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|  | **Bibbys Farm Campsite and Activity Centre**  **Crossbow** | **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 | Leaders  Volunteers/ Staff | Ensure leaders have seen and read the appropriate Risk Assessments (R.A) Guidelines and Operational procedures.   * + - * Crossbow Archery Risk Assessment (HASMOP) * COVID19 Restart Risk Assessment Cross Bow Archery * COVID19 Restart Risk Assessment. Site Reopening (Visitors) * COVID19 Restart Risk Assessment First Aid Incident |  |
| **Operating Procedures**  **Risk** Spread of infection due to lack of Administration Procedures | Young People  Leaders  Volunteers/ Staff | * Maximum number of activities allowed in Activity Barn (A.B).at any one time is two. * Maximum number of participants per crossbow session to be limited 8 plus an instructor and leader. * Crossbow shooting to be carried out in the A.B. archery bay. * The instructor will receive the necessary Crossbow shooting equipment for the session from a Bibbys Staff member. * On completion of session equipment to be returned to a quarantine area by a Bibbys staff member. * 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. * Masks to be worn inside 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 A.B. 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 shooting range between groups. * Sessions to be pre booked prior to visit. |  |
| **Crossbow Archery Session**  **Risk:** Spread of infection if social distancing is not maintained. | Young People  Leaders  Volunteers/ Staff | **Instruction**   * Instructors need to demonstrated safe Crossbow shooting techniques at the current socially acceptable distance. * Only Crossbow 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 target)   * Seating arrangements in waiting area to be suitably positioned to ensure current social distancing requirements are adhered to. * Leader must ensure participants waiting to shoot maintain social distancing. |  |
| **Crossbow Archery**  **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 or masks used should be cleaned or replaced after end of session. * Extra caution must be taken not to touch mouth and face. |  |
| **Crossbow Session**  **Risk** Spread of infection during range set up | Young People  Leaders  Volunteers/ Staff | * Person setting up the range will receive clean equipment including 2 cross bows 2 targets and 8 bolts Additional cleaning must be carried out prior to commencement of activity to ensure that it is free of any contamination that might have occurred during storage. * Target to be wiped using sanitising spray and paper roll and put together. * Bows to be wiped using sanitising spray and paper roll. * Bolts to be wiped using sanitising spray and paper roll. * On completion of range setup and equipment cleaning, hands to be cleaned using sanitising gel. |  |
| **Crossbow Session.**  **Risk**: Spread of infection due to shooting and collecting Bolts | Young People  Leaders  Volunteers/ Staff | **During Shooting**   * Instructors to collect bolts from the target area and return them to the shooting line. * Use sanitising gel provided to clean hands before continuing to shoot.   **Between Archers**   * Between archers when bolts have been collected use the supplied paper roll and sanitising agent to clean bolts and bows before placing them on the table ready for next archer. (pay attention to nock and fletching areas of the bolt) * Use sanitising gel to clean hands after cleaning bows and bolts. |  |
| **Crossbow Session**  **Risk:** Spread of infection due to equipment at completion ofsession | Young People  Leaders  Volunteers/ Staff | **At completion of session**:   * Al equipment to be quarantined -for 72 hours or sanitised. ( Sanitizer to be used must be Covid certified and used as per manufacturer’s instructions.) * **Bows** to be cleaned with sanitising agent and wiped dry with paper roll * Bolts Cleaned with sanitising agent and wiped dry with paper roll before putting in tube after spraying insiide of the tube. * **Targe**t to be cleaned at the ends of each session using sanitising agent and wiped dry with paper roll. * Hands to be cleaned using sanitising gel after handling the equipment. |  |
| **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 May2021** | **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>’.