



# Elland Rifle & Pistol Club

## Health & Safety Policies

Version 07/2021

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# Health & Safety Policies



## Version 04/2016

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| On 04/02/2015 .....                                                    | 19 |

## 39 H&S Policy proposed revisions

40 Version 01/2015 adopted by club

04/02/2015

41 Version 02/2015 edits

- 42 1. Logo changed to new version, without target details, on all sheets
- 43 2. Line numbers added for ease of reference
- 44 3. Appointed officers completed in the table at 106.
- 45 4. 118 changed to club
- 46 5. 152 changed to used on the range
- 47 6. 156 removed qualified NRA & removed MOD references.
- 48 7. 159 removed civilian, changed MOD/NRA to club.
- 49 8. 160 changed club to member.
- 50 9. 247 removed Friday.
- 51 10. 271 add no person is to shoot alone.
- 52 11. 278 section 5c removed.
- 53 12. 279 wording removed.
- 54 13. 317 section h, i & j inserted.
- 55 14. 298 competitor changed to member
- 56 15. 320 section added i before shooting commences at the start of a detail the red warning light must be
- 57 illuminated by the RCO. There is to be no entry into the range when the red range in use light is
- 58 illuminated.
- 59 16. 322 section inserted J shooting must immediately cease, shooters lay down their firearms and stand
- 60 clear if the "escape door open" strobe begins to flash. This warning strobe will be investigated by the
- 61 RCO once firearms have been made safe
- 62 17. 339 changed to Breaches of these regulations are to be reported immediately the range officer who
- 63 will complete a range incident form and forward it to a member of the committee for investigation.
- 64 18. 330&333 ages changed to 10 to reflect club policy.
- 65 19. 395 roster section removed
- 66 20. 416 changed from trained to aware of methods.
- 67 21. 421 last 2 sections removed.

68 Version 02/2015 adopted by club

05/02/2015

69 Version 03/2015 edit

- 70 Appointed officers completed in the table at 106
- 71 192 changed to issue of safety certificate
- 72 195 changed to issue of safety certificate
- 73 196 changed to issue of safety certificate
- 74 220 changed never to only and unless to if
- 75 Appointed officers changed 448,453,456,457,458

76 Version 03/2015 adopted by club

07/04/2015

77 Version 04/2016 edit

78 a maximum muzzle velocity of 780 m/s (2550 ft/s)

79 a maximum muzzle energy of 1218 J (1650 ft lb).

80 Appointed officers changed

81 Version 04/2016 adopted by club 01/03/2016

82 Appointed officers changed

83 Version 05/2018 adopted by club 1/03/2018

84 Appointed officers First Aid

85 Full-bore centre fire rifles other than gallery rifles may only be used on the range if the ammunition

86 complies with the range safety certificate.

87 Version 06/2019 adopted by club 1/10/2019

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# Health and Safety Policy of Elland Rifle and

## Pistol Club



Adopted 6<sup>th</sup> July 2021

Our general policy is to:-

- Carry out risk assessments and provide adequate control of the health and safety hazards arising from our activities.
- Consult with all those involved in target shooting at the club on matters affecting their health and safety.
- Provide and maintain safe equipment.
- Ensure the safe handling and use of equipment, substances that are hazardous to health.
- Provide information and instruction for all those involved with target shooting at the club.
- Ensure that all those involved in target shooting at the club are competent to undertake shooting activities, tasks given to them, and to give them adequate training.
- Prevent accidents and cases of work related ill health.
- Maintain safe working conditions.
- Review and revise this Policy at regular intervals.

The club acknowledges that target shooting is a potentially dangerous activity, and its proper safe management, as well as a safety management structure will reduce this risk.

Signed

Signed copy held in club archive

.....  
Ivan Ellis, Chairman

On behalf of Elland RPC

## Health & Safety Responsibilities



Overall and final responsibility for health and safety is that of the Club Chairman.

