

FAKENHAM BOWMEN - PROCEDURES FOR COVID-19 PHASE 1 SHOOTING

Version 20200721

GENERAL PROTECTION			
ACTION	PROTECT SELF	PROTECT OTHERS	NOTES
General	Do not come to shoot if you feel unable to protect yourself adequately, or if you are shielding anyone vulnerable	Do not come to shoot if you have or have had or been in contact with someone with symptoms of COVID-19 or any other infectious disease	Follow ArcheryGB advice for time to isolate before shooting again. See ArcheryGB website See ArcheryGB Risk Assessment
General Precautions	Assume that anything you are about to touch is contaminated	Assume that anything you have just touched is now contaminated	During a shoot it is almost impossible to keep track of what you or anyone else has touched, and people make mistakes without realising
General Precautions	Either, sanitise or disinfect anything before touching, Or, sanitise your hands immediately after touching something but BEFORE you can touch your face, hand, or clothing, without meaning to	Sanitise or disinfect anything after touching it, if it MIGHT be touched by someone else without their realising they're doing it or that it could be contaminated	It is very easy to touch your face, or brush against something with a hand, or to touch your clothing, without even realising you have done it. If at all in doubt, sanitise, because sanitiser is cheap but human life is not.
Toilets			THERE MAY NOT TOILETS AVAILABLE AT ANY SHOOT
General	Each shoot takes place minimum 3 days after the previous shoot	Each shoot takes place minimum 3 days after the previous shoot	Essential part of risk containment is to allow time for any virus on targets to become inactive between shoots.
Definitions in the procedure.			"Sanitise" means use hand sanitiser, usually on yourself. "Disinfect" means use disinfectant (diluted bleach or whatever) on a thing.

EACH ARCHER *BEFORE* COMING TO SHOOT **MUST**				
Read this <u>PROCEDURES FOR COVID-19 PHASE 1 SHOOTING</u> all the way through, really read it				This is a condition of shooting

FOR EACH ARCHER ON FIRST SHOOT	PROTECT SELF	PROTECT OTHERS		NOTES
Prepare target faces for each new archer	Sanitise hands after touching until it's been disinfected on target boss	Sanitise hands before touching target roll	Field Captain gets roll out. Archer takes face from roll. Keep 2m.	Each archer has their own face(s) and target pins to be brought to and taken home in a bag from each shoot.
Prepare target bag and pins for each new archer	Sanitise hands after collecting	Sanitise hands before collecting	Archer collects from pavilion	Laid out on table and left for 3+days to decontam

EACH ARCHER MUST BRING AND TAKE FOR EACH SHOOT	PROTECT SELF	PROTECT OTHERS		NOTES
Target face IN A BAG	Y	Y		
Target pins	Y	Y		Try not lose, we don't have lots.
Own work gloves for handling targets etc IN A BAG	Y	Y		Remember to put in bag to take home. Sanitise hands after taking off and putting in bag
Latex gloves (optional) IN A BAG	Y	Y		Spare gloves in the pavilion - - sanitise hands before touching them or their box.

