

# **RANGE SAFETY DOCUMENT**

**Original Document**

**January 2003**

<b><u>Date Amended</u></b>	January 2016
June 2003	
March 2004	
December 2004	
December 2005	
July 2007	
December 2009	
December 2010	

# **Range Safety Document**

## **Introduction**

This document applies to all range facilities within the Derby Rifle and Pistol Club (1999) complex and has been prepared to ensure:

- All necessary precautions are taken to prevent incidents likely to cause injury/damage to those persons on site or personal/ Club property.
- Maximum use is made of the range space available.
- Guidance is given to users unfamiliar with the facilities provided.

They will be amended as and when appropriate to ensure continued accuracy and relevancy.

The following must be read in conjunction with this Safety document:

- The Health and Safety Document
- The Fire Risk Assessment
- The Emergency Action Plan

**All members should have a working knowledge of these documents in order that they can safely and effectively supervise visitors and visiting shooters whilst on Club premises.**

## **1. Range Classification/ Identification**

1.1 This range is a “Gallery Range with a limited danger area” because of its design and construction i.e.

- The targets and firing points are raised above ground level.
- A stop butt is positioned behind the targets.
- A mantlet is positioned in front of and below the targets.

and consists of:

- The firing area.
- The Ricochet area.
- The Range danger area.

1.2 The three firing ranges will have the following identification allocated to them:

25 metre covered range – “A” Range

50 metre range – “B” Range (Open No Danger Area Range)

200 “point” range – “C” Range (Limited Danger Area Range)

## 2. Permitted Shooting Times

2.1 Shooting is permitted between:

- 0900 to 2200 Monday to Saturday.
- 0930 to 1800 on Sunday (However Black Powder and High Velocity shooting is NOT permitted after 1400).

2.2 Under NO circumstances is shooting to take place when clear visibility is restricted by:

- Adverse weather conditions.
- On "C" Range when it is dark. (There being lighting on "A" and "B" Ranges to facilitate shooting to take place)
- When there is standing water between the firer and the mantlet.

No artificial lighting or night sights are permitted to facilitate target visibility in either of the two initial circumstances.

2.3 Club Sessions will be between 1900 – 2100 each Wednesday

1000 – 1200 each Sunday

(Except Xmas and New Year)

## 3. Range Attendance

- 3.1 On each visit to the range an entry must be made in the Range Attendance Register. If shooting is to take place, by signing the Register you are agreeing that a visual check of the Range to be used will be made. This to confirm that it is free from unauthorised persons or obvious safety defect. Appropriate remedial action to be taken before any shooting takes place and details duly recorded in the Register before leaving the complex. At Club sessions this task will be completed by the duty armourer.
- 3.2 In addition, the individual attendance record located in the lounge must be completed in order to record usage of firearms held on a Firearm Certificate.
- 3.3 For **Personal Safety** reasons it is of vital importance that when attending alone to shoot on any of the ranges you have in your constructive possession a mobile telephone that has an adequate signal.
- 3.4 Whenever live firing is to take/ is taking place, the red "range in use" flags at the entrance and overspill car park area are to be flown in addition to any other relevant safety flags. Entry to the complex should always be undertaken with due consideration to events likely to be occurring at the time.
- 3.5 When attending it is essential that you ensure the range to be utilised is safe and fit for purpose. For "A" Range at Club sessions this will be the responsibility of the duty RCO's. Should it be found that this is NOT the case a member of the Management Committee must be immediately notified.

- 3.6 Should any contractors/ club members be on the complex carrying out repair work etc upon your arrival, full consultation must take place with them to ensure their total safety. Any shooting must therefore link into their schedule and members must be prepared NOT to shoot if circumstances dictate.
- 3.7 Entry to "A" Range will be by the side firing point door. This door to remain closed when firing is taking place in normal circumstances BUT may be left opened when organised events are taking place.
- 3.8 All non Firearm Certificate holders who are eligible and intend to shoot must complete a Disclosure Notice, complete an entry in the master range attendance book and pay the appropriate range fee. These persons will be the responsibility of the inviting full member who must ensure one to one supervision by a club qualified Range Conducting Officer (subsequently referred to as RCO).
- 3.9 Non members will not be allowed to use/handle ANY firearm, unless on an allocated Public Relations event or other date notified to the Police by the Club Secretary.
- 3.10 Visiting Firearm Certificate holders who are not members may shoot their own weapons only, subject to having written consent from the Club Secretary. Any conditions imposed to be complied with. The inviting Full (RCO qualified) member being fully responsible for their guest, who will not shoot at the same time. A range fee of £10 to cover insurance requirements will apply.