In addition to ensuring that health and safety standards are maintained / improved the following people have responsibilities in the following areas:-

|                                             |                                                                                                                                                                                                                                        |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Richard Healey<br>(Safety Manager)          | Carrying out risk assessments, reporting to the person with overall responsibility for health and safety, removal of hazard or the implementation of hazard controls, regular review of procedures.                                    |
| Adrian Helliwell<br>(Maintenance Manager)   | Maintenance of equipment and structures.                                                                                                                                                                                               |
| Richard Dunns<br>(Child Protection Officer) | The arrangements for monitoring the supervision of young people, developing and maintaining the Child Protection Policy.                                                                                                               |
| Kenneth Sparkes<br>(Training Officer)       | Induction and safety training, training records and monitoring progress.                                                                                                                                                               |
| Jon Leach<br>(First Aid Officer)            | First Aid Personnel/Appointed Person; First Aid Boxes and their replenishment; recording accidents in the Accident Book; carrying out accident investigations and reporting injuries, diseases and dangerous occurrences under RIDDOR. |
| Christopher Carling<br>(Fire Officer)       | Fire safety; for ensuring a fire risk assessment is undertaken and implemented and where appropriate, that escape routes, fire extinguishers and alarms are maintained and checked.                                                    |

## Health and Safety responsibilities of all

### members of the Club



All those involved with target shooting at Elland RPC have legal responsibilities to take care of the health and safety of themselves and those who may be affected by what they do, and to co-operate in order to comply with the Law. All those involved with the Club should:-

- Co-operate on health and safety matters.
- Not interfere with anything provided to safeguard health and safety.
- Take reasonable care of their own health and safety.
- Report all health and safety concerns to an appropriate person as detailed in this Policy Statement.
- All members must ensure that their firearms that they intend to use on the range are in a safe condition to shoot.
- All members must ensure that their ammunition is suitable for the firearm they use, and In the case of hand loaded or re-loaded cartridges; the manufacturer's specification must be rigidly adhered to. Altering the quantity or quality of propellant to meet performance specifications can be dangerous. The MV and ME specifications for the range are not to be exceeded.
- All members must obey the orders of the Range Controlling Officer.

## Health and Safety chain of command



The Club Chairman has overall responsibility, however if they cannot be contacted then you must contact any Member of the Committee. If they cannot be contacted then you must contact the Range Conducting Officer.

## Safe Shooter System



### ELLAND RIFLE & PISTOL CLUB HAVE ADOPTED A REVISED VERSION OF THE NRA SAFE SHOOTER SYSTEM (2008)

#### A. Safe Person

The safe shooter is someone who has received the information, training and supervision to enable them to acquire knowledge and develop the skills necessary to demonstrate that they can handle firearms and ammunition safely. The club probationary course provides this training.

#### B. Safe Equipment

The NRA Rules of Shooting, published annually, define the types of firearms and ammunition that may be used for target shooting. The individual shooter is responsible to his Club Chairman for ensuring that his firearm is properly maintained and that the ammunition used is in every way safe and within the range parameters for muzzle velocity (MV) and muzzle energy (ME). Only copper or steel jacketed lead core or solid lead rounds may be used on the range.

#### C. Safe Practice

The NRA Rules of Shooting contain detailed regulations concerning the conduct of shooting for all its shooting disciplines. RCOs are responsible for the safe running of the range for shooters. Additional RCO qualifications are required if Sporting Rifles, Muzzle loading firearms or ammunition developing an ME > 4500J are being used. A specific zeroing practice will also be required for those using ammunition with an ME > 4500J. In the event of an incident on the range involving a shooter a club inquiry will take place and the member will be required to assist with the investigation.

#### D. Safe Place

A safe place is one in which the controls which are necessary to enable shooting to be conducted safely have been identified by a site-specific risk assessment and directed through the Range Standing Orders. The range has specific range standing orders which must be complied with at all times. The range is maintained by the range maintenance manager and is subject to regular inspections. The RCO running the range must sign for the range in the range log, thus certifying that he is qualified to conduct the shooting practice and that he has read and will comply with the range standing orders.

# Elland Rifle & Pistol Club Range Safety



## Orders (Standing Orders)

Adapted from Bisley Range Safety Regulations.

Note: These Regulations will be amended as necessary and range users must check the current definitive version displayed in the Club Room.