FOR EACH SHOOT				
ACTION	PROTECT SELF	PROTECT OTHERS	WHO DOES IT	NOTES
Open pavilion by key code, unlock other doors, and wedge open	Open key code door, then sanitise hands	Sanitise hands before touching anything else Sanitise door code panel, door handles, water tap, light switch. Wedge storeroom doors open so they do not need to be touched by anyone else.	One person opens and the same person closes all doors	Do not brush against door posts, potential source of contamination. Sanitiser and bleach and spray bottles are kept in pavilion
Make up new batch of spray bleach and fill spray bottles (after throwing away old diluted bleach from spray bottles).	Disinfect or sanitise outside of bottles after filling Rinse hands after contact with spilled bleach	Disinfect or sanitise outside of bottles afterwards	One person	Pour bleach to marked line on spray bottle, fill with tap water. NB Diluted bleach takes 5-10mins to be effective. Lasts only 24 hours. By next shooting session (3+ days) the diluted bleach should be ecologically safe enough to discard.
Set up COVID-19 signs at entrance to field				To warn the public and golfers not to approach
Shooting line, equipment line, target spacing lines & distances are set up before shoot using painted lines	Maintain 2m distance at ALL times. Shoot only own target	Maintain 2m distance at ALL times Shoot only own target		Target lanes are marked by lines 5m apart to give plenty of spare room.
Each archer chooses or is allocated a target line. Archer chooses distance to shoot.			Archer or Field Captain	The distance may be changed ONLY if everyone on the field agrees and ONLY if the archer has set up that boss themselves.
Write down which archer is on which target			Archer tells Field Captain	So it's clear who has touched which targets.
Set out Damage target boss	Wear own work gloves Afterwards keep work gloves near but separate from rest of own equipment	Wear work gloves Disinfect front and sides and ground pegs with spray bleach after setting up	One person at a time in storeroom. the person must be able to carry a Damage on their own AND take it out of and put it in pavilion storeroom on their own	It is impossible to maintain 2m distance if two people carry a target. One person can volunteer to get and carry another's target, since it will be disinfected before shooting Advice: Put work gloves in a plastic bag just for them.
Set out straw target boss	Wear own work gloves After, keep work gloves near but separate from rest of own equipment	Wear work gloves Disinfect front and sides and tripod and ground pegs and rope with spray bleach after setting up	One person at a time in storeroom. One person to roll boss, another can carry tripod, rope, pins if keep 2m	Advice: Put work gloves in a plastic bag afterwards just for them.
Provide hand sanitiser spray bottle for each target	Archer sanitises outside of bottle and trigger on first use	Bottle-provider sanitises hands before touching bottle	One person delivers all bottles **	** OR each archer picks a bottle but sanitises hands immediately before touching anything else in the pavilion
Setting up any target face	Archer to use own target pins and own face		Only the archer allocated to that target	Optionally disinfect target face before and after using. Archer MUST take own target face and pins home.
Archer's equipment must kept behind the equipment line near the middle of their marked target lane	Do not touch anyone else's equipment	Do not touch anyone else's equipment		

FOR EACH SHOOT				
ACTION	PROTECT SELF	PROTECT OTHERS	WHO DOES IT	NOTES
During the shoot, Field Captain does all usual safety checks AND polices social distancing	Does not use a whistle but calls out to start and stop shooting		Field Captain who is appointed at the beginning of shoot	Field Captain's word is final, and has the right to abandon shoot if social distancing cannot be maintained.
Looking for lost arrows	Only the archer can pick up their lost arrow	Only the archer can pick up their lost arrow		Other archers can help search for lost arrows but ONLY if they keep at least 2m social distancing and never touch the found arrow.
Using metal detector	Only ONE person uses during shoot	Only ONE person uses during shoot	Whoever touches it, noone else	Difficult to sanitise detector effectively without damage.
Retrieving arrows stuck in target frame (by someone other than the archer)	Retriever: Sanitise hands and arrow puller IMMEDIATELY after pulling out lost arrow. Archer Sanitise arrow for whole length and then hands IMMEDIATELY after picking up	Retriever: Leave arrow on ground. Do NOT pass to archer Do NOT come nearer than 2m from archer Either person: Disinfect all round the area of target that the retriever might have touched		This is to be avoided if at all possible. It is very easy for the retriever to potentially contaminate themselves from the boss or brushing against the arrow, and to contaminate the boss or arrow and then archer without either realising. There will also be a temptation to get too close to each other or to help - maintain 2m distance
End of shoot: Archer pulls their own target pins and takes their own target face home The Field Captain must ensure this is done				If an archer forgets to do this, then the Field Captain MUST disinfect the target face and pins thoroughly, BEFORE the target is moved. The face must remain in place on the boss to decontaminate.
Put away Damage target boss	Wear own work gloves. If putting away someone else's target, disinfect the front and sides and legs of the boss and and whatever else the archer <u>might</u> have touched and leave for 5 mins before carrying it. Afterwards put your work gloves in a separate bag	Wear work gloves. (This is less important if shoots are 3+ days apart)	One person at a time in storeroom. The person must be able to carry a Damage on their own AND put it back in the pavilion storeroom <u>on their own</u>	It is impossible to maintain 2m distance if two people carry a target. It is almost impossible for one person to carry a Damage without it touching their clothing and maybe face or hair. So if putting away someone else's target you must disinfect it first wherever you <u>might</u> come into contact with it. Putting work gloves in a separate bag specifically for them afterwards is essential to avoid contaminating you or your car with what you may have touched with them.
Put away straw target boss	Wear own work gloves Afterwards put your work gloves in a separate bag	Wear work gloves. (This is less important if shoots are 3+ days apart)	One person at a time in storeroom. One person to roll boss but another can carry tripod, rope, pins if they keep 2m distance	Putting work gloves in a separate bag specifically for them afterwards is essential to avoid contaminating you or your car with what you may have touched with them.
Remove COVID-19 signs from entrance to field				
Close pavilion: Lock storerooms doors, close pavilion door	Sanitise hands afterwards		One person closes all doors	