3.11 Junior members:

- Will only be permitted to attend at club sessions during their probationary period, after which they may attend at any time within the permitted hours.
- If aged between 12 and 14 years will be under one to one supervision of the RCO qualified parent/guardian. If 14 years and over will be under the constructive supervision of the parent/guardian. In both instances they remaining under the overall control of the duty RCO's.
- Can use the personal firearms/ammunition of the parent/guardian in addition to Club firearms.
- Progression as regards upgrading firearm usage will be with the approval of the Club's Safety Officer.
- May compete in Club competitions.

#### **4. Firearms/ Ammunition**

- 4.1 The Club identity card of each member will display details of the respective type of firearm which they are authorised to use on the Ranges. With update training and approval being the responsibility of the Safety Officer or other duly authorised Management Committee member. Current full members will automatically be authorised to use firearms already held on their Firearm Certificate.
- 4.2 The firearms/ammunition held on the Clubs FAC are to be stored in accordance with the conditions contained within it, or elsewhere in accordance with written instructions of the Club Secretary. Under no circumstances are they or any component parts thereof to be stored elsewhere either temporarily or otherwise.
- 4.3 No firearm/ammunition is to be used on any of the ranges which breaches the Range Safety Certificate.
- 4.4 In addition to firearms held on a personal FAC, Full and Probationary members may use firearms belonging to the Club and listed on its FAC, together with those held on an FAC of another member. However Section 1 Shotguns and Long Barrelled Revolvers/ Pistols are not to be so included.

- 4.5 Only Club provided ammunition will be fired from Club firearms.
- 4.6 Under no circumstances is ammunition made by a member to be sold to another member.
- 4.7 Firearm owners are solely responsible for:
- An efficient knowledge of the workings and capabilities of each firearm to be used.
  - The safe condition of their firearms.
  - That the ammunition used is safe and suitable for the firearm. If any ammunition is thought to contravene the Range Safety Certificate, the Club has the right to terminate the users shooting session and require the user to demonstrate to the satisfaction of the Management Committee that it does not.
  - Be fully conversant with the safe handling practices/procedures of each specific type of firearm.
- 4.8 For safety reasons under NO circumstances is a long barreled revolver, black powder/ muzzle loading revolver or pistol to be cocked by use of the strong (gripping) hand. The supporting hand is to be utilized for this role.
- 4.9 When waste items/used ammunition boxes etc are disposed of, it is important to ensure that NO ammunition is present.

## **5. Firing Points**

- 5.1 All shooting is to take place from identified firing points and parallel to the range axis. Cross firing is not permitted.
- 5.2 “A” Range

Unless competitions require otherwise only one target is permissible on a target frame at any one time and is to be attached so that it's centre is 1.5 metres above ground level at the main target line. The height of Echelon targets must be such that the Main Point of Impact in the stop – butt is maintained as for the 1.5 metres height of the main target line.

All targets are to be removed from the target frame prior to it being returned to the storage area.

### “B” and “C” Ranges

- 5.3 Unless competitions require otherwise only one target is permissible on a target frame. Targets to be attached so that the centre is 1.5 metres above ground level.

All targets are to be removed from the target frame prior to it being returned to the appropriate storage area.

- 5.4 Only official shooting organisation or club approved targets secured to club provided target frames positioned directly in front of the shooter (target lane) must be used. The use of humanoid shaped targets (unless previously used by a recognised shooting organisation), those that infringe copy right, or other ad hoc targets including cans, bottles, exploding disc, newsprint and photocopies etc are expressly forbidden.

