

CLICKERS ARCHERY COVID 19 RISK ASSESSMENT - MAY 2020 V1.5

TERMS OF REFERENCE				
Hand Washing				Either wash hands for 20 secs as per Gov guidelines with Antibacterial Soap or use Antibacterial Hand Gel
Decontamination / Quarantine Area				Area under packing bench for items that have been touched and need to be stored for 3 days before being returned to stock, either on the shelf or bins provided. DL to monitor quarantine period.
Antibacterial Products				Antibacterial Wipes, Antibacterial Spray or Solution - all applied directly to product or surfaces.
HAZARD	CONSEQUENCES	WHO IS AT RISK	LOCATION	CONTROL MEASURE
GENERAL				
Too Many Customers	Risk of Passing Infection to other people	Customers & Staff	Shop	Operate an appointment system limiting customer numbers in store to 3 + guardian if needed. Advise customers to shop alone. Run click and collect service from separate premises.
Too Many Staff	Risk of Passing Infection to other people	Staff & Customers	Shop & Unit	Limit shop floor area to 3 staff +1 office staff - Total 4 on Site. Limit unit staff to 6 across 2 floors / spaces.
Bringing Covid 19 in on Hands	Risk of Passing Infection to other people	Customers & Staff	Shop & Unit	Provide Hand Gel at all Entry Points. Frequent Antibacterial wash of door handles at entry points
Toilets	High Risk of Passing Infection to other people	Customers & Staff	Shop & Unit	Emergency use only by customers, toilet and sink to be cleaned after use. Staff use :- Male Staff standing up Antibac Hands before and after use. Staff use :- Sitting down, clean toilet seat before and after use, with Antibac Spray - sited on the window sill.
Refreshments for Customers	High Risk of Passing Infection to other people	Customers	Shop	No hot drinks available to customers. Drinking Water Machine only with disposable plastic cups and waste bin close by. Water Machine tap to be regularly sanitised.
Passing Others Under 2m	Risk of Passing Infection to other people	Customers & Staff	Shop & Unit	In confined areas pass back to back. Keep confined areas clear.
Staff Passing Covid 19 to Customers	Risk of Passing Infection to other people	Customers	Shop	Frequent Staff hand washing whilst serving customers and between each customer

CLICKERS ARCHERY COVID 19 RISK ASSESSMENT - MAY 2020 V1.5

TERMS OF REFERENCE				
Hand Washing				Either wash hands for 20 secs as per Gov guidelines with Antibacterial Soap or use Antibacterial Hand Gel
Decontamination / Quarantine Area				Area under packing bench for items that have been touched and need to be stored for 3 days before being returned to stock, either on the shelf or bins provided. DL to monitor quarantine period.
Antibacterial Products				Antibacterial Wipes, Antibacterial Spray or Solution - all applied directly to product or surfaces.
HAZARD	CONSEQUENCES	WHO IS AT RISK	LOCATION	CONTROL MEASURE
Non Shop Staff coming to shop to pick Stock	Risk of Passing Infection to other people	Customers & Staff	Shop	See bringing in Covid 19 on Hands. Store cleaned every night after trading has finished.
Too Many Staff in Confined Space	Risk of Passing Infection to other people	Staff	Shop & Unit	Limit following areas Shop to : 1 Person :- Garages, Stock Cupboard, 2 Person :- Kitchen/Office, Workshop. Unit to : 1 Person :- Kitchen & Stock Area behind office
Multi Use of P/C's Shop	High Risk of Passing Infection to other people	Staff	Shop	Defined use of Shop P/C's :- DL - Main Shop P/C & Printers, GH - iPad & Air Printer, TR iPad & Air Printer, DM Office Mac, P/C & Printer.
Multi Use of P/C's Unit	High Risk of Passing Infection to other people	Staff	Unit	Unit Office - Fuji Desktop and both Laptops assigned to LO & AS, Lenovo Desktop assigned to KC and CJC. Third P/C Fuji, by corded phone assigned to GH.
Multi Use of Phones Shop	Risk of Passing Infection to other people	Staff	Shop	Office Wall Phone DM to use, Cordless One DL to use, Cordless Two GH to use.
Multi Use of Phones Unit	Risk of Passing Infection to other people	Staff	Unit	Unit Desk Phone GH / KC to use - sanitise at end of each day, Cordless Phone AS / LO to use.
Work Station Over Crowding	Risk of Passing Infection to other people	Customers & Staff	Shop	Define work areas :- DL Arrow Draw and Bow Press Area, GH Table area by door, TR Packing Bench Area, Range area and compound bow press area available for all to use - respecting social distancing of others
First Aid Incidence	High Risk of Passing Infection to other people	Customers & Staff	Shop & Unit	Take extra precautions, wash hands before and after, wearing of gloves and mask should be considered depending on the situation.
Staff & Customers getting to close to each other	Risk of Passing Infection to other people	Customers & Staff	Shop	Signage to remind the need to keep your distance

