

**Derby Rifle
and
Pistol Club 1999**

HEALTH AND SAFETY PLAN

Appendix 1

**Lone Attendance Policy and
Procedures**

**DRPC 1999
Twyford Range
Derby. DE73 7GA
Tel: 01283 703372**

Lone Attendance Policy and Procedures

1. Policy Statement

Where a Member chooses to attend the Range alone both the Member and the elected Committee have a duty to assess and reduce the risks which lone attendance presents.

This policy should be read in conjunction with the main Health and Safety Plan and Range Standing Orders.

2. Purpose

This policy is designed to alert Members to the risks presented by lone attendance, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is not intended to raise anxiety unnecessarily or deter members from attending alone, but to give Members a framework for managing potentially risky situations.

3. Scope

This policy applies to all Members who may be attending alone, at any time, in any of the situations described in the definition below.

4. Context

Derby Rifle and Pistol Club 1999 is an unincorporated association run by volunteers. Derby Rifle and Pistol Club 1999 operate Twyford Range, which is located in a semi-rural environment on the outskirts of Derby.

Twyford Range comprises three firing ranges, referred to as A, B and C Ranges, and car parking area. The main part of the complex is A Range, which is a secure brick build clubhouse with 16 internal firing points.

Twyford Range is part of a multi-occupier complex, comprising Twyford Range, equine stabling and grazing and fishing facilities.

5. Definition

Within this document, 'lone attendance' refers to situations where Members in the course of their target shooting and/or voluntary club activities attend Twyford Range alone. They will be physically isolated and without access to immediate assistance or supervision. A Member who has either visual or audible communication with another person would generally not be considered as attending alone.

6. Mandatory Procedures

Requirements of Derby Rifle and Pistol Club 1999 Health and Safety Plan and Range Standing Orders shall apply where applicable. For the benefit of doubt, "where applicable" means where a requirement can be applied to lone attendance it shall be applied.

Members shall take all reasonable precautions to ensure their own safety and the safety of others, as they would in any other circumstances.

Members shall, in so far as is reasonably practical, ensure they do not have any medical conditions that could place them at increased risk when attending Twyford

Lone Attendance Policy and Procedures

Range alone. As appropriate, Members should seek advice from their doctor before attending Twyford Range alone.

Members attending Twyford Range alone shall not undertake any high risk activity specified in Section 7 of this document.

In no circumstance should Members attending Twyford Range alone use firearms or equipment or carry out activities that are new and unfamiliar to them.

7. High Risk Activities

Lone attendance must not be undertaken where there is a reasonable foreseeable risk that the activity or situation might result in an accident which would be sufficiently serious to require a second person to be available to summon help.

The following are deemed to be high risk activities and shall not be undertaken by Members attending Twyford Range alone.

- The use of ladders which cannot be secured and require “footing” by a second person.
- Working at height.
E.g. roof work, tree climbing,
- Electrical work, except where Lock out/Tag out equipment is used to safely isolate circuits and connectors.
- Working in confined spaces.
E.g. working within the club house roof void.
- Using a chainsaw.

These activities shall only be undertaken by competent persons and require a task/site specific risk assessment to be completed.

8. Identifying and Managing Risks

Members attending Twyford Range alone must take responsibility for their own safety and the safety of others.

Section 9 of this document contains a generic risk assessment to assist Members identify and manage risks. Members should familiarise themselves with the potential risks and with the possible control measures arising out of the risk assessment before attending Twyford Range alone. Members are responsible for implementing control measures arising out of the risk assessment according to their own circumstances and personal capabilities. Where this guidance does not cover a particular situation, further advice may be sought from the elected Committee.

Section 10 of this document contains a dynamic risk assessment to assist Members identify and manage risks.

Lone Attendance Policy and Procedures

9. Generic Risk Assessment – Lone Attendance

Persons exposed to the hazards are the Member attending alone, unless otherwise stated.

HAZARD(s)	Possible Control Measures
Environment:	
Slips, trips and falls. <ul style="list-style-type: none"> • Lack of immediate medical assistance in case of an accident. 	Do not attend alone if your mobility is temporarily impaired. Restrict lone attendance to daylight hours. Ensure you have access to your mobile phone. Familiarise yourself with the First Aid facilities provided.
Fire or other emergency.	Follow normal fire and evacuation procedure. Call emergency services from mobile phone or fixed line in the club house.
Electrical accident.	Ensure items such as kettle, printers etc have current PAT tested label. Complete visual check of plugs, cables, etc for damage. Do not interfere with plugs, cables etc when any item is connected to the power supply. Use battery or low voltage equipment whenever possible. Uncoil extension leads. Do not 'daisy chain' extension leads.
Equipment:	
Work with any potentially hazardous items of equipment or materials.	Use only equipment you are competent to use through training and experience.

