

Derby Rifle and Pistol Club 1999

HEALTH AND SAFETY PLAN

**DRPC 1999
Tywford Range
Derby. DE73 7GA**

Tel: 01283 703372

Derby Rifle and Pistol Club 1999

HEALTH AND SAFETY PLAN

Contents

Cover	I
Plan Review Record	ii
Contents	iii
General Statement	v
Environmental Statement	vi

PART ONE - Organisation and Responsibilities

Organisation	1
Consultants	2
Responsibilities for Committee Members	3
Chairperson	3
Secretary	3
Treasurer	3
Safety Officer	4
Membership Officer/Firearms and Shooting Instructor (MOFSI)	4
Senior Range Conducting Officer (RCO)	4
Target Frame Officer	4
All Committee Members	5
Club Members	5
Monitoring the Effectiveness of the Plan	6

PART TWO - Arrangements

Visitors	7
Fire and Evacuation Procedures	7
Incident Management	8
Accident Prevention	8
First Aid	8
Accident/Incident Investigation	8
General Safe Working Practices	8
Management of Health and Safety	8
Drugs and Alcohol	9
Young Persons	9
Instruction, Information and Training	9
Lone Attendance	9
Clubhouse and Welfare	9
Equipment	10
Manual Handling	10
Electricity at Work	10
Gas Safety	10
Control of Substances Hazardous to Health	10
Smoke-free (Premise and Enforcement)	10

Safety Signs	10
Personal Protective Equipment	11
Environmental - Lead Waste and Pollution Control	11
Selection	11
Recycling	11
Disposal of Waste	11
Lead	11
Noise/Nuisance	11

PART THREE - General Rules and Procedures

Introduction	12
General Safety Rules	13
Safe Shooting Practices	13
Protective Clothing and Equipment	13
Fire Precautions	13
Accidents	13
Work Undertaken on Behalf of DRPC 1999	14

Derby Rifle and Pistol Club 1999

HEALTH AND SAFETY PLAN

General Statement

Derby Rifle and Pistol Club 1999 (DRPC 1999), although not an employer for the purpose of Health and Safety Legislation, will, via the elected Committee, plan its activities and ensure all shooting undertaken at the Twyford Range is within the limitations and restrictions imposed by the Authorities, and that all personnel, in so far as is reasonably practicable, are not put at risk.

DRPC 1999 do not pursue this aim simply to achieve compliance, but because it is in the Club's best interests to ensure shooting is viewed in a positive manner. The effective management of the Club's Constitution by the Committee will ensure that shooting activities are undertaken competently and novice shooters are properly supervised. This process is underpinned by the participation and effective involvement of the membership.

The identification, assessment and control of risk will be undertaken with the assistance of professionals, and, with the vigilance of the membership to highlight any new developments or techniques to improve the shooting experience, the Club will ensure the range continues to be a safe place.

This plan will be regularly monitored to ensure the objectives are achieved and, where necessary, reviewed and revised in the light of any legislative or organisational changes.

Signed Date

The Chairman on behalf of Derby Rifle and Pistol Club 1999

Signed Date

The Secretary on behalf of Derby Rifle and Pistol Club 1999

Derby Rifle and Pistol Club 1999

HEALTH AND SAFETY PLAN

Environmental Statement

Derby Rifle and Pistol Club 1999 recognises that it has a responsibility to manage its activities in such a way so as to reduce the detrimental impact on the environment.

To this end Derby Rifle and Pistol Club 1999 will adopt a philosophy of “collect and recycle” at all levels of its operations to ensure that the impact of any pollution and/or environmental disruption is reduced as much as possible.

This will involve:

- promoting a waste reduction and recycling philosophy within the Club’s facilities;
- planning its activities with due consideration to the potential environmental impact;
- so far as is possible, the prevention of the illegal disposal or dumping of controlled waste;
- establishing procedures to ensure that waste is managed and that all parties involved in the waste production, transportation, transfer and disposal process comply with their Duty of Care regarding waste control.

