



## Shoot Safe, Stay Safe

We have all been living through difficult times and shooting facilities remained closed as we all played our part by staying at home to protect the NHS and save lives.

‘Shoot Safe, Stay Safe’ is the message and, the following proposed guidelines will help us all prepare for opening grounds and clubs as Clay Shooting returns to our clubs and counties.

It is prudent to consider the necessary steps required ahead of re-opening facilities and restarting registered shooting.

This is an initial framework and for guidance only. We will continue to collaborate with other associations to develop this further, to ensure a responsible and organised return to shooting.

Guidance may need to be re-issued as government measures to combat COVID-19 are reviewed and updated in the future.

It is important that we all do our part as we return to shooting - ‘Shoot Safe, Stay Safe’. Please take care of each other and ensure everyone follows official advice. We hope that you all stay safe and well.

### Clay Shooting:

Is an outdoor activity – taking place in large open air facilities across the country.

Is a non-contact sport that doesn’t need sharing of equipment between competitors or officials.

Can take advantage of information technology solutions to:

- Take payments online or over the phone in advance (Sage Pay, Stripe, PayPal etc).
- Restrict entry numbers to ensure social distancing (squadding).
- Manage staggered entry times - limiting numbers on grounds and allowing for safe parking.
- Avoid queuing and handling of cash, tickets or score cards.

Competitors are already required and used to wearing suitable Personal Protective Equipment (PPE) so those taking part will be compliant with any additional requirements such as masks and gloves as required to achieve optimal biosecurity.

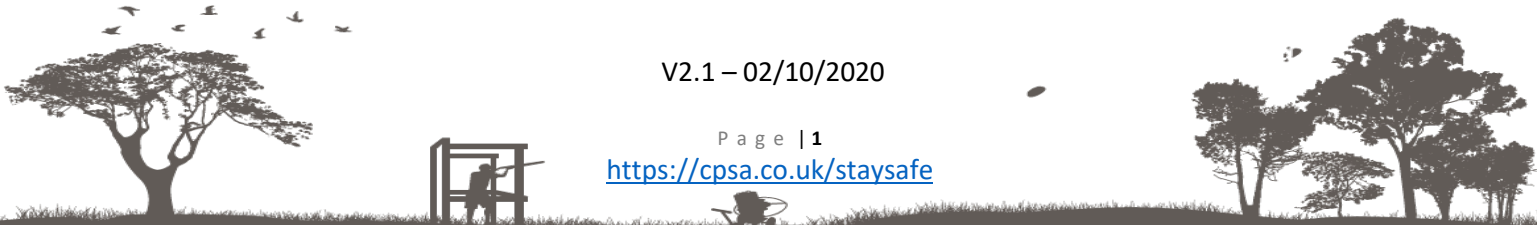
All competitors could be required (where possible for those with a suitable mobile phone), as a condition of entry, to use the NHSX digital contact-tracing app to protect and save lives.

<https://covid19.nhs.uk/>

It is compulsory to assist the NHS Test and Trace service by keeping a data protection compliant temporary record of staff, customers and visitors for 21 days, in a way that is manageable and secure, to assist NHS Test and Trace with requests for that data if needed. Which could help contain clusters or outbreaks. It is not a requirement to collect such data for those under 16.

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

Shooters can travel independently by car or with immediate family members (same household).





### Shooting facilities [Clubs / Grounds]

'Shoot Safe, Stay Safe' is part of our initial framework to support and guide shooters, clubs and counties as we return to shooting. Please see <https://cpsa.co.uk/staysafe> for the latest details.

Any guidance may need to be re-issued as government measures to combat COVID-19 are reviewed and updated in the future.

As clubs plan the return of shooting, how our clubs and grounds are managed is a crucial element of the re-start process.

The re-opening of our clubs and grounds must be done in a responsible manner, with the priority being the issues of public health and safety.

The 'Shoot Safe, Stay Safe' message is just as applicable to the running and organisation of clubs and grounds as it is to how our sport is shot.

Please find below guidelines and a checklist for consideration and planning in advance of re-opening and how to manage facilities.

When adapting any changes for your specific club set up, it would be prudent to alter your current risk assessments or conduct one off risk assessments such that any unexpected hazards can be reviewed and addressed.

