



Health and Safety Manual

General Practices and Procedures

1. **Safety Rules**
2. **Safety Practices**
3. **Courtesy Considerations**
4. **Procedure in case of Accidents**
5. **Procedure in case of Fire**
6. **Use of Kitchen Facilities**
7. **Operation of Emergency Exits**
8. **End of Session Checklist**

Appendix A – Plan of the Range

Appendix B - Range Safety Manual - Operational Practices and Procedures

1. Safety Rules

All Range users, including but not limited to committee members, hirers, visitors and contractors, are expected to recognise that there is a duty on them to comply with the practices and procedures set out by the Management Committee, with all safety requirements set out in the Hiring Agreement, safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

Accordingly, the following rules are applicable to all Range users:

- It is the duty of all Range users to take care of themselves and others who may be affected by their activities and to cooperate with the Management Committee in keeping the premises, including the grounds, safe and healthy.
- Should anyone using the Range come across a fault, damage or other situation which may cause injury and which cannot be rectified immediately they should inform the relevant person as shown on the List of Range Contacts which is displayed on the CR&PC notice board in the Range as soon as possible so that the problem can be dealt with. Where equipment is damaged a notice should be placed on it warning that it is not to be used.
- All hirers will be expected to read the whole of the Hiring Agreement and must sign the hiring form as evidence that they agree to the hiring conditions. All new hirers will also be given information and training by the Hon. Secretary about safety procedures at the Range which they will be expected to follow (e.g. fire evacuation procedures, use of equipment) and will be shown the location of the Range User Safety Manual.

2. Safety Practices

The following practices must be followed in order to minimise risks:

- Make sure that all emergency exit doors are clear and unlocked as soon as the Range is to be used and throughout the duration of Range occupancy.
- Do not operate or touch any electrical equipment where there are signs of damage, exposure of components, water penetration, etc.
- Do not work on steps, ladders or at height until they are properly secured and another person is present.
- Do not leave portable electrical appliances operating while unattended.
- Only bring on to the property any portable electrical appliances (weighing less than 18 kg) which are in satisfactory working condition.
- Take care when moving heavy or bulky items (e.g. stacked chairs).
- Do not stack more than five chairs.
- Do not attempt to carry or tip a water boiler when it contains hot water. Leave it to cool.
- Ensure that probationary and junior member's activities are properly supervised at all times.
- Wear suitable protective clothing when handling cleaning or other toxic materials.
- Report any evidence of damage or faults to equipment or the building's facilities to a committee member as shown on the List of Range Contacts *.
- Report every accident to the Hon. Secretary and complete an Incident Report form (which can be found at the back of this manual) *.
- Be aware of and seek to avoid the following risks:
 - Creating slipping hazards on steps, polished or wet floors – mop spills immediately.
 - Creating tripping hazards such as leaving bags or cases and other items in corridors.
 - Use adequate lighting to avoid tripping in poorly lit areas.
 - Risk to individuals while in sole occupancy of the building.
 - Risks involved in handling kitchen equipment, e.g. water heater and knives.
 - Creating toppling hazards by piling equipment, e.g. in store cupboards.

3. Courtesy Considerations

The CR&PC Range is located within a residential area of Chichester. As a courtesy to nearby residents, please ensure that the following practices are followed:

- At all times, Range users are requested to be aware of and to minimise potential noise nuisance and disturbance to local residents.
- People wishing to go outside are of course welcome to do so but should be considerate of possible disturbance to local residents.

4. Car Parking

There is limited car parking space available at the Range and on occasions it may be necessary for people to park on the road near the Range. Whilst there are some official parking restrictions in the surrounding area, car drivers are asked to be considerate of local residents' access requirements to their own homes.

5. Procedure in case of Accidents - Useful information:

Defibrillator - There is a public access defibrillator outside the Rugby Club main entrance

First Aid - A first aid box is kept in one of the cupboards in the kitchen. Its location is clearly marked on the cupboard door.

Telephone - Use your mobile if you have one. A landline telephone is situated in the Range Office. The next nearest telephone is in Chichester Rugby Club.

Nearest hospital - Accident & Emergency - St. Richards Hospital, Spitalfields Lane, Chichester & Emergency department Telephone: **01243 788122 or dial 999**

- In the event of an accident or emergency the RCO is in charge
- Everyone must obey the RCO's instructions
- The RCO will liaise with a qualified First Aider whenever possible
- All injuries must be recorded in the accident book which is kept in the office. A form must be completed whenever an event occurs.
- Any first aid materials removed from the first aid box must be replaced
- With the exception of minor bruising and abrasion all injuries must be referred to the local hospital's A&E department
- Any accident or incident relating to the health of an individual must be reported to the Hon. Secretary. Contact details can be found on the List of Range Contacts on the CRPC notice board in the Range.

6. Procedure in Case of Fire

- On discovering a fire - operate the nearest fire alarm.
- Shout 'Fire' and alert the RCO of the emergency
- Get ready to evacuate the building leaving all firearms and belongings behind

- The Range Conducting Officer is the person in charge. They must instruct all persons to leave the building using the nearest available exit and to gather at the assembly point. The assembly point is just inside the entrance gate in the car park to the north of the Range.