- 5.5 All firearms must have a recognised commercially produced breech flag appropriately inserted/utilised in between shooting details and when awaiting authority to bag.etc. A commercial breech flag is one provided by the MLAGB, NRA, NSRA or other recognised shooting organisation.
- 5.6 Ear and eye protection are mandatory for all persons when on the “A” or “B” range firing points. When on “C” range the wearing of eye protection becomes optional. However it is strongly recommended that it is worn at all times.
- 5.7 Individual Identification Cards will be worn at all times.
- 5.8 Holsters may be used to facilitate a recognised course of fire. They may also be used to carry unloaded firearm’s. Such firearms will not be removed from a holster other than at the firing point with the consent of the RCO.
- 5.9 Under no circumstances will any firearm be left unattended on a firing point without the permission of the RCO or another full RCO qualified member.
- 5.10 Spectators are not allowed on the “A” range firing point, but must remain behind the viewing windows. Whilst on “B” and “C” ranges they must remain to the rear of the firing points away from the shooters and their firearms.
- 5.11 Magazines/ speed loaders will not be charged or left loaded on the firing points whilst shooters are forward of the firing point.
- 5.12 It is the responsibility of each shooter to:
- ensure that all their empty cases and other rubbish etc are cleaned up and disposed of in the appropriate bins
  - recover their target frame
  - refill splash hole in the sand back stop prior to leaving the range.
- 5.13 The use of a mobile phone/ other electronic device on any of the firing point’s is prohibited when shooting is taking place. Should a call need to be made/ answered any firearm in use must be unloaded and made safe before leaving the firing point.

## **6. Procedures “A” Range**

- 6.1 A red “range in use” flag must be raised when shooting is to take place during daylight hours on that range. It must be lowered/ recovered at the end of each shooting session. This in addition to the entrance and overspill car park “Range in Use flags” (See Range Attendance Section Paragraph 3.1).
- 6.2 At Club sessions Firing Point No’ 1 will be the sole means of going forward to position/ recover target frames or replace targets.
- 6.3 In normal circumstances the range will be supervised by two RCO’s at all allocated Club Sessions.
- 6.4 The range will be the primary facility available for use by Probationary Members/ Visiting Shooters unless taking part in a club organised event/ competition.
- 6.5 No smoking/ use of alternative devices is permitted anywhere within the club house.

- 6.6 No unbagged/ uncased firearm is to be moved within the firing point area without the permission of the RCO. All such firearms must be proven safe and carried vertical by the barrel with the muzzle uppermost. (NB See Range Commands).
- 6.7 Unless during a competition no magazine/speed loader is to be taken forward of the firing point.
- 6.8 Unless specifically authorised no trolley of any description is allowed in the club house or 25 metre covered range.
- 6.9 Only items authorised by the hiring disclaimer document may be stored in the firing point lockers, which may be searched by Management Committee consent to ensure compliance.
- 6.10 Before any firearm is unbagged/uncased in the lounge or kitchen areas, permission from one of the duty RCO's must be sought.

## **7. Permitted usage – “A” Range**

7.1 Maximum Muzzle Energy 900 ft/lb

Maximum Muzzle Velocity: 1500 ft/sec

7.2

- Sub .22 inch rimfire
- .22 RF
- Pistol calibre firearms
- Black powder firearms
- Air weapons

7.3 These firearms can be fired prone, kneeling, seated, standing and supported on the bay counters.

7.4 You may fire forward of this distance outside club sessions but must remain standing to do so:

- If you are on the range alone.
- If all firearms behind you are bagged or have been proved safe and an RCO is present to monitor other persons on the firing point.

## **8. Procedures “B” and “C” Ranges**

8.1 Before any member can use the “B” or “C” ranges they must be either:

- be a full adult member and an RCO or
- if under 18 years of age and having completed the RCO training, be supervised by an adult RCO. Becoming independently qualified as an RCO on reaching the age of 18 years

8.2 Non RCO qualified adult members/ probationary members and other visiting shooters who are either FAC or non FAC holders can be permitted to use these ranges during open shoots and internal club events/ competitions organised and supervised by club members who are qualified RCO's.