Protecting the environment makes good commercial sense, but Derby Rifle and Pistol Club 1999 believe it is also an investment in the future of the sport, both short term and long term. Therefore the elected Committee of Derby Rifle and Pistol Club 1999 are committed to adopting this Philosophy and will endeavour to ensure compliance at all times.

Signed Date

The Chairman on behalf of Derby Rifle and Pistol Club 1999

Signed Date

The Secretary on behalf of Derby Rifle and Pistol Club 1999

Derby Rifle and Pistol Club 1999

HEALTH AND SAFETY PLAN

Part One

Organisation and Responsibilities

This Plan sets out the objectives of Derby Rifle and Pistol Club 1999, both legally and morally, under the principles laid down by the Health and Safety at Work etc. Act 1974 in so far as it is reasonably practicable and Legislation governing the use of Firearms to:

- provide and ensure equipment and systems are maintained in a safe manner;
- make arrangements to ensure the absence of risk to persons connected with the use, handling, and storage of firearms and ammunition;
- provide information, instruction, supervision and access to training to ensure the safe use, handling and storage of firearms and ammunition;
- maintain safe access and egress to the range and its facilities;
- provide and maintain adequate toilets and facilities;
- not only recognise its duty and responsibilities to the Members, but also to other people (visitors, customers, trespassers, etc.) who may be affected by activities at the Range.

The organisation, allocation of responsibilities and duties for the implementation of this Plan are as detailed within the Club's Constitution and any additional duty as detailed below.

ORGANISATION

- 1.1. In order to operate effectively, Members of DRPC 1999 elect volunteers on an annual basis to form a Committee to undertake the various duties on their behalf.
- 1.2. All elected Committee Members are identified to the Members via the Club's notice boards.
- 1.3. The Committee will hold regular meetings and publish minutes from all meetings on the Club's notice boards to keep the Members informed.
- 1.4. Members are to be encouraged to highlight any concerns regarding safety, or innovative new ideas, to the Club's Committee for discussion/action as necessary, either verbally or in writing.

- 1.5. **Consultants.** External Consultants may be appointed to assist the Club to meet its legal obligations to:
- a. undertake inspections, and where necessary, provide a written report for action by the Committee;
 - b. investigate any incident or accident resulting in injury or damage to the building or the grounds;
 - c. prepare risk assessments;
 - d. check that all operations and any equipment used is in accordance with current best practice;
 - e. promote high standards of health and safety compliance.

RESPONSIBILITIES FOR COMMITTEE MEMBERS

- 1.6. **Chairperson.** The Chairperson has a responsibility to ensure, in so far as is reasonably practicable, that Members act in an appropriate manner at Committee meetings, and to control and ensure the annual AGM follows the set agenda and to:
- a. be familiar with the pertinent requirements of Firearm Legislation, relevant Environmental and Health and Safety Regulations and codes of practice applicable to the Club's operations;
 - b. liaise with official bodies and any appointed Consultants in the administration and implementation of the Club's activities, and together with all elected Committee Members, ensure the Club's Health and Safety Plan is implemented, enforced and communicated to all Members and that high standards with regard to safety matters are demonstrated and promoted at all times.
- 1.7. **Secretary.** The Secretary has responsibility, under guidance and support from the elected Committee and Chairperson, for recording the Club's meetings, keeping records of attendance and informing the relevant authorities as required, and to:
- a. be familiar with the requirements of Firearm Legislation, relevant Health and Safety Regulations and Home office guidance/codes of practice applicable to the Club's operations;
 - b. liaise and consult with the Committee Members to determine appropriate administrative procedures for the implementation of the Club's business;
 - c. communicate with the relevant/appropriate Firearm Licensing Authorities as necessary;
 - d. ensure that suitable and appropriate insurance cover is arranged for member liabilities, any material information is brought to the insurer's attention without delay and that the relevant certificates are displayed in all premises.
- 1.8. **Treasurer.** The treasurer has responsibility, under guidance and support from the elected Committee and Chairperson, to maintain records of all financial transactions pertaining to the Club's activities and to ensure the Members' subscriptions are collected when due and to:
- a. be familiar with the requirements of Firearm Legislation, relevant Financial Regulations and codes of practice applicable to the Club's operations;
 - b. ensure, in budgeting for the Club, suitable account is taken and adequate resources identified for the creation and maintenance of a safe and healthy working environment;