Lone Attendance Policy and Procedures

	Re-schedule activity to a time when supervision and assistance is available.
Manual handling loads.	Do not attempt to lift or move any load single handed which is likely to put you at risk of injury. Re-schedule activity to a time when assistance is available. Alternatively use lifting/moving aids where this can safely facilitate single person operation.
Firearm Safety and Security:	
<p>Unintended discharge.</p> <ul style="list-style-type: none"> No facility for independent clearing of firearms – potential hazard which could lead to a loaded firearm being taken off the firing point and later unintended discharge. Potential to cause death of Member or other persons. 	<p>As applicable, remove bolt, remove magazine, visually inspect the bore and insert breach flag before bagging firearms, moving firearms and/or going forward of the firing point.</p> <p>As far as reasonably practical, disable firearm by removing bolt, cylinder, and slide, loading lever or other essential component before bagging and securing firearm in vehicle.</p>
Discharge or theft from the firing point by unauthorised person.	<p>Firearms to be kept in secure vehicle until the range is ready to use and targets erected. Firearms to be returned to secure vehicle before dismantling the range.</p> <p>As far as reasonably practical, unload, prove clear, insert breach flag and take firearms and ammunition forward when changing targets or moving firing position.</p> <p>Always disable firearm, for example by removing bolt, cylinder, slide, loading lever or other essential component, and secure ammunition before going forward to change targets. Take the bolt or other essential component with you when changing targets. Always maintain line of sight to firearms when changing targets.</p> <p>Fit trigger lock to prevent unauthorised use of firearm.</p> <p>Be aware of any person in the vicinity of the range.</p>
Theft of firearm or ammunition from vehicle.	Follow normal security procedures.

Lone Attendance Policy and Procedures

	<p>Ensure vehicle is locked, alarm set, firearms and ammunition secured and hidden from view at all times when unattended.</p> <p>Keep vehicle keys on your person at all times.</p>
<p>Violence:</p>	
<p>Intruder in the range, unauthorised access, vulnerability to attempted robbery.</p>	<p>Restrict lone attendance to daylight hours.</p> <p>When entering the site close but do not lock the main gate. Close but do not lock the Twyford Range barrier. (Deterring unwanted visitors but allowing emergency help to enter).</p> <p>As far as reasonably practical, identify persons entering Twyford Range and determine their purpose.</p> <p>Where applicable, keep range doors locked to prevent unauthorised access.</p> <p>Do not open the club house door in response to someone ringing the bell; Members authorised to attend the club alone will have their own keys. Use the door camera and intercom system to ascertain who is calling and for what purpose. In the event that a person claims to need emergency assistance contact the emergency services and then proceed with extreme caution.</p> <p>Refuse access to anyone other than a Member carrying their membership card.</p> <p>Ask any casual visitor enquiring about the club to leave and contact a club official. Be polite and assertive.</p> <p>Stay alert and call the police if you see any suspicious activity or people around the range. If safe to do so, record car registration number and if possible photograph person and vehicle.</p> <p>If you know or suspect an intruder is present secure yourself, and firearms if safe to do so.</p> <p>Do not confront the intruder. Contact the police promptly if you are</p>

Lone Attendance Policy and Procedures

	<p>threatened or feel threatened.</p> <p>Do not argue, fight, surprise or attempt to use weapons against a robber. Don't take unnecessary chances with your life. While you should cooperate with robbers, don't volunteer any assistance. Give the robber exactly what they ask for and do it quickly. After a robbery telephone the police immediately. Remember to stay on the phone with the emergency call taker. After calling the police, keep your telephone line clear until the police arrive.</p>
<p>Safe exit from the range and complex.</p>	<p>Plan how you will leave the range complex.</p> <p>Reverse park close to the club house – this will enable you to unload and load equipment and firearms whilst having line of sight across the car park.</p> <p>If planning to leave the range when it's dark, test the outside flood light and delay switch when you arrive. If for any reason these are not working plan to leave in daylight hours if possible.</p> <p>When leaving your vehicle after exiting the range, e.g. to lower flags and secure the range barrier and complex gate, be alert to anyone in the vicinity, remain in the vehicle if necessary until you are sure it is safe to get out. When leaving your vehicle ensure the vehicle is locked and keep vehicle keys on your person at all times.</p>

Lone Attendance Policy and Procedures

10. Dynamic Risk Assessment

- Have you checked you have a mobile phone which is adequately charged?
- Have you checked your mobile phone has a signal adequate to make a phone call?
- Does anyone know where you are and how long you will be?
- Are arrangements in place for someone to initiate action if you do not return to your planned destination or make contact at the agreed time?
- If your plan has changed have you informed the person who would initiate such action?
- Have you made sure you can be contacted?
- Can you summons assistance?
- Can you accurately communicate the location of Twyford Range to the emergency services?
- Have you ensured emergency services can gain access to the complex?
- Have you communicated your presence at the Twyford Range to other users of the complex?
- Have you secured any firearms not being used?
- Can you safely transfer firearms and equipment to your vehicle when preparing to leave the complex?
- Have you secured your vehicle and removed the keys when lowering the flag and locking the complex gate?