staff | * Person setting up the range will receive a clean prepacked kit of equipment including: 2 target faces and 8 face pins, 1 set of 10 arrows and bows to suit. Additional cleaning must be carried out prior to commencement of activity session to ensure that it is free of any contamination that might have occurred during storage. * Bows and Strings to be cleaned using sanitising spray and paper roll when put together for first shooter. * Arrows to be wiped using sanitising spray and paper roll. * Braces to be wiped using sanitising spray prior to them being placed in position. * On completion of range setup and equipment cleaning, hands to be cleaned using sanitising gel. |  |
| **Indoor Archery Session**  **Risk**: Spread of infection due to shooting and collecting arrows | Young People Leaders  Volunteers/ Staff | **During Shooting**   * When instructed to, Archers to collect their own arrows from the target area and return them to the shooting line. * Use sanitising gel provided to clean hands before continuing to shoot.   **Between Archers**   * When arrows have been collected use the supplied paper roll and sanitising agent to clean arrows, bows and strings before placing them in the stands ready for next archer. (pay attention to string, nock and fletching area of the arrows) * Bracers will be worn by one person throughout the session. * Use sanitising gel to clean hands after cleaning bows. |  |
| **Indoor Archery Session**  **Risk:** Spread of infection due to equipment at completion ofsession | Young People Leaders  Volunteers/ Staff | **At completion of session**: -  Where practicable equipment to be quarantined for 72 Hrs or if not practicable sanitised.as follows:-   * **Bows** to be fully striped (remove string and wipe with sanitising solution. (sanitizer to be used must be covid certified and used as per manufacturer instructions) * Each bow component to be sprayed with sanitising agent then wiped dry with paper roll. * **Arrows** Sprayed using suitable sanitising agent and wiped with paper roll (pay attention to nock and fletching area of the arrows) before putting in tube (spraying inside of tube first) * **Bracers** to be cleanedusing sanitising agent. * **Target Faces and Pins.** After each session, the targets and pins are removed, Targets are disposed of safely in a sealed bag, pins are placed in a container of cleaning solution for 24 hrs. |  |
| **Waste Disposal**  **Risk: -** Spread of infection due to waste accumulation | Young People Leaders  Volunteers/ Staff | * Sufficient refuse bins are to be made available. and regularly cleared and sanitised. * Waste to be emptied daily and disposed of in accordance with current government guidelines. |  |
| **First aid Incident**  **Risk:** Spread of infection due to treating patient | Young People Leaders  Volunteers/ Staff | * Refer to COVID 19 First Aid Risk Assessment |  |
| ***Review:*** *This risk assessment is for a section to move from one COVID Readiness alert level to the next, an additional risk assessment should be produced for each move proposed.* | | | |

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| **Checked by Line Manager** | **Name, Brian Davies**  **Role / level Director**  **Date 05th May 2021** | **Checked by Executive** | **Name, Diane Hawkins**  **Role / level Chair, Bibbys Farm Ltd; Bolton Scout Trust**  **Date 5 May 2021** |
| **Approved by Commissioner** | **Name, Nisbah Hussain**  **Role / level Reg Commissioner**  **Date 10 May 2021** | **Approved by Executive** | **Name, Stephen Lewis**  **Role / level President Bolton Scout Trust**  **Date 6 May 2021** |
| **Notification of level change** | **Date and by who**  **Cathy Ward CC GMN 24 March 2021** | | |

We take personal data privacy seriously. The data in this form is used to assess the suitability for the return to face-to-face Scouting based on the controls put in place. The personal data in this form is used to identify the individuals who have completed and approved the risk assessment. This includes the individual who undertook the assessment, the line manager, Executive members and County Commissioner, who will all have access to this data. Scouts’ headquarters will retain this data for 3 years after the Covid-19 readiness level goes to ‘Green’ and does not return to ‘Amber’ or ‘Red’ to act as evidence of the assessment taking place. For further details on the Scouts data processing stance please visit our Data Protection Policy here. <https://scouts.org.uk/DPPolicy>’.