### **1 General**

These Regulations govern the safe conduct of shooting at the indoor range at The Rear Pattern Shop, Rosemount Estate. All users of the range are bound by the Regulations. In the interests of safety, any breach of these Regulations is to be reported immediately to an Official of the Club.

Elland RPC disclaims responsibility for any accident, injury, loss or damage arising from non-compliance with these Regulations.

Throughout these Regulations, unless the context explicitly makes clear otherwise, the expression "CC" means the Club Chairman or his authorised officers.

### **2 Firearms and Ammunition**

a All shooters are responsible for ensuring that their firearms and ammunition are safe to use. All firearms and ammunition must be made available for inspection and testing whenever required.

b Unless the CC has given prior permission in writing, use of the following on Elland RPC ranges is prohibited:

i Tracer; incendiary; armour piercing; armour piercing incendiary (API); depleted uranium; ammunition containing any igniferous or explosive substance.

ii Projectiles of any construction other than lead core with gilding metal or soft iron jacket, including specifically mono-metallic bullets (ie made from a single metal) except solid lead bullets.

Limits as to Calibre, Muzzle Velocity and Muzzle Energy

No firearm and ammunition combination which develops a muzzle energy exceeding 1219J (1650ft/lbs) may be used at Elland RPC range.

i for Gallery Rifle and Pistol ranges, no specific calibre limitation but:

a maximum muzzle velocity of 538 m/s (1760 ft/s) With an exemption to permit the use of .17HMR.

a maximum muzzle energy of 1218 J (1650 ft lb) Typically a 44mag factory load.

e Additional Limits on Rifles other than Gallery Rifles

Rifles other than Gallery Rifles are to be fired from the prone or back position or from a bench except where expressly provided by the conditions of a particular discipline or approved competition

233 rules. The intention to fire from any other position must be notified to the Range Office at the time  
234 of booking to allow suitable target allocation on the range.

235 f Additional Limits on Antique and Muzzle Loading Rifles, Muskets and Pistols

236 i Permission for Muzzle Loading Rifles/Muskets to be discharged on any of the firing points must be  
237 obtained from the RCO in advance. This will normally be given unless competition shooting of  
238 another discipline has been prearranged.

239 ii Permission to fire firearms of large calibre whose ammunition is initiated by a black powder or  
240 equivalent charge, ie mini-cannons or similar devices, must be obtained from the CC in advance.

241 h Additional Limits on Section 5 Firearms

242 The use of Section 5 firearms (automatic/semi-automatic or pistols) including machine  
243 guns/submachine guns, both unconverted and converted to single shot, is only permitted with prior  
244 permission from the CC. Such permission will rarely be given.

245 i Additional Limits on Shotguns

246 i Shotguns may be used on the range with prior permission from the CC.

247 j Additional Limits on Black Powder Firearms and Muzzle Brakes.

248 Firers who wish to use Black Powder firearms or muzzle brakes should inform the RCO at the time of  
249 entering the range so that appropriate separation on the firing points can be planned. Any firer who  
250 does not give notice of such requirement may find that proximity of other firers prevents their  
251 desired activity.

### 252 **3 Range and permitted Firearms**

253 Full-bore centre fire rifles other than gallery rifles may only be used on the range if the ammunition  
254 complies with the range safety certificate.

255 Small-bore prone target rifles may be used.

256 Gallery rifles, long barrelled pistols/revolvers, air rifles (sub 12ft/lb), air pistols (sub 6 ft/lb) pistols,  
257 muzzle loading pistols/revolvers and .22" rim fire rifles are the usual types of firearms permitted to  
258 be used. Other firearms that fall within the limitations of the range safety certificate may be used  
259 with prior permission of the CC.

### 260 **4 Range Use**

261 a No rifle or pistol ranges may be used without the prior permission of the Elland RPC. For routine  
262 use, not requiring the prior permission of the CC, the allocation of range space by the range officer  
263 constitutes permission.

264 b The ranges are reserved for the use of Elland RPC members and members of Associations and  
265 Clubs affiliated to the Elland RPC. Other persons or bodies may only use the ranges with the prior  
266 permission of the CC.