- 1.9. **Safety Officer.** The Safety Officer has responsibility, under guidance and support from the elected Committee, Chairperson and any Consultant appointed by the Committee, to undertake regular inspections of the Range to ensure shooting activities are, as far as is reasonably practical, safe and to:
- a. be familiar with the pertinent requirements of Firearm Legislation, relevant Health and Safety Regulations, Home Office guidance and codes of practice applicable to shooting;
 - b. advise the Committee on specific limitations and type(s) of ammunition allowed for each Range and to assist in the preparation of the Range Safety Document and training of Members to act as Range Conducting Officers (RCO's).
- 1.10. **Membership Officer/Firearms and Shooting Instructor. (MOFSI).** The Membership Officer/Firearms and Shooting Instructor has responsibility, under guidance and support from the elected Committee and Chairperson, for inducting and assessing/training new Members to verify their competency and to recording probationary Members attendance and to:
- a. be familiar with the pertinent requirements of Firearm Legislation, Home Office guidance, codes of practice and Club Range Safety Procedures applicable to shooting at DRPC 1999;
 - b. advise the Committee on any safety procedure they consider is not suitable or appropriate;
 - c. Inform the Secretary if a member continually fails to comply with the Clubs rules regarding range or firearm safety practices;
 - d. demonstrate high personal standards in relation to firearm and range safety procedures.
- 1.11. **Senior Range Conducting Officer (RCO).** The Senior RCO has responsibility, under guidance and support from the elected Committee, to ensure RCO's are acting in accordance with the Club's Range Safety Procedures and to assist and advise the MOFSI where duties may require additional training or updating.
- 1.12. **Target Frame Officer.** The target Frame Officer has responsibility, under guidance and support from the elected Committee and Chairperson, to ensure target frames/boards are suitable and safe for the range and ammunition used.

- 1.13. **All Committee Members.** All Committee Members and officials have a responsibility to assist the membership, in so far as is reasonably practical, to ensure DRPC 1999 has suitable procedures and safe systems to address the following:
- a. Range safety
 - b. Security
 - c. Risk assessments
 - d. Safe electrical equipment
 - e. First Aid provision
 - f. Fire detection
 - g. Fire fighting
 - h. Removal of lead and other waste
 - i. Public Liability Insurance
 - j. Signage (e.g. Personal Protective Equipment, Range Limitations etc.)
 - k. Range Logs/Registers for Attendance, Ammunition usage, Incident reports, Injuries, Visitor attendance and Waste removed.

The Committee Members will also take steps to ensure Club working parties are risk assessed and everyone participating is informed as to the necessary controls to manage any health, safety or welfare concerns/issues.

- 1.14. **Club Members.** All Club Members have a duty to ensure they act in accordance with the Club's Constitution, Range Safety Procedures and to:
- a. co-operate with Club officials and instructions from RCO's;
 - b. give due consideration to the needs of other Members;
 - c. comply with restrictions and /or other requirements imposed by the relevant Firearm licensing authority;
 - d. advise the Committee of any unsafe practices, faulty equipment or unsafe conditions within the Club premises likely to endanger the safety of themselves or others;
 - e. ensure that adequate suitable personal protective equipment is worn;
 - f. report promptly any unsafe practices, faulty equipment or potential hazards likely to endanger themselves or others;

- g. be aware of the nature and location of first aid provisions, fire precautions and any other emergency procedures;
- h. not use, repair or maintain any equipment or carry out work on a Firearm without the permission of the acting RCO;
- i. demonstrate high standards in relation to firearm safety.