#### Guidance:

It is paramount that we ensure the safety and wellbeing of all of our staff, your staff, our members, and shooters. 'Shoot Safe, Stay Safe'.

It will be made clear to anyone who is unwell with cold or flu-like symptoms, (such as a high temperature, new continuous cough, breathing difficulties, or a loss of, or change in, your normal sense of taste or smell (anosmia)), should not attend and stay home until they've completed the recommended period of self-isolation and recovered fully.

<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

Those who are considered in a high-risk group should not attend.

Those who have recently been in close contact with someone with coronavirus or visited a high-risk area should stay home until they have completed the recommended period of self-isolation.

#### Facilities:

Should provide hand washing facilities with soap and water (preferably warm for comfort). Alcohol-based hand gel should be provided where soap and water are not available. Sanitizer gels etc and wipes should be available on stands and layouts etc, in addition to any other facility.

Provision of gloves, face coverings, hand sanitisers, wipes as required along with usual PPE. Face coverings must be worn by all ground/club staff and visitors when inside, including all retail and shoot administration facilities.

Consider printing out and displaying NHS hand washing and alcohol hand gel instructions at the relevant facilities.



Communicate in advance with shooters to advise on requirements such as social distancing that are being applied on arrival at the ground / club, for example not leaving cars until a certain time before their start time.

Purchases of cartridges should be made in advance and can then be delivered (non-contact) to the shooter's car on arrival (e.g. phone / click and collect).

Gun shops could consider local (non-contact) delivery of orders.

Membership cards should not be handled. Details can be checked electronically before shooting.

If first responders / first aiders need to provide immediate assistance requiring close contact until further medical assistance arrives then the guidance from [Government](#) and [St Johns Ambulance](#) should be followed. Taking sensible precautions to ensure you can treat any casualties effectively while keeping yourself safe.

### **Gun Shops / Retail Facilities**

Face coverings must be worn by visitors inside retail facilities from 24<sup>th</sup> July 2020 and by all staff from 22<sup>nd</sup> September 2020. This is now mandatory. In settings where face coverings are mandated in England, there are some circumstances, for health, age or equality reasons, whereby people are not expected to wear face coverings in these settings.

### **Personal hygiene:**

Washing hands properly and regularly (e.g. for 20 seconds on arrival, before eating / drinking and on departure etc). Using alcohol-based (minimum of 60% alcohol) hand sanitiser gel if soap and water are not available.

Covering mouth and nose with a tissue, sleeve, or elbow (not hands) when coughing or sneezing. Putting used tissues in the bin immediately and washing hands afterwards.

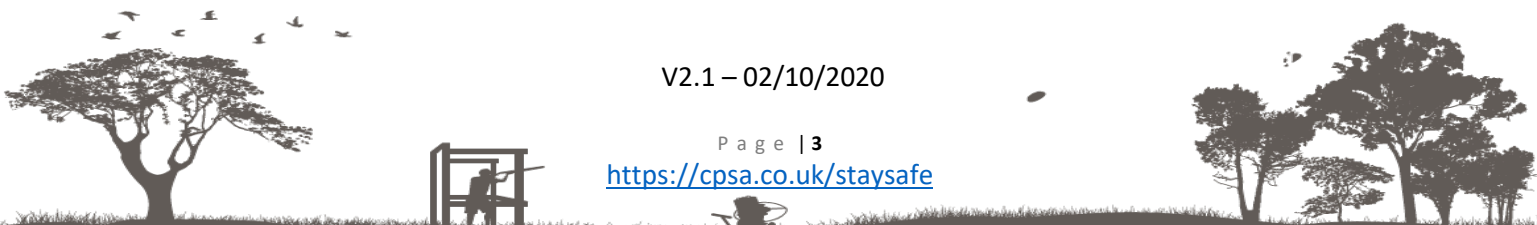
### **Greeting / parting:**

Encourage non-contact alternatives to handshakes, kisses, or hugs.

### **Personal space / social distance:**

Remind everyone to maintain distance between each other, at least 2 metres (about 3 steps) where possible (no looking over the shoulder of other shooters etc).