267 c All users of must be in possession of a current Certificate of Competence, or be coached or  
268 certified on a one-to-one basis by the holder of such a certificate. Such a certificate is only valid if it  
269 bears the signature of a club official. The certificate must be valid for all the firearms that the user

intends to fire on Elland RPC range. The certificate must be produced to the RCO staff when signing-in if requested. A full current membership card can also be used to assure competence.

d No shooting is permitted other than on the approved range

e On the range firers must use only approved targets and the distances allocated to them by the RCO. The use of extraordinary target arrays or firing points is forbidden except with the prior authority of the CC. Any concerns or queries in connection with the targets provided must be reported to the RCO before firing commences.

f Dates and times of shooting

The range is normally open on Monday, Wednesday and Thursday evenings. Saturday and Sunday afternoons, and at other times by appointment.

f Signals Indicating Commencement and Cessation of Firing

Unless prior permission has been requested and granted, the start and conclusion of shooting periods will be indicated the RCO. All shooters must cease fire and unload when instructed to do so by the RCO. Should an immediate cease fire be required at any other time this will be indicated by any person present shouting "STOP STOP STOP": all shooters must cease fire at once. All shooters must lay down their firearms, stand back and await further instructions. No firearms must be removed from the firing point at this time. The RCO will investigate the reason for the cease fire, and then may give a clear signal to all firers that shooting may recommence, or that firearms must be cleared and removed.

g Restrictions on Targets

Unless prior permission has been obtained from the CC only approved set may be used. The more commonly used targets are available for sale from the clubroom. Targets are to be used in the frames or holders provided or suspended from the string and are to be engaged only from the recognised firing points and appropriate shooting. No cross firing between lanes is permitted in any circumstances.

h Restrictions on Firing

Indiscriminate firing is forbidden. Regardless of the time constraints of any particular practice, firers must prioritise the requirement to hit the target over the need to meet any time limit.

## **5 Range Officer (RO)**

a A group of persons intending to shoot on any range must appoint a Range Officer (RO), if one is not allocated by the Chief RCO, who will be present on the range while shooting is in progress and whose responsibility it is to ensure that firing is conducted in a safe manner and in accordance with these Regulations. An individual shooter will not be regarded as his own RO, no person is to shoot alone.

b Before commencement of shooting the RO must sign the register situated at the rear of the range, thereby accepting responsibility to ensure that firing under his supervision is conducted in accordance with these Regulations. Signing of this register must take place to ensure that all safety checks have been completed, prior to opening of the range. He must also sign off when shooting is completed and report any infringement of these Regulations to a club official as soon as possible.

## 6 Safety Regulations

No firearm may be loaded or fired before the RCO has indicated the commencement of a shooting period, nor shall a firearm be loaded or fired until the RO has given the order to load and to fire. Firearms may not be placed on the firing point except under the direction of the RO and where it is safe in all respects to fire. Equipment, including ammunition, may be placed on the firing point at the (C)RO's discretion once all movement of personnel forward of the firing point has ceased in preparation for firing.

b Aiming or "snapping" an unloaded firearm is NOT allowed in any public place except as part of a properly organised course of instruction, or when in the firing position on a firing point with the permission of the RO, and then only if it would, in all respects, be safe to fire a live round.

c No firearm is to be loaded until the shooter is in the firing position on a recognised firing point. Except when otherwise prescribed in the conditions of a discipline or competition, a loaded firearm must at all times point towards back stop. When loading, unloading or checking a rifle, the barrel must at all times be pointed in a safe direction. At no time may any part of the body be placed in front of the muzzle of a loaded firearm.

d Individual firers are responsible for ensuring that their firearm is safe at all times. On the conclusion of a shoot or stage, or on the order of the RO, all firers must:

i unload their firearm and inspect the chamber, action, boltface and magazine (if one is fitted) to ensure that the firearm is clear,

ii if requesting inspection by a person other than the CRO or a range official, dismantle their firearm to the extent necessary to permit a clear view through the chamber and barrel,

iii present their firearm to the designated person on the firing point and have them inspect and confirm that the firearm is clear,

iv for a Service Weapon complete the unload in accordance with the current Service procedure, v either keep the bolt removed or insert a breech flag (or both) for any bolt-action rifle, or carry out the equivalent procedure for other firearms (which may include casing in accordance with GR&P procedure) before leaving the firing point and before anyone goes forward of the firing point. Where applicable the firer must also ensure that the coach, register keeper, RO or RCO confirms that he has inspected and cleared the firearm.