8.3 When using either range the following procedures **MUST** be carried out:

- When using “B” range the “Range in Use” flag will be flown from the corner post of the firing point. Under no circumstances will the 50 meter “C” range flag be utilised.
- Whilst on “C” range the correctly distanced “Range in Use” flag is to be raised on the flag pole. This in addition to the entrance and overspill car park “Range in Use” flags (See Range Attendance Section Para’ 3.1)
- RCO control etc will be the responsibility of one shooter who will verbally pass it to another if leaving first.

## 9. **Permitted usage – “B” Range**

Firing Distances:	50 to 10 metres
Target Centre Height:	1.5 metres
Number of Firing Points:	5 (However if using Section 1 shotgun’s only 2 firing points may be used during Club sessions, however this increases to 5 during competitions)
Approved Firing Postures:	Standing/ kneeling/ sitting and prone
Ammunition Limitations:	Maximum Muzzle Energy ft/lbs 3300 Maximum Muzzle Velocity ft/sec 4000

Sub .22 inch Rim-fire/12g shot (pattern testing purposes only) and solid slug permitted.

.338 Lapua Magnum Rifles/ ammunition are specifically prohibited from use by the Management Committee on both “B” and “C” ranges.

## 10. **Additional procedures for “C” Range**

- 10.1 The firing point numbers are to commence from the left hand side when looking towards the mantlet.
- 10.2 Unless shooting at 50 meters, the tunnel gate is to be confirmed as closed and locked. The yellow key to be in the constructive possession of the identified RCO .
- 10.3 The red warning flag for the distance being shot must be raised at the appropriately marked flag pole.
- 10.4 When shooting at 100 meters the two red warning hand flags are to be placed in the sockets by the access gates behind the firing point.
- 10.5 When shooting at 171 meters two **additional** red warning hand flags are to be placed in the sockets at the firing point and the 100 point entrance gate is to be locked.
- 10.6 It is of vital importance that when shooting on the 100 metre berm that ALL shooters are in line with each other between the “white posts” which denotes the correct distance. Anyone utilising the bench to ensure they also form part of the firing line.



- 10.7 In respect of High Velocity shooting unless competition rules require/ or specific Club purchased equipment is being utilised only fixed targets can be used.
- 10.8 Appropriate markings will be displayed to identify which targets can be used at individual distances/ firing points.
- 10.9 Yellow key/RCO control etc to be the responsibility of one shooter who will verbally pass it to another if leaving first.
- 10.10 All equipment used to facilitate the above shooting must be returned to the club building/ flag tubes etc.
- 10.11 It is of vital importance that weapon safety is monitored/ maintained at all times and that under no circumstances are they to be left unattended or in the care of unqualified persons.
- 10.12 When closing the breech and in use, all firearms must not contravene the military recognised inclined safety angle from the horizontal of 50 Mills or 3 degrees.

## 11. **Permitted usage – “C” Range**

Firing Distances:	171, 100 metres and 50 to 10 metres
Target Centre Height:	1.5 metres
Number of Firing Points:	8 @ 171 metres 12 @ 100 metres 18 @ 50 to 10 metres (9 if using shotgun)
Approved Firing Postures:	Prone and bench rested @ 171 and 100 metres Standing/ kneeling/ sitting and prone @ 50 to 10 metres
Ammunition Limitations:	Maximum Muzzle Energy ft/lbs 3300 Maximum Muzzle Velocity ft/sec 4000

Sub .22 inch Rim-fire/12g Shot (pattern testing purposes only) and solid slug permitted.

## 12. **Weapons proven “Safe”**

### 12.1 **.22 RF Semi automatic:**

- Magazine removed and placed in empty state at side of firearm
- Breech flag inserted
- Block open and ejection slot/port uppermost

### 12.2 **Gallery Rifle (Underlevers)**

- Magazine empty
- Action operated at least three times

- Action to be open and ejection slot/port uppermost
- Breech flag inserted
- Action to be fully open

### 12.3 **Bolt Action**

- Magazine removed and placed in empty state at side of firearm
- Breech flag inserted(Bolt removal optional)
- Ejection slot/port uppermost

### 12.4 **Air Weapons**

- Barrel empty and broken
- Breech open clearly visible
- Magazine unloaded at side of firearm

### 12.5 **Muzzle Loading Black Powder Firearms**

All may be charged with powder and projectile up to the following (A breech flag to be appropriately utilised relative to the firearm involved).