MONITORING THE EFFECTIVENESS OF THE PLAN

- 1.15. To demonstrate the Club's commitment to continually improve and to promote high standards of health and safety, the Committee will ensure the following arrangements are implemented and maintained:
- a. regular and systematic inspections of the range and facilities;
 - b. safety and risk management is an agenda item at all committee meetings;
 - c. regular reviews of training need and assessments for new and existing Members;
 - d. the development of regular member competency assessments;
 - e. shooting is promoted whenever possible as a safe and enjoyable pastime;
 - f. practices are reviewed and benchmarked with contemporary guidance;
 - g. advice from regulatory bodies and associations is sought.
- 1.16. Where inspections reveal trends that may carry a risk to health and safety, the Committee will liaise with the various external bodies and Consultants to develop and implement suitable procedures.

Derby Rifle and Pistol Club 1999

HEALTH AND SAFETY PLAN

Part Two

Arrangements

VISITORS

- 2.1. Non shooting visitors are not allowed on any of the Ranges at DRPC 1999 unless authorised by a Committee member or the duty RCO on the Range.
- 2.2. All visitors must be sign in and out of the official attendance log and be supervised by a full member of DRPC 1999 at all times during their visit unless attendance is on official Club Competition days.
- 2.3. All visitors who intend or plan to shoot at DRPC 1999 must hold and be in possession of a current Firearms Certificate which authorises them to use the Firearms in their possession.
- 2.4. Members supervising visitors who are shooting must be qualified as an RCO and the Club Secretary must be notified prior to their attendance.
- 2.5. All visitors are required to conform to the rules and regulations during the time they are on the Club premises.

FIRE AND EVACUATION PROCEDURES

- 2.6. A fire risk assessment will be carried out by a competent person, and procedures established to ensure that;
 - a. a fire and emergency evacuation procedure is prepared and displayed;
 - b. range standing orders incorporate clear and concise emergency evacuation procedures;
 - c. fire detection devices and suitable extinguishers are provided and maintained, at least on an annual basis;
 - d. fire exit doors and escape routes are accessible and free from obstruction;
 - e. signs are in accordance with the colours and pictograms set out in the Health and Safety (Safety Signs and Signals) Regulations;

- f. duty RCO's check escape routes and take charge of any evacuation in the event of a Fire;
- g. all firearms are made safe promptly before evacuating the range and all personnel are safe and accounted for.

INCIDENT MANAGEMENT

- 2.7. **Accident Prevention.** It is the intention of the Club to ensure that reasonable measures are taken to prevent accidents or any ill health conditions arising out of, or in connection with, a shooting activity. The Club considers that the prevention of accidents and ill health can only be successful with the co-operation of all the Members with regard to:
- a. the correct use of equipment, safety devices and personal protective equipment;
 - b. adherence to all relevant instructions, training and range safety procedures.
- 2.8. **First Aid.** The Club will provide adequate and appropriate first aid equipment and facilities, in addition to access to training in the use of a defibrillator.
- 2.9. **Accident/Incident Investigation.**
- a. All accidents and incidents which require formal reports to be made will be investigated by a Committee member or other duly authorised personnel and a report produced.
 - b. Other accidents/incidents will be investigated to the degree deemed appropriate by the Committee and may or may not result in the production of a written report.

GENERAL SAFE WORKING PRACTICES

- 2.10. **Management of Health and Safety.**
- a. The Club will fulfill its obligations to:
 - i. undertake an assessment of the risks to the health and safety of Members and to other persons arising out of, or in connection with shooting;
 - ii. make appropriate arrangements for implementing any preventative or protective measures identified in the risk assessment;
 - iii. appoint one or more competent persons to assist in undertaking the above measures;
 - iv. provide relevant information to their Members.

- b. **Drugs and Alcohol.** Any member attending the facility under the influence of drugs or alcohol with the intention to shoot will be asked to leave and further disciplinary action may be decided by the Committee as appropriate.
- c. **Young Persons.** Young or inexperienced shooters must be supervised at all times by at least a full member, or their respective parents if they are also members of DRPC 1999. Additional measures may be considered by the Committee to limit certain activities until the young person has the necessary experience and competence.
- d. **Instruction, Information and Training.** The Club will take into account the capabilities of its Members, and ensure that they are provided with adequate and comprehensive information and instruction upon joining the Club and all Members are assessed to verify their understanding of safety procedures.
- e. **Lone attendance.**
 - i. Members can only attend the range outside normal Club sessions if they have completed the necessary training, and obtained a successful assessment by the Safety Officer, or his Deputy, to act as an RCO.
 - ii. Upon completion of the safety assessment and briefing, Members may request a set of keys allowing them full access to the Range.
 - iii. Full, key holding Members are expected to take all necessary steps to ensure that they do not put themselves or others at risk during any lone activity at the Club.