CLICKERS ARCHERY COVID 19 RISK ASSESSMENT - MAY 2020 V1.5

TERMS OF REFERENCE				
Hand Washing				Either wash hands for 20 secs as per Gov guidelines with Antibacterial Soap or use Antibacterial Hand Gel
Decontamination / Quarantine Area				Area under packing bench for items that have been touched and need to be stored for 3 days before being returned to stock, either on the shelf or bins provided. DL to monitor quarantine period.
Antibacterial Products				Antibacterial Wipes, Antibacterial Spray or Solution - all applied directly to product or surfaces.
HAZARD	CONSEQUENCES	WHO IS AT RISK	LOCATION	CONTROL MEASURE
Out of Date Safety Information	Risk of Passing Infection to other people	Customers & Staff	Shop & Unit	Any changes to Risk Assessment to be mailed to all staff, web copy updated by DM, new signage made as needed.
Contaminated Surfaces General	Risk of Passing Infection to other people	Customers & Staff	Shop & Unit	Enhanced final end of day clean + wipe down with Antibacterial product. Antibac surfaces touched by customers immediately after it has happened.
Contaminated Surfaces - Card Machine	High Risk of Passing Infection to other people	Customers & Staff	Shop	Option One - Where possible encourage the customer to pay via contactless - staff to operate card machine Option Two - Where a pin number is required customer only to use card machine - staff to provide instruction on how to use, antibacterial card machine after each use.
Contaminated Surfaces - Cash	High Risk of Passing Infection to other people	Customers & Staff	Shop	Once you have handled any bank notes or coins, wash your hands immediately with soap. At the end of the day, all cash to be left in a Antibacterial wash over night and then dried.
Contaminated Surfaces Display Stock	Risk of Passing Infection to other people	Customers & Staff	Shop	Customers asked to hand sanitise as entering the store, the use of gloves for handling some products. Signage to be made 'If in doubt ask before you touch it'
Contaminated Surfaces Customer bringing in kit	Risk of Passing Infection to other people	Customers & Staff	Shop	Any customer kit brought into store to be sprayed with antibacterial before and after any after work commences on it.
Carrier Deliveries / Collections	Risk of Passing Infection to other people	Staff & Carrier	Shop & Unit	Limit to one staff member where possible
Kitchen Area	Risk of Passing Infection to other people	Staff	Shop & Unit	Manage risk by good staff hand hygiene ensuring hands are clean before any surfaces, appliances, taps, utensils are used.