Social distancing is as important after shooting as it is during a round, so when shooting is over all shooters must leave the course and the club/facility immediately so that there are no gatherings around the clubhouse area.



### Bookings and payments:

Organise a system of booking and allocation of shooting times that ensures the safety of staff and shooters.

Consider protective Perspex screens, supply PPE for staff (gloves, eye protection, masks) and queue control measures where required.

Encourage electronic payments instead of cash in advance and issue starting times (squadding) to keep the numbers on site at any time limited as required. Take payments online, over the phone in advance ([Sage Pay](#), [Stripe](#), [PayPal](#), [Square](#), [Paym](#) etc) or by bank transfer. Contactless payments may be another option here where it's not possible to make payment in advance (up to £45). If this isn't possible encourage exact cash only, which could be deposited without handling etc.

The maximum number of shooters in a group per time to be confirmed and must be in accordance with any government requirements, currently a maximum of 6, including the referee if a caddied squad. There is to be a minimum of 10-minute intervals between squad start times, but longer intervals may be more appropriate depending on site.

Provide clear communications to shooter before and on arrival of the procedures in place and direct them to appropriate guidance e.g. It is important that we all do our part - 'Shoot Safe, Stay Safe' - <https://cpsa.co.uk/staysafe>.

### Shooting and scoring:

Competition shooting may resume. To avoid the use of cash for payments (fees and prizes etc), secure electronic payment methods (e.g. bank transfer (BACS), [PTX Direct Credit](#) etc) or other safe methods (e.g. emailing vouchers, posting cheques) should be considered here going forwards.

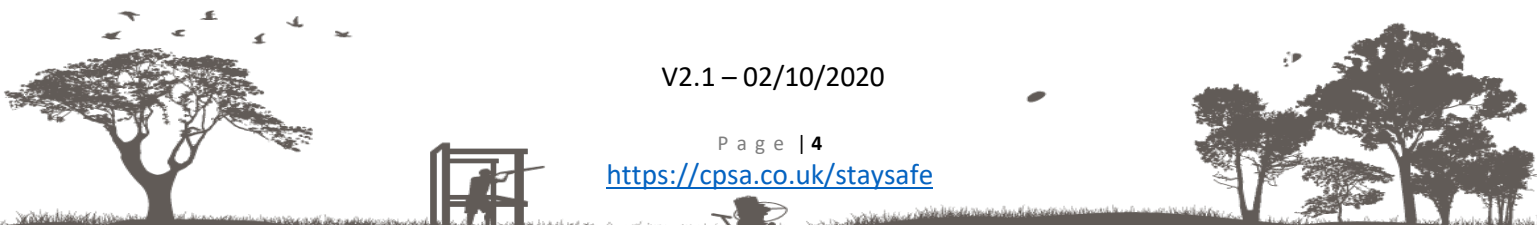
Consider using digital scoring and acoustic release / foot operated release systems where possible.

Squads to be limited, 5 plus a caddied referee or 6 if the referee can follow social distancing and Covid secure guidelines on the stand etc with strict start times. The referee will keep strict control of the score card(s) and ensure that hygiene and social distancing rules are always followed.

Referees to be issued with appropriate PPE based on risk assessment (such as gloves, masks, hand sanitiser and wipes). To agree verbally that they accept responsibility for their own safety if not worn.

For English Sporting (ESP) layouts consider socially distanced waiting points before each stand for the next group / squad. Waiting points should be marked out to maintain social distancing for the group / squad currently on the stand. It will be important to avoid bunching and over the shoulder watching.

There are three scoring options available when scoring CPSA Registered English Sporting shoots under CV19 conditions: -



1. A caddied referee stays with the squad and referees/scores throughout the course. At no point will shooters touch a score card. Only the referee returns the cards to admin.
2. At the start of the shoot each stand referee is issued with a score card for each shooter, which will remain on the stand. Such score cards to be collated and added together by admin.
3. Squad scorecards can be either, one multi shooter card (maximum 6 names per card) or individual scorecards. Such cards must be placed in a Zip-Lock bag or sealable plastic folder and after the squad has shot stand 1 handed to one nominated squad member to carry from one stand to the next referee, throughout the course of shooting. Shooters should not touch the score cards in any way. Additional protection should be used by the referees to sanitise the scorecard Zip-lock bag / sealable folder prior to it being passed to the next referee/stand. Referees should also be wearing disposable gloves, which are changed frequently. At the end of the course the container should be sanitised and delivered to or collected by admin.