### 12.6 **Percussion**

- Half cock
- Clear nipples

### 12.7 **Flintlock**

- Frizzen forward

### 12.8 **Revolver**

- Half cock
- Clear nipples (Rotating cylinder to achieve this)

12.9 To minimise the risk of cross ignition between cylinders and to lubricate the ball/barrel of percussion revolvers, tight fitting projectiles must be used and the mouth of each cylinder sealed with a suitable grease/similar lubricant. This procedure to be carried out irrespective of any form of wad being utilised.

12.10 Due to the flammable nature of the components used extreme care must be taken to safeguard powder and percussion caps. Black powder/Pyrodex must be contained in individual viles and NOT powder flasks and percussion caps covered.

12.11 On "A" Range black powder shooting will take place on alternative firing points with two shelves, so that after loading and before firing takes place the reloading items at 12.10 above can be placed in a safe protected position on the lower shelf.

## 13. **Capping off**

13.1 Before loading the firearm, capping off can be carried out on the Firing Point with the RCO's permission, with the firearm aligned as for live firing when it is in all aspects safe to do so.

## **14. Aiming Exercises**

14.1 Such exercises are allowed with an unloaded firearm when in a firing position on the firing point and then only if it would be in all aspects safe to fire i.e firing is already taking place. Notwithstanding that this causes no delay.

### **14.2 Under no circumstances:**

- Will a firearm be pointed at an aiming mark of any description whilst behind a firing point.
- Will a bolt/block be closed or trigger operated behind the firing point without the specific permission of the RCO.

## **15. Dry Firing**

15.1 This may be carried out subject to the authority and control of the RCO:

- To test a firers position when about to commence shooting on the firing point AND the RCO has given the order to load and commence firing.
- To test the sling length, sights etc when not shooting in the current detail alongside those firing. Under these circumstances the checking firer will be governed by the range rules and commands as regards clearing firearms.

## **16. Firearm Malfunction**

16.1 If a firearm cannot be unloaded in the normal manner the firer will immediately inform the RCO. The firearm is to be put down, pointing towards the target.

16.2 It will be made safe as seen appropriate in the circumstances by the RCO, using such expert resources as may be available.

16.3 At NO time may a loaded firearm be taken from the firing point behind other firers/spectators (except by order of the RCO in exceptional circumstances).

## **17. Misfires**

17.1 In the event of a misfire the bolt/block is not to be opened, but the RCO immediately informed:

- If it cannot be clearly seen whether the cocking piece has gone forward, then the bolt/block must be opened with care. PROVIDED that at least 30 seconds have elapsed since the misfire. The firer to complete this task under the supervision of the RCO. There to be no-one immediately behind the rifle and the firers hand is to be forward of the bolt/block rather than behind it.
- If it can be clearly seen that the cocking piece has gone forward, then the bolt/block can be opened normally provided the 30 second period has elapsed.

## **Ammunition**

17.2 Misfired ammunition is to be placed into the sand bucket provided within "A" Range and prior to leaving the range complex will be made safe or removed by the owner if held on a personal FAC OR if the ammunition is Club provided will be made safe either by the shooter/ RCO/ duty armourer or other

nominated person.

Under NO CIRCUMSTANCES are rounds of ammunition to be left in the safety bucket.

### 17.3 **Black Powder Firearms**

- Hold on aim for 30 seconds
- Notify duty RCO
- Return hammer to half cock
- Re-prime firearm ensuring it is pointing in direction of target
- Set hammer to full cock position and re-fire

17.4 This process may need repeating several times. Should it be apparent that the firearm will not fire, it must be made safe under the control of the RCO using such expert resources as may be available and the powder/ball drawn.

## 18. **Range Conducting Officer (RCO)**

18.1 It is a requirement that each Club session is supervised by at least one RCO.

18.2 In all other circumstances it will be the initial, group agreed or final RCO qualified shooter who will be so responsible on any of the ranges.