CLICKERS ARCHERY COVID 19 RISK ASSESSMENT - MAY 2020 V1.5

TERMS OF REFERENCE				
Hand Washing				Either wash hands for 20 secs as per Gov guidelines with Antibacterial Soap or use Antibacterial Hand Gel
Decontamination / Quarantine Area				Area under packing bench for items that have been touched and need to be stored for 3 days before being returned to stock, either on the shelf or bins provided. DL to monitor quarantine period.
Antibacterial Products				Antibacterial Wipes, Antibacterial Spray or Solution - all applied directly to product or surfaces.
HAZARD	CONSEQUENCES	WHO IS AT RISK	LOCATION	CONTROL MEASURE
Tape Guns	Risk of Passing Infection to other people	Staff	Shop & Unit	Each staff member who needs access to a tape gun to have a dedicated tape gun for their exclusive use.
COMPANY VEHICLE				
Keeping Social Distance	Risk of Passing Infection to other people	Staff	Van	Leave middle cab seat empty. Windows open where possible if 2 staff members in vehicle.
Driver Vehicle Controls	High Risk of Passing Infection to other people	Staff	Van	One defined driver per complete use. Antibacterial spray vehicle controls at the start and end of vehicle complete use.
Vehicle Entry Points	Risk of Passing Infection to other people	Staff	Van	Antibacterial spray vehicle entry points at start and end of vehicle use, only 1 staff member to touch each entry point during use
PRODUCT SPECIFIC				
Cleanable Products Touched by Staff or Customers	Risk of Passing Infection to other people	Staff & Customers	Shop	Examples to include but not limited by :- Stabilisers / associated items, Risers, Limbs, Scopes, Sights, Rests, Bow Stands, Hand Held Release Aids. Staff to touch outer packaging only of product, spray packaging as necessary, customer to then remove the product. Any product not bought needs to be Antibacterial Sprayed and returned to packaging.
Trade in Items	Risk of Passing Infection to other people	Staff	Shop	See list of items that can no longer be bought in on website, including but not limited to :- Soft cases, Quivers, Stringer's, Chest Guards, Wrist Releases, Finger / Bow Slings, Tabs / Shooting Gloves, Bracers, Training Aids, Arrow Pullers. For items that can be bought Antibacterial Spray before any assessment or evaluation is made of the products.

CLICKERS ARCHERY COVID 19 RISK ASSESSMENT - MAY 2020 V1.5

TERMS OF REFERENCE				
Hand Washing				Either wash hands for 20 secs as per Gov guidelines with Antibacterial Soap or use Antibacterial Hand Gel
Decontamination / Quarantine Area				Area under packing bench for items that have been touched and need to be stored for 3 days before being returned to stock, either on the shelf or bins provided. DL to monitor quarantine period.
Antibacterial Products				Antibacterial Wipes, Antibacterial Spray or Solution - all applied directly to product or surfaces.
HAZARD	CONSEQUENCES	WHO IS AT RISK	LOCATION	CONTROL MEASURE
Fabric Products - where protection can be worn	Risk of Passing Infection to other people	Staff & Customers	Shop	Examples to include but not limited by :- Finger Tab, Faces or Backing, Finger Sling, Arrow Puller. Customer to wear Vinyl Glove whilst product is being tried out. Non Returnable once bought unless faulty.
Fabric Products - where product can be protected	Risk of Passing Infection to other people	Staff & Customers	Shop	Examples to include but not limited by :- Quivers, Cases, Stringer's. Display stock to be touched by staff only used purely to assist customer with their choice. Stock for customer to be plastic wrapped so it can be passed without fabric being touched. Non returnable once bought unless faulty.
Fabric Products - where no protection possible	Risk of Passing Infection to other people	Staff & Customers	Shop	Examples to include but not limited by :- Shooting Glove, Chest Guard, Bracer, Wrist Release Aid. If customer decides not to buy product, place the product in the Decontamination bin for that day. Product not to be restocked until the same day on the following week. Non returnable unless faulty.
Paper Products	Risk of Passing Infection to other people	Staff & Customers	Shop	Examples to include but not limited by :- Books, Score Books. All products to be plastic wrapped / grip seal bags. Display stock Vinyl Gloves to be worn before being handled
Wooden Shafts	Risk of Passing Infection to other people	Staff & Customers	Shop	Any spine / weighting tools supplied to customer to be Antibacterial Sprayed before and after use. Customer to Antibac hands prior to handling wooden shafts.
New Arrows	Risk of Passing Infection to other people	Customers	Shop & Unit	Staff making arrows to Wash / Antibac Hands prior to starting the work. Once Arrows have been made :- Option One - Leave for three days before customer handles, can include time in transit. Option Two - Spray with Antibacterial before passing to customer where this needs to happen straight after arrows have been made.
Small Non Wrapped Items	Risk of Passing Infection to other people	Staff & Customers	Shop	Examples to include but not limited to :- Nocks, Vanes, Glues. Staff to have recently Washed / Sanitised Hands. Counted product to be placed in grip seal bags.
Traditional Bows	Risk of Passing Infection to other people	Staff & Customers	Shop	Customer to wear gloves on both hands when handling traditional bows, until purchase point. Bows not purchased but handled to have have string wiped with an Antibacterial wipe.