Referee to total scores and advise shooters after the squad has finished shooting the stand. No arguments. No picture taking of scores and strict control of social distancing and hygiene measures.

For Down The Line (DTL) layouts consider waiting points for the next group / squad and how to safely move between pegs e.g. 5 to 1 to maintain social distance. Waiting points should be marked out to maintain social distancing for the group / squad while waiting.

For English Skeet (ESK) layouts consider marking out waiting points for shooters in the squad and waiting points for the next group / squad. Waiting points should be marked out to maintain social distancing for the group / squad while waiting.

Consider running events over a number of days to allow for reduced numbers on site and limited numbers in squads.

### **Catering and refreshments:**

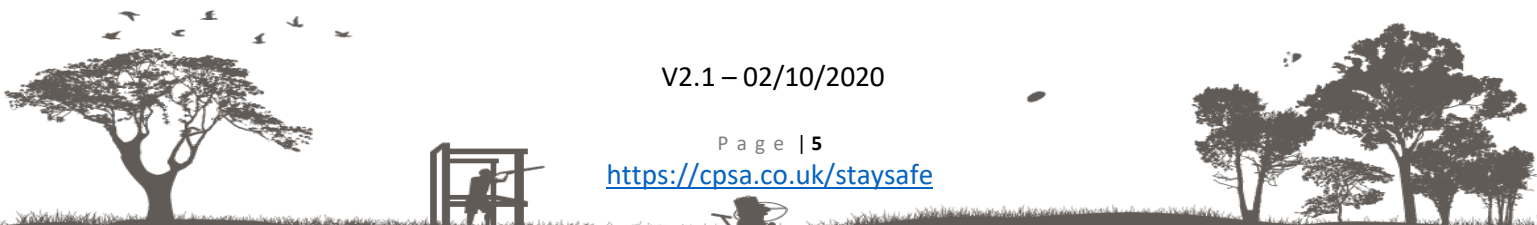
Consider keeping catering to take away service only. If catering is open, you must ensure that COVID-19 secure guidance is followed and table service (max 6) only is provided.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

If your premises are licensed, food and drink must be ordered from, and served at the table.

It is recommended to operate take away services only where it is not possible to safely seat people inside or outside a venue maintaining social distancing and consider using disposable paper cups, plates, and utensils where appropriate washing facilities aren't available.

You should assist the NHS Test and Trace service by keeping a temporary record of your customers and visitors for 21 days, in a way that is in line with data protection legislation and manageable for your business, and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks.





It is against the law to gather in groups of more than 30 people, except for the limited circumstances as set out in law and planned by an organisation in compliance with COVID-19 secure guidance.

### **Shooters:**

Travel independently unless with an immediate family member (same household including your support bubble).

Groups will be limited to safe numbers in compliance with COVID-19 secure guidance. It's against the law for gatherings of more than 6 people to take place in private homes (including gardens and other outdoor spaces), or in a public outdoors space, unless planned by an organisation in compliance with COVID-19 secure guidance.

Bring your usual Personal Protective Equipment (PPE) plus gloves, mask, hand sanitisers, wipes for your car / kit bag as required.

Pay by in advance (online, phone etc) or by contactless card / mobile device. If these are not possible then exact cash for the round.

Consider that catering may be take away only. You may prefer to bring your own flask of tea / coffee or cold refreshments & snacks.

Expect to queue and follow social distancing guidelines.