18.3 The duty RCO will be identifiable by an arm band/ tabard provided for this purpose.

18.4 The club requires that each fee paying full member over 18 years of age is trained to become an RCO who must supervise 2 club sessions each year. Failure to do so will make them liable to the appropriate disciplinary sanctions implemented by the Management Committee.

18.5 *The RCO has complete authority and responsibility for all occurrences and events on the range whilst in charge, this includes the related authority to take disciplinary action as and when appropriate.*

18.6 Upon payment of a deposit, full adult members qualifying as an RCO become eligible to be issued with a set of keys to the range complex. These keys will remain the property of the Club and must be surrendered when membership ceases or is terminated. Provided the keys are complete and undamaged the appropriate refund will be given.

## 19. **Range Conducting Officer (RCO) Responsibilities**

- Before shooting commences the RCO must be satisfied that the range is free from people or animals and that it is in a safe condition to be used.
- Each RCO will be aware of the contents of this document the related documentation previously outlined.
- A Report Form will be completed in cases of Incident/ Accident/ Injury or Theft, for the information of the Club Secretary. This to facilitate disciplinary procedures if appropriate.
- The duty RCO'S have responsibility for "A" Range only during Club Sessions and may co-opt help as/when necessary.

- An RCO may not shoot whilst carrying out this role UNLESS linked to specific safety related circumstances.

## 20. Club Session Responsibilities

- Full working knowledge of security systems to ensure full property protection is maintained at all times
- Knowledge of fire exits/fire extinguishers and First Aid box
- Flying and appropriate recovery of the “A” range and two drive “Range in Use” flags
- Discipline within and safe operation of the range
- Hiring Club firearms to duly authorised members and provision of ammunition which involves ensuring that all firearms returned after use are fully complete and undamaged and have been “bore snake” cleaned
- Selling targets and ensuring the security of the target cupboard contents
- Accurate completion of documentation and all monetary matters
- Ensuring that the firing point/kitchen and lounges are clean and tidy
- That all electrical appliances/ lights and the cold water supply( in winter) are switched off
- That all internal doors and the firing point roller shutters are closed/ locked as appropriate
- That the entry/exit door is dead locked when leaving

## 21. Range Safety Commands

21.1 It is the responsibility of each person using a firearm to present it for inspection in a safe state

21.2 After the completion of a shooting detail	<b>“HAS EVERYONE FINISHED”</b>
Breech flags to be inserted as appropriate	<b>“UNLOAD, SHOW CLEAR AND STAND BACK BEHIND THE SAFETY LINE”</b>
Having proven safe all firearms, magazines etc	<b>“THE FIRING POINT IS CLEAR, GO FORWARD, CHANGE TARGETS”</b>
No firearm/ magazine will be handled at this stage	
Having checked all shooters have returned to the firing point. Into the range will be shouted	<b>“IS EVERYONE BACK”</b>
All shooters will then be notified	<b>“THE RANGE IS CLEAR, COMMENCE FIRING”</b>
Should a firearm need moving within the firing point area	<b>“GUN MOVING DOWN RANGE”</b>

In cases of emergencies or other factors which require the immediate cessation of firing

**“STOP - STOP - STOP”**

21.3 Various instructions will then follow, dependant on the surrounding circumstances.

## **22. Medical/Hospital Procedures**

22.1 Dependant on severity of the injury/ medical emergency/ other specific need of the individual:

- The East Midlands Ambulance Service must be notified as a matter of urgency (**999** to be used).
- The person(s) concerned should be taken to the Accident and Emergency Department at the Royal Derby Hospital, Uttoxeter New Road, Derby. DE22 3NE. Tel: (01332) 340131.
- The First Aid box/ defibrillator are to be used as/ when required for medical treatment purposes.

## **23. Protection of Wildlife/Pets**

23.1 The shooting at/of any live animal within the complex is strictly forbidden. (UNLESS necessary to put ground game out of its misery due to disease etc) or otherwise authorised by tenants in common.

23.2 No domestic animals/pets are allowed in the Club house or on any range EXCEPT impairment dogs.

However dogs are allowed on the car park/ access drive areas if under the supervision of the owner and controlled by being on a lead, with any mess to be cleaned up by the owner.