- The RCO should ensure that:
 - disabled Range users are assisted to safely evacuate the building,
 - the Range building has been completely evacuated,
 - if safe to do so, cars are moved from the car park to allow access for emergency fire vehicles.
- Call the Fire Brigade.
 - Use a mobile phone if you have one
 - A landline telephone is situated in the Range office
 - The next nearest telephone is in Chichester Rugby Club.
 - Dial 999 and give the following address:

**Chichester Rifle & Pistol Club Range, Wellington Road, Chichester.
The north east corner of Oaklands Park behind Chichester Rugby Club.**

- The RCO should ensure that once the Range has been evacuated, no one re-enters the building for any reason whatsoever.
- On the arrival of the Fire Brigade, the RCO should report to the Fire Officer in Charge that all persons are safe or should inform him/her of their last known position.
- Everyone should remain at the assembly point in silence until authorised to leave.
- Firearms and ammunition are not to be removed from the building.

Attempts to extinguish the outbreak using the fire appliances provided should only be made if it is considered safe to do so.

If fire extinguishers are used then they must be replaced.

7. Fire Safety Equipment

The fire safety equipment located in the Range should only be used to extinguish an outbreak of fire if it is considered safe to do so. In case of any doubt, refer to the **Procedure In Case of Fire** above and take appropriate action.

Fire extinguishers are located in the club room and in the shooting range by the fire exits. Each extinguisher is clearly labelled to show its use and operating instructions are clearly visible. A fire blanket is kept in the kitchen located close to the sink.

The location of all fire safety equipment is shown in Appendix A – Plan of the Range on page 10 of this document.

8. Use of Kitchen Facilities

Kitchen equipment includes a microwave oven, an electric water urn, an electric kettle and a refrigerator.

The kitchen facilities are not suitable for food preparation on a large scale but can be used for storing cooked or chilled food brought on to the premises to be served on the same day. Foods that normally need to be kept chilled can be kept unchilled for up to four hours to allow them to be served.

DO:

- Be careful when using any of the kitchen equipment.
- Remember to turn electrical appliances off after use.
- Keep all kitchen surfaces clean and mop up any spills as they happen.
- Wash and dry your hands regularly when handling food.
- Dispose of waste carefully.
 - General waste can be disposed of in the waste bin provided in the kitchen. When full or at the end of a session this should be emptied, removed from the premises and disposed of in a black wheelie bin.
 - Recyclable waste (paper, cleaned glass and plastic bottles and tins) should be removed from the premises and disposed of in a maroon recycling wheeled bin.
- Leave the kitchen in the condition in which you find it.

DO NOT: Allow children unsupervised in the kitchen.

9. Operation of Emergency Exits

There are three emergency exits from the Range: (See plan in **Appendix A**)

- The main door to the Range leading from the club room into the car park,
- a fire exit door at the firing point end of the shooting range leading onto the gravelled side path which leads to the car park,
- a fire exit door at the butts end of the shooting range leading onto the gravelled side path which leads to the car park.

The person in charge of the Range must ensure that all emergency exit doors are kept clear and unlocked during the period when the Range is in use.

10. End of Session Checklist

At the end of a session, the person in charge of the Range should carry out the following action:

- Lock (re-arm) both the emergency exit doors on the range. Place both keys back on the hook in the club house by the range door.
- Turn off the range heaters.
- Turn off the red range warning light by setting it to a mid position where all the red lights are off.
- Turn off all range and butts lights at the switch panel immediately inside the range door.
- In the office turn the red switch on the ventilation control panel anti clockwise to 'off'.
- Ensure all firearms are in the armoury and secured. Ensure all armoury safes are locked. Place any keys used within the armoury back into the small internal safe in the armoury and lock this safe.
- Turn off the armoury light (leave the fan running).
- Open the small safe in the office by entering the combination plus 'A'. Remove both armoury door keys, lock the armoury and place both keys back in the safe. Relock the safe by pressing 'B'.
- Note ensure that at least 10 seconds passes between closing the armoury door and locking it – if the door is locked too quickly it will trigger the alarms.
- Ensure all 5 club house windows are shut and locked and that the external shutters are locked.
- Turn off all club room and kitchen heaters. Leave the thermostatic heaters on in the toilets and office.
- Close all internal doors and turn off all internal lights (office, kitchen and both toilets).
- Turn off the club house lights and the car park lights (this will turn on the first lamp standard in the car park).
- Place the fob on the bottom right of the entry pad and hold there until you hear a constant beeping. Remove the fob from the pad and leave the building.
- Lock the front door and wait to hear a double beep from the intruder system that confirms that the system is armed.
- On exiting the car park. Close and re-chain the car park gates and scramble the combination lock.

Appendix A – Plan of the Range

Appendix B - Range Safety Manual - Operational Practices and Procedures