



Range Safety Manual

Operational Practices and Procedures

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This Document is **Appendix B** to the **CRPC Health and Safety Manual** and presents the practices and procedures that should be employed by all Range Conducting Officers (RCOs) and Members when shooting at the Wellington Road Range.

1. Extract from the Club Byelaws (Home Office Requirements in Bold)

12. Conduct of Club Activities

- 12.1. *Only air weapons and 0.22" calibre rimfire rifles using subsonic ammunition may be fired at the Club's premises.*
- 12.2. *The Club may organise shoots at other range(s) where firearms of a higher velocity or calibre may be allowed.*
- 12.3. *The Secretary may request any suitably qualified member of the Club to act as a Range Officer. The Management Committee may override the Secretary's selection of Range Officers.*
- 12.4. **One or more range logbooks shall be kept at the Club's premises for the purposes of recording:**
 - 12.4.1. *The names and periods of duty of the Range Officers supervising shooting on the Club's range(s);*
 - 12.4.2. **The names of all persons shooting on the Club's range(s);**
 - 12.4.3. **Details of all personal and Club firearms and air weapons used;**
 - 12.4.4. *All sales of ammunition and other goods to persons using the Club's facilities;*
 - 12.4.5. *Any infringement of the Club's Safety Rules;*
 - 12.4.6. *Any other information which the Management Committee may require.*
- 12.5. **All members must sign the range logbook giving details of any firearms and air weapons used and the type of event in which they took part and pay the appropriate range fee on every occasion when they shoot on the Club's range(s).**
- 12.6. *All visitors and guests must sign the range logbook and pay the visitor's fee and range fee if they shoot on the Club's range(s).*

- 12.7. *No person under the age of 15 years shall have access to the Club's Premises unless they are at all times under the supervision of a parent or guardian, or a person appointed by their parent or guardian to supervise them. The supervisor shall not be aged under 18 years.*
- 12.8. *No animal shall be allowed on to any part of the Club's premises unless it is at all times under the control of its owner.*
- 12.9. *All members, visitors and guests using the Club's range(s) are to conduct themselves in a dignified manner on the range and show due courtesy to other users of the range.*
- 12.10. *The Chief Range Officer on duty, or a member of the Management Committee, may insist upon the immediate removal from any part of the Club's premises of any person or animal that is causing a disturbance which may distract shooters on the firing point.*
- 12.11. *All persons must use an adequately effective hearing protection device when firing is in progress.*
- 12.12. *Details shall last approximately 30 minutes for 20-shot cards and 15 minutes for 10-shot cards, or less when there are other members waiting to shoot. This byelaw shall not apply during a competition, or if the Range Officer directs otherwise.*
- 12.13. *Conversation in the firing point area shall be conducted in a quiet and subdued manner which does not distract shooters on the firing point.*
- 12.14. *Every shooter shall ensure that they leave the firing point clean and tidy when they have finished shooting.*

13. Health and Safety

- 13.1. *The Club will adopt the Standard Safety Rules issued by the NSRA, subject to amendments necessary to reflect the particular circumstances of the Club.*
- 13.2. *The Range Safety Rules shall be displayed at the Club's Premises at all times.*
- 13.3. *Every person using the Club's Range(s) must at all times abide by the Safety Rules and the Range Orders specified in the relevant Range Safety Certificate.*

14. Range Officer's (RO) Responsibilities

- 14.1. *The Range Officer on duty is authorised to act as the Management Committee's representative on a range when shooting is in progress.*
- 14.2. *Where there is more than one Range Officer officiating one must be designated Chief Range Officer and shall assume the responsibilities herein.*
- 14.3. *The Range Officer on duty shall ensure that all shooting is conducted in accordance with:*
 - 14.3.1. *The Range Orders and conditions laid down in the range safety certificate,*
 - 14.3.2. *conditions laid down by MOD, TAVRA, or the landlord of the range,*
 - 14.3.3. *The Club's Safety Rules,*
 - 14.3.4. *Requirements laid down under "Conduct of Club Activities" in these byelaws.*

- 14.4. *The Range Officers' periods of duty shall be set out in a rota drawn up by the Secretary and posted on the Club's notice board, or as decided by any member of the Management Committee.*
- 14.5. *If the Range Officer is unable to be present on the range during the whole of their duty period they are responsible for arranging for a suitably qualified person to act as Range Officer in their absence.*
- 14.6. *The Range Officer on duty is responsible for opening the range before shooting begins, and for ensuring that the range is in a safe condition for shooting to take place.*
- 14.7. *When shooting has finished the Range Officer is responsible for ensuring that the range is secured in accordance with any requirements laid down by the Management Committee.*
- 14.8. *The Range Officer is entitled to refuse permission for any person to shoot on the range(s) if they have reason to believe that they are not in a fit condition to do so.*
- 14.9. *The Range Officer is entitled to refuse permission for any person to use the range(s) outside the range times fixed by the Management Committee.*
- 14.10. *The Range Officer is responsible for maintaining the range logbooks throughout their duty period.*
- 14.11. *The Range Officer must ensure that any person who has acquired ammunition whilst on the Club premises, and who wishes to remove it from the premises, is authorised to do so under their firearm certificate, and that the ammunition has been entered on the firearm certificate.*

2. Range Safety Procedures - Wellington Road Range

Premises

- The range fire doors should be unlocked, range lighting fully operational and the range air extraction system on prior to shooting.
- The red safety lights should work correctly and be in use during every detail.

Conduct

- Members should be aware of and abide by clause 12 of the Club Byelaws, Conduct of Club Activities (reproduced above). In addition:
- No Club member should go forward of the firing point without the permission of the RCO.
- No firearm or ammunition should be brought into the range, picked up or otherwise handled during target changing.
- All shooters must stand behind their firearm whilst targets are being changed.
- The RCO should give loud and clear instructions prior to each detail so that no firearm shall be loaded or fired until the red lights are switched off and instructions to proceed have been given.
- A round should always be pushed home by hand. Never use the bolt to load the firearm.
- Once a firearm is loaded, the trigger finger should be kept clear of the trigger until the shooter is ready to fire.

- Every loaded firearm must point down the range towards the target area at all times.
- At the end of every detail and upon any command to 'Cease Fire', all shooters must unload their firearm, remove any magazine and either insert their breech plug or remove the bolt.
- No Club member is permitted to leave the firing point until the end of the detail.
- Members should clear firing point of any loose cartridge cases which may interfere with the next shooter, by pushing them well forward of the point for collection at the end of the session.
- It is strongly recommended that all shooters and RCOs wash their hands at the end of a session and before eating as ammunition has a high lead content.

3. Firearm Safety Procedures

All Rifles Must Be Unloaded

- Rifles must be unloaded at all times when they are uncased, except when they are being used under the orders of a range officer.
- For rifles and pistols, unloaded means that no cartridge or pellet is in the chamber or on the loading platform
- All rifles should be transported to the firing point with the safety flag inserted and the bolt back or removed.
- Detachable magazines must obviously be detached from the weapon.
- Anyone offered a firearm must first prove that