CLICKERS ARCHERY COVID 19 RISK ASSESSMENT - MAY 2020 V1.5

TERMS OF REFERENCE				
Hand Washing				Either wash hands for 20 secs as per Gov guidelines with Antibacterial Soap or use Antibacterial Hand Gel
Decontamination / Quarantine Area				Area under packing bench for items that have been touched and need to be stored for 3 days before being returned to stock, either on the shelf or bins provided. DL to monitor quarantine period.
Antibacterial Products				Antibacterial Wipes, Antibacterial Spray or Solution - all applied directly to product or surfaces.
HAZARD	CONSEQUENCES	WHO IS AT RISK	LOCATION	CONTROL MEASURE
Trying out a New Compound Bow	Risk of Passing Infection to other people	Staff & Customers	Shop	Recommend the correct bow choice for the customer, to avoid where possible any string contact by customer before purchase. If bow string does come into contact with customer who then does not purchase the bow, bow needs to be quarantined for 3 days.
Recurve Bow Stringers	Risk of Passing Infection to other people	Staff & Customers	Shop	Please always get the customer to string there own bow using there own stringer. For new bow sales, if the customer has a stringer, please let them string the bow, or if they are buying a stringer get them to use that new stringer. Shop Stringers DL Red, GH Blue, TR Green only to be used four demo purposes on shop range bows.
SERVICE SPECIFIC				
General Fitting of Accessories	Risk of Passing Infection to other people	Customers	Shop	Examples to include but not limited by :- Rest, Button, Sight, Scope, V-Bar - Antibac area of bow to be worked on and handled before and after item has been fitted.
String Work - Centre Serving, Soft Nocks, D Loop Fitting, Peep Work, New Compound String or Cable Fitting	Risk of Passing Infection to other people	Staff & Customers	Shop	Option One :- Leave bow for three days before work starts / 3 days after work has been finished Option Two :- With customer permission spray string area to be worked on with antibacterial spray and apply hand gel to area. Repeat after work has been completed.
Spin Vane attachment and Kissers Button	High Risk of Passing Infection to other people	Staff & Customers	Shop	Product to delicate to clean, not practical to mitigate risk - DO NOT OFFER SERVICE
Checking Arrow Length to determine Bow Length - Recurve / Compound	Risk of Passing Infection to other people	Staff & Customers	Shop	Shop bows for this purpose too have silicone tubing applied - Antibac Spray before and after use, string and riser areas. Arrow length measure to be taken from Antibac trough and returned by customer and only handled by them. Visual check by staff member for length to be made Face to Back - NOT Face to Face