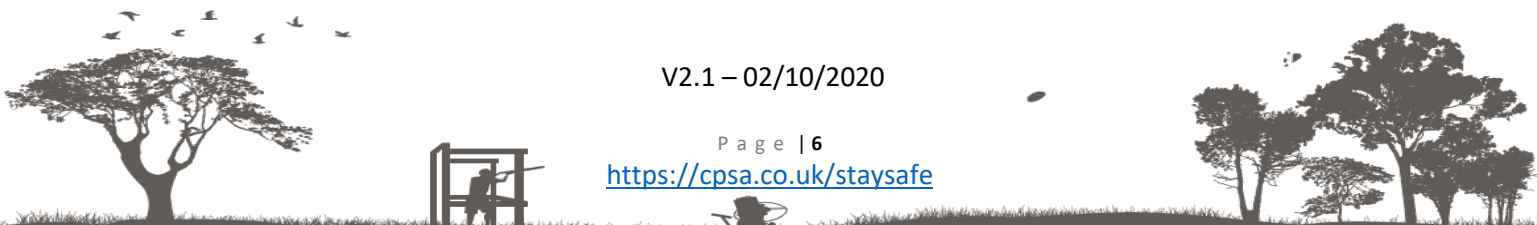
Expect to not be permitted to bring guns, gun cases, shooting bags, or any other equipment into the clubhouse. Ready and leave your equipment in your vehicles.

Take rubbish away with you and dispose at home instead of at the ground.

Upon completion of shooting, plan to leave straight away - to avoid further contact and free up parking spaces.

Understand that there may be adjustments to rules where necessary to ensure social distancing and optimal biosecurity.

Understand that it is important that we all do our part as we return to shooting - 'Shoot Safe, Stay Safe'. Please take care of and look out for each other and ensure that you follow all official advice.



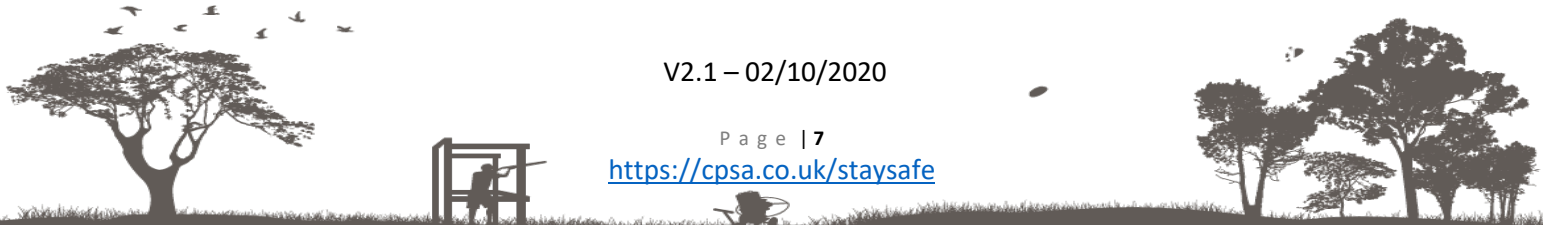


**Risk checklist:**

<b>COVID-19 risk assessment</b>	Relevant	Completed
Alter your current risk assessments or conduct one off risk assessments such that any unexpected hazards can be reviewed and addressed. Share the results with staff and visitors.	✓	

<b>Pathogen (coronavirus) related precautions for areas open to public</b>	Relevant	Completed
Consider provision of Perspex screens for all serving points.		
Provide appropriate Personal Protective Equipment (PPE) for all staff, volunteers and visitors e.g. hearing protection, eye protection, masks, gloves, cleaning products.		
Establish procedures and training for use of Personal Protective Equipment (PPE) e.g. donning and doffing of PPE and preventing cross-contamination from gloves etc.		
Ensure all soap dispensers are full and that stock levels are sufficient to regularly replenish.		
Ensure paper towels available and that stock levels are sufficient to regularly replenish.		
Ensure hand-sanitiser is available at appropriate points and that stock levels are sufficient to regularly replenish.		
Ensure regular cleaning and disinfection of door handles, table-tops and other surfaces with appropriate wipes or spray.		
Wedge doors open, where safe to do so, to avoid the need to touch door handles etc. While essential access to / through the club house is necessary.		
Enable cash-less and contact free payment for any services you are able to provide within government guidelines.		
Consider appointing a public health compliance officer. To monitor issues of public health. i.e. hygiene rules and social distancing.		
Display permanent health signage at entrances and exit routes as well as at critical points.		

<b>Grounds</b>	Relevant	Completed
Cover or remove all benches and bins from the course, if possible.		
Place hand sanitisers close to the 1st shooting positions and last shooting positions as a minimum. Additional provision around the facility would be preferred, if possible.		
Plan to limit numbers of shooters on site at any one time.		
Control movement on site e.g. marked one-way systems etc.		
Social distancing marks on ground at critical points e.g. toilets, catering outlets.		