e A firer using a bolt-action rifle must carry it either with the breech open and a breech flag, which must protrude into the chamber, clearly inserted, or with the bolt removed from the rifle, except when on the firing point. All other firearms must be carried in a manner such that they are as clearly unloaded as is possible for that type of firearm.

f A member acting in a dangerous manner will forthwith be forbidden to fire again or take further part in any shoot at Elland RPC until a report has been made to the committee and the circumstances have been fully investigated. Where considered appropriate the matter will be reported to the committee for possible disciplinary action.

g Any person must immediately call an emergency cease fire ("Stop, Stop, Stop") if it appears that a person is likely to enter the danger area.

348 h All firearms must at all times be either in a slip/case, on the firing point or have a breech flag  
349 installed to allow visual clarification of their safe state. Firearms may be anywhere within the facility  
350 as long as these conditions are met.

351 I before shooting commences at the start of a detail the red warning light must be illuminated by the  
352 RCO. There is to be no entry into the range when the red range in use light is illuminated.

353 J shooting must immediately cease, shooters lay down their firearms and stand clear if the “escape  
354 door open” strobe begins to flash. This warning strobe will be investigated by the RCO once firearms  
355 have been made safe.

## 356 **7 Safe Custody**

357 Firearms and live ammunition, when not in the personal care of the person responsible, must be  
358 kept in such a manner as to prevent unauthorised access in accordance with Home Office guidance.  
359 Responsibility for the safe custody of firearms or ammunition lies with the individual owner.

## 360 **8 Minors**

361 Minors under the age of 10 must remain under the supervision of a parent or guardian or other  
362 competent adult at all times during shooting periods. Their hearing must be fully protected. There is  
363 no minimum age limit for minors to shoot on Elland RPC range. However, for minors under the age  
364 of 10 an application for permission to shoot must be made to the CC in advance of the planned visit.  
365 This does not affect any cadet or other recognised youth organisations whilst shooting at an official  
366 event.

## 367 **11 Spectators**

368 Spectators are not permitted on the range when shooting is taking place.

## 369 **12 Breaches of Regulations**

370 Breaches of these regulations are to be reported immediately the range officer who will complete a  
371 range incident form and forward it to a member of the committee for investigation.

## 372 **13 Emergency Procedures**

373 Communications between users and ROs on the ranges and the Range Control are normally by voice.  
374 Special measures will be put in place for those with reduced hearing capacity, and it is their  
375 responsibility to identify their disability to the RCO on entering the range.

376 First Aid equipment is available in the club room. A list of volunteer first aiders is also kept on the  
377 notice board.

378 All injuries are to be reported immediately to a member of the committee staff who will, if  
379 necessary, call an ambulance (and post a guide at the entrance to Rosemount Estates) and enter full  
380 details of the occurrence in both the Accident and Incident Book.

## 381 **14 Health**

382 In view of the potential permanent damage which can be caused to hearing, all persons involved in a  
383 shoot, or in close proximity when shooting is taking place, must wear hearing protection. The  
384 wearing of hearing protection is mandatory. The wearing of eye protection by all pistol and gallery  
385 rifle shooters and by spectators on the range, is highly recommended at all times and is mandated in  
386 several circumstances. See the NRA Eye Protection Policy at Appendix III to the NRA Handbook.

## 15 Clothing and Equipment

In accordance with Rule 201, a firer whose equipment (including firearms) or dress are thought inappropriate or likely to bring the Association into disrepute may be challenged by the RO or other member of the committee and may be required to withdraw.

## 16 Approval

These regulations were approved and recorded in the official minutes on 4<sup>th</sup> February 2015. They will be reviewed and reapproved at least annually. A current copy will be located on the range and in the health and safety policy document within the clubroom.