CLICKERS ARCHERY COVID 19 RISK ASSESSMENT - MAY 2020 V1.5

TERMS OF REFERENCE				
Hand Washing				Either wash hands for 20 secs as per Gov guidelines with Antibacterial Soap or use Antibacterial Hand Gel
Decontamination / Quarantine Area				Area under packing bench for items that have been touched and need to be stored for 3 days before being returned to stock, either on the shelf or bins provided. DL to monitor quarantine period.
Antibacterial Products				Antibacterial Wipes, Antibacterial Spray or Solution - all applied directly to product or surfaces.
HAZARD	CONSEQUENCES	WHO IS AT RISK	LOCATION	CONTROL MEASURE
Recurve Bow String for New Bow	Risk of Passing Infection to other people	Staff & Customers	Shop	Once bow length determined, select suitable string, remove tube top, flick string partly out of tube, get customer to take string out and string bow. Metal nock sets can be fitted without string contact, for Soft Nocks see reference under String Work.
Fitting a New String / Cable to a compound bow	Risk of Passing Infection to other people	Staff & Customers	Shop	Option One - Where Customer can leave the bow with us, leave bow for 3 days, fit string / cables, leave for further 3 days, contact customer to collect / ship. Option Two - Where string / cables need to be fitted straight away, obtain customer permission to Antibac Spray bow, complete fitting, re spray bow.
Checking Bow Weight	Risk of Passing Infection to other people	Staff & Customers	Shop	Bow scales to either be used by Staff or Customer - NOT BOTH. Antibac before and after use.
Setting Up Clicker Position	Risk of Passing Infection to other people	Staff & Customers	Shop	Where possible allow Customer to attach Clicker to bow, antibac before and after any store tools used. If arrows need cutting down, place arrows in Antibac Trough before and after work. Any visual check of Clicker position to be made Face to Back - NOT Face to Face
Setting Up Peep Position	Risk of Passing Infection to other people	Staff & Customers	Shop	Staff to have recently washed / sanitised hands prior to starting work. Position peep in approx position for the customer. Once placed in this position only the customer to move the peep up and down the string until the right place is found.
Tool Use	Risk of Passing Infection to other people	Staff	Shop & Unit	Use staff dedicated tool box where possible. If using a shop / unit tool where only one is available Antibac before and after use.
Range Use of Shop Arrows	Risk of Passing Infection to other people	Customers	Shop	All shop arrows to be kept in Antibac Trough, customer to pick arrows out and return afterwards to tub. Special wooden arrows to be made for traditional use, with plastic vanes and additional varnish
Arrows in Range Target	Risk of Passing Infection to other people	Staff & Customers	Shop	Metal Arrow Puller to be kept in Antibac Trough for use by 'Puller' only arrow to be touched by puller. If face or target surround are accidentally touched Antibacterial Spray to be used

CLICKERS ARCHERY COVID 19 RISK ASSESSMENT - MAY 2020 V1.5

TERMS OF REFERENCE				
Hand Washing				Either wash hands for 20 secs as per Gov guidelines with Antibacterial Soap or use Antibacterial Hand Gel
Decontamination / Quarantine Area				Area under packing bench for items that have been touched and need to be stored for 3 days before being returned to stock, either on the shelf or bins provided. DL to monitor quarantine period.
Antibacterial Products				Antibacterial Wipes, Antibacterial Spray or Solution - all applied directly to product or surfaces.
HAZARD	CONSEQUENCES	WHO IS AT RISK	LOCATION	CONTROL MEASURE
Arrow Repairs	Risk of Passing Infection to other people	Staff & Customers	Shop	Place arrows in Antibac Trough before and after work commences.
UNIT SPECIFIC				
Click & Collect Service	Risk of Passing Infection to other people	Staff & Customers	Unit	Customer to Hand Sanitise before entering, not to go beyond reception area, collect order and then leave. Antibac wipe down and clean of area at the end of day. Door handles to be cleaned after each use with Antibac.
Second Hand Kit brought in for Purchase	Risk of Passing Infection to other people	Staff	Unit	See list of items that are no longer bought in on website. Customer needs to leave kit with us for a minimum of 3 days before we can handle to evaluate and price up. If customer not happy with arrangement kit to be taken away and not left.
Workshop	Risk of Passing Infection to other people	Staff	Unit	ST to have access only to workshop area, surfaces to be cleaned with Antibac at the end of the day.