2.11. **Clubhouse and Welfare.**

- a. The Clubhouse is under the Club's control and all equipment, devices and systems within the clubhouse will be adequately maintained and controlled and any defect or potential hazard identified and remedied as soon as possible.
- b. Welfare areas will be provided with an effective and suitable means of ventilation, adequate means of illumination and, if practical, natural light.
- c. All floors and traffic routes shall be maintained in a safe and sound condition, free from obstruction and from any article or substances which may cause a trip or fall.
- d. Effective and adequate measures will be taken to prevent trips, slips and falls.
- e. Suitable and sufficient welfare facilities are provided, along with washing and sanitary conveniences, accommodation for clothing and facilities for resting and taking meals.

2.12. **Equipment.**

- a. All equipment owned by the Club will only be used for the operation for which it was designed.
- b. Machinery, plant or equipment shall be fitted with the appropriate guards or safety devices in accordance with the manufacturers' instructions and relevant legislation. No member shall remove, modify or interfere in any way whatsoever with any safety device or guard.
- c. Where equipment is hired a certificate of inspection and testing shall be obtained.
- d. No member shall use work equipment obtained from the undertaking of another person or Club unless it has documented evidence that the required test and/or inspection has been carried out.
- e. No member shall operate or use any machine, plant, equipment or tool unless they have received correct training in the safe method of operation and are authorised to use the said equipment.

2.13. **Manual Handling Operations.** The Club will, so far as is reasonably practicable, introduce measures wherever possible to avoid hazardous manual handling operations in accordance with the current guidance.

2.14. **Electricity at Work.** The Club acknowledges that electrical equipment can be hazardous and it is therefore the Club's intention to eliminate the risk of Danger in so far as is practical by ensuring that the electrical installation is installed in accordance with the latest Institution of Electrical Engineers (IEE) Wiring Regulations edition and portable and transportable equipment is checked by a competent person as frequently as is required (the frequency will depend on the equipment and the conditions of usage, ie what and how it is handled).

2.15. **Gas Safety.** The Club does not use or have access to any gas service or appliance.

2.16. **Control of Substances Hazardous to Health (COSHH).** Substances of a hazardous nature should not be used by Members on the Club's premises. Any cleaning products used on the premises will only be those as designed for normal domestic use.

2.17. **Smoke-free (Premises and Enforcement).** The Smoke-free (Premises and Enforcement) Regulations aim to protect all Members and visitors from exposure to second-hand tobacco smoke. The Club has prohibited smoking throughout the entire building.

2.18. **Safety Signs.** Wherever there is a residual risk which requires clear information in the form of appropriate signage, signs conforming to the standards within the Health and Safety (Safety Signs and Signals) Regulations will be erected.

2.19. Personal Protective Equipment.

- a. Members should use PPE as required and take reasonable care of their equipment.
- b. Visitors will be provided with suitable eye and ear protection during their visit.
- c. Members are instructed to make full and proper use of hearing protection to reduce or eliminate the effects of noise.

2.20. Environmental - Lead Waste and Pollution Control.

- a. **Selection.** New equipment shall be selected for minimum environmental impact through the life cycle of the equipment, and materials selected where possible to allow their reclamation via recycling centres.
- b. **Recycling.** Waste paper, plastics, metals will be segregated and re-cycled where possible.
- c. **Disposal of Waste.** Hazardous Waste will only be collected and carried by Licensed Carriers.
- d. **Lead.** A Competent Contractor will be appointed to sieve and collect spent lead bullets from the sand traps on a regular basis. The frequency will be determined by the Safety Officer giving consideration to the quantity of ammunition used on each Range.
- e. **Noise/Nuisance.** Limitations are placed on each range regarding the use of certain calibers and to specific times in order to minimise the level of noise and nuisance to Members and others close by.