Signed copy held in club archive

.....

I Ellis

Chairman

On behalf of Elland RPC

1<sup>st</sup> October 2019

## Lead Contamination Assessment



The range shall be divided into clean and dirty areas, for the purposes of potential lead exposure contamination.

### **Cleaning and maintenance of “dirty” areas**

- Disposable overalls, gloves and masks should be worn at all times during cleaning.
- Disposable overalls, gloves and masks should be worn during indoor repair and maintenance work.
- Young persons of school age (defined as 18 and under) and women of childbearing age should not participate in cleaning or maintenance of “dirty” areas.
- Laminated posters on personal hygiene (especially on hand washing and not eating, drinking or smoking in the firing range) should be displayed prominently at the range.
- A regular monitoring programme should be established to ensure the correct operation of ventilation systems with a written record kept of checks conducted. Ventilation systems need regular maintenance and cleaning. This testing will be performed annually, and recorded in the range maintenance log. The responsibility for this testing rests with the maintenance manager.
- Ensure fan and ventilation systems are always turned on and fully functional when the range is in use. This is the responsibility of the RCO who opens the range.
- Anyone participating in cleaning needs to have adequate training on ways to minimise lead dust exposure and in the use of appropriate personal protective equipment (PPE). Maintenance manager responsible.
- Only use wet mopping or HEPA-filter vacuuming instead of dry sweeping when cleaning the floor in ‘dirty areas’. Never dry sweep or use cleaning techniques that raise dust. Range maintenance manager responsible.
- When cleaning horizontal surfaces (other than the floor) in “dirty” areas, always use wet squeegees or wipes.
- When bullet traps need to be emptied, debris should be emptied into sealed containers and repeatedly misted with water to avoid raising dust.
- Contaminated materials (i.e. wiping cloths, filters, mop heads and contaminated back stops/soil etc.) should be safely disposed of.
- If contractors are hired to clean premises or remove lead contaminated back stops/soil, then they must follow best practice guidelines, and have their own safety systems in place.

### Information for shooters

Shooters regularly attending an indoor shooting range; shooters who cast their own bullets and shooters who are involved in regular range housekeeping or maintenance activities should consider asking their GP to monitor their blood lead level. These persons may have raised levels of lead in their blood, where indoor shooting could be a contributing lead exposure risk. This is a personal responsibility for which the club is not liable.

### Environmental management

- The club committee will dispose of the waste lead to a licensed waste handler to reduce residues and to minimize the impact of lead pollution on the environment.
- Elland RPC has a health and safety representative, who is aware of measures to minimize lead exposure and tasked to actively raise awareness amongst shooters of ways to decrease lead exposure. Health & Safety officer responsible.
- The back stop will be de-leaded as required. Each lane should be able to take upto 20,000 rounds of ammunition before inspection is required (JSP 403/2 p37). This will be performed by competent persons. Range maintenance manager or his nominated deputy responsible.

Authorisation for use as a target shooting  
range



The indoor shooting range used by Elland Rifle and Pistol Club at Rosemount Works, Elland, is hereby authorised for use by club members and others that fall within both club policies and Home Office guidelines. It is to be used for the purpose of target shooting and only with firearms that fall within the range safety certificate. The use of the facility is taken as acceptance of the published range orders and health and safety policy.

Signed copy held in club archive

.....

7/07/21

Ivan Ellis

Chairman

On behalf of Elland Rifle & Pistol Club

477 **Health & Safety Policies**  
478 **Version 06/2019**  
479 **Approved by Committee**



Signed copy held in club archive

480 **On 1/10/2019**

481 Ivan Ellis (Chairman) .....

482 Kenneth Sparkes

483 (Secretary / Training Officer ) .....

484 Richard Healey

485 (Treasurer/Safety Officer) .....

486 Paul Secker (Comp. Sec.) .....

487 Richard Dunns

488 (Child Protection) .....

489 Andrew Poole .....

490 Carl Lumb (Chief RCO) .....

491 Paul Lodge(Maintenance) .....

492 Chris Carling (Fire Officer) .....

493 Mick Crabtree .....