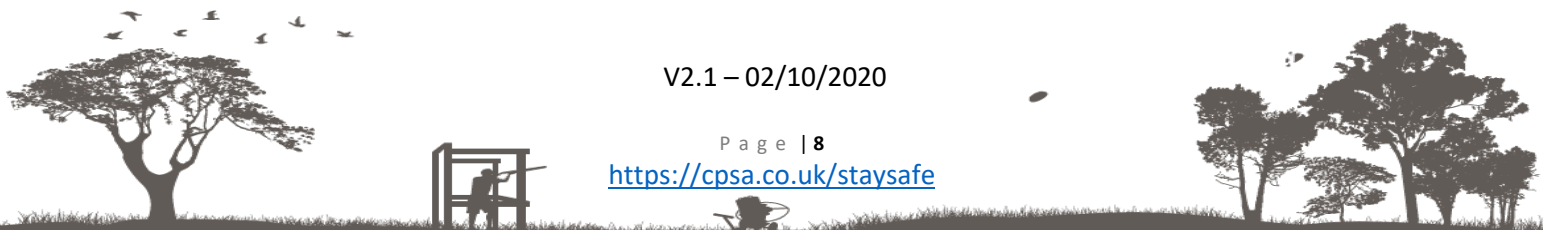


<b>Car Parking</b>	Relevant	Completed
Consider spacing within the car park, can you mark out alternate spaces for use to aid social distancing?		
Open up any overflow or additional parking provision you have available.		
Provide car park marshalling to direct traffic, whether through volunteers or staff.		
Provide a one-way route from car park to and from the course, if possible.		
Provide clear signage in the car park to direct shooters and outline any changes in arrangements.		

<b>Water systems</b>	Relevant	Completed
Follow and implement safety measures to flush through and disinfect all water outlets. Control of Legionella bacteria in water systems.		
Disinfect sinks, toilets etc.		
Flush all toilets, clear bins.		
Check building for signs of water leaks - especially older clubhouse buildings		

<b>Food and beverages</b>	Relevant	Completed
Consider how and where you might be able to safely provide take-out food externally to the clubhouse		

This is not an exhaustive list, please ensure all necessary checks are undertaken on your facilities.







**Posters:**

We will have a selection of posters available for you to download, via <https://cpsa.co.uk/staysafe>, as required, such as:

Hygiene – Wash hands (regularly)

Hygiene – Respiratory (catch coughs / sneezes)

Hygiene – Avoid touch (eyes, nose, mouth)

Safety – Symptoms / Contact / Vulnerable (Stay Home)

Safety – NHSX Contact Tracing App [<https://covid19.nhs.uk/>]

Safety – Social Distancing, Keep apart

Facilities – Club House Closed

Facilities – Limited Access (One In, One Out)

Facilities – Queuing (Keep apart)

Facilities – Toilets (One In, One Out)

Facilities – Toilets (Hand Washing Guidance)

Facilities – Toilets (Hand Sanitising Guidance)

Facilities – Regular Cleaning Taking Place (daily time check list)

Site – Entrance (General Notice / Guidance)

Site – Parking (Protocol)

Site – Shooter Safety Notice

Shooting – PPE (requirements – ears, eyes, face, hands)

Shooting – Queuing (Keep apart)

Shooting – Squad restrictions

Shooting – Scoring protocols

Shooting – Hand Sanitising

Catering – Contactless payment only

Catering – Take away service only

Catering – Closed





**Resources:**

If you have concerns about coronavirus (COVID-19) please follow the latest Government advice and guidance which can be found at <https://www.gov.uk/guidance/coronavirus-covid-19-information-for-the-public> and <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>.