Derby Rifle and Pistol Club 1999

HEALTH AND SAFETY PLAN

Part Three

General Rules and Procedures

INTRODUCTION

This part of the Health and Safety Plan defines various standards and rules which relate to the Club's procurement and management of work on behalf of its Members. It is the responsibility of all DRPC 1999 Members to behave in a safe and reasonable manner during their attendance at the DRPC 1999 Ranges and to observe the rules and procedures appertaining to work undertaken at the Club.

Failure to comply with Club rules may render Members liable to disciplinary action by the Committee and/or removal from the Club.

The Club recognises that it is not possible to prepare, in written form, every rule as circumstances may vary depending upon the nature of the activity and/or incident. However, Members are expected to act in a sensible manner and adhere to verbal instruction given by RCOs, Officials and Committee Members.

Training will be given to all relevant Members of DRPC 1999 to ensure compliance with health and safety procedures and to ensure work activities and any machinery, equipment etc. is suitable for the task(s).

General Safety Rules

These rules have been prepared to provide additional supplementary guidance to the Club's Range Standing Orders and Members are expected to comply with them at all times.

SAFE SHOOTING PRACTICES

You must:

- ▶ read and observe all notices and instructions displayed on the Club Notice Boards and current Range Standing Orders;
- ▶ comply with all signs and notices displayed on the Club premises.

PROTECTIVE CLOTHING AND EQUIPMENT

You must:

- ▶ use items of protective clothing/equipment as instructed;
- ▶ not misuse or wilfully damage any items of protective clothing/equipment provided by the Club.

FIRE PRECAUTIONS

You must:

- ▶ not obstruct any fire escape route, fire equipment or fire doors;
- ▶ report any use of fire fighting equipment to the Committee.

ACCIDENTS

You must:

- ▶ seek medical treatment for injuries you sustain, no matter how slight and ensure that appropriate records are entered in the accident book;
- ▶ report all accidents and dangerous occurrences to the RCO as soon as it is practicable.

Derby Rifle and Pistol Club 1999

HEALTH AND SAFETY PLAN

WORK UNDERTAKEN ON BEHALF OF DRPC 1999

DRPC 1999 and its elected Committee have agreed to the following with regards to the procurement of services, both contracted and/or volunteered:

- a. Where voluntary work is carried out by DRPC Members, The Committee Members and Officials of DRPC 1999 need to ensure that any volunteer/member who undertakes work on behalf of DRPC 1999 acknowledges and is advised that should any money be paid to them, it is only on the basis that the responsibility to declare it as income to the appropriate authorities rests with the volunteer/member and not DRPC 1999 or any of its officials.
- b. It should also be noted that any money paid to a volunteer/member is only to reimburse them for any expenditure and not a payment for work.
- c. Volunteers/Members should also be instructed that they need to wear appropriate and suitable clothing for any task/work being undertaken at the DRPC 1999 Range. Where any electrical or mechanical equipment is brought onto the premises of DRPC 1999, the user(s) must be able to demonstrate that he/she is competent to use said equipment and that the equipment is in good order and all safety devices are in place and fully operational.
- d. For work carried out by bona fide Contractors or Self Employed Tradesmen, the Committee Members and Officials of DRPC 1999 need to ensure that any Self Employed Person or Contractor who is procured to carry out work at the DRPC 1999 Range has both current third party and liability insurance which is deemed to be adequate, given the scope of the works to be undertaken.
- e. All Contractors and Self Employed Persons must be able to demonstrate relevant competencies for the work and equipment to be used.
- f. When payments are made to companies who are not registered as limited with Companies House, confirmation must be obtained in writing that any monies paid are on the basis that it is the individuals' responsibility to declare the income to the relevant authorities and that DRPC 1999 are not responsible for National Insurance payments or any other taxes levied on employers.