UK Government Guidance and Support  
<https://www.gov.uk/coronavirus>

UK Government Staying Alert and Safe  
<https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing>

UK Government FAQs  
<https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>

UK Government phased return of sport and recreation  
<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-phased-return-of-sport-and-recreation>

UK Government 'COVID-19 secure' guidelines are available to UK employers to help them get their businesses back up and running and workplaces operating as safely as possible  
[https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work?utm\\_source=9b81f82c-c1c9-4121-9d1b-3456ead7138c&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate](https://www.gov.uk/government/news/new-guidance-launched-to-help-get-brits-safely-back-to-work?utm_source=9b81f82c-c1c9-4121-9d1b-3456ead7138c&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate)

UK Government Travel Guidance  
[https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers?utm\\_source=76e96676-dd58-4538-ab23-551972a77e8d&utm\\_medium=email&utm\\_campaign=govuk-notifications&utm\\_content=immediate#is-your-journey-necessary](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers?utm_source=76e96676-dd58-4538-ab23-551972a77e8d&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate#is-your-journey-necessary)

UK Government Wear and Make A Cloth Face Covering  
<https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering>

UK Government guidance for employees, employers and businesses  
<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19>

UK Government cleaning of non-healthcare settings  
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

UK Government / HSE Working safely during the coronavirus  
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  
<https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm>





## CPSA - SARS-COV-2 - Shoot Safe, Stay Safe - Guidance

UK Government Guidance for first responders

<https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov>

St John Ambulance – COVID-19: advice for first aiders

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

Maintaining records of staff, customers and visitors to support NHS Test and Trace

<https://www.gov.uk/guidance/maintaining-records-of-staff-customers-and-visitors-to-support-nhs-test-and-trace>

NHS Test and Trace - contact tracing website

<https://contact-tracing.phe.gov.uk/>

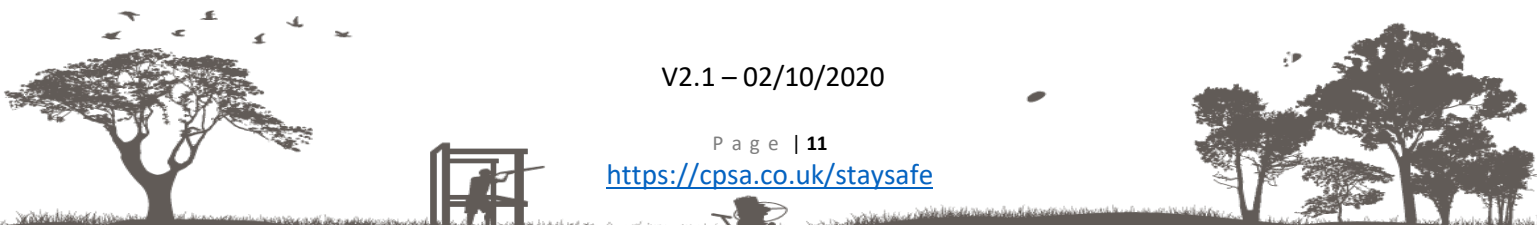
NHS - latest information and advice about coronavirus (COVID-19)

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

V2.1 – 02/10/2020

Page | 11

<https://cpsa.co.uk/staysafe>



## Version Control

Change Record Date	Author	Version	Page(s)	Reason
03/05/2020	CPSA	0.1		First draft.
12/05/2020	CPSA	0.2		Second draft.
14/05/2020	CPSA	0.3		Final draft.
14/05/2020	CPSA	1.0		First edition.
14/05/2020	CPSA	1.1	All	Various amendments.
15/05/2020	CPSA	1.2	All	Various amendments.
18/05/2020	CPSA	1.3	All	Various amendments.
01/06/2020	CPSA	1.4	All	Various amendments.
03/06/2020	CPSA	1.5	5 and 12	Addition of registered shoot format guidance link and inclusion of version control log.
03/07/2020	CPSA	1.6	2, 3 and 11	Addition of NHS Test and Trace guidance and updated COVID-19 symptoms.
08/07/2020	CPSA	1.7	6	Updated catering guidance.
21/07/2020	CPSA	1.8	6	Updated shooters guidance.
23/07/2020	CPSA	1.9	All	Updated guidance allowing larger gatherings based on updated Government guidance.
23/09/2020	CPSA	2.0	All	Updated following Government guidance for face coverings, groups max 6, Licensed premises
02/10/2020	CPSA	2.1	All	Updated guidance on use of score cards for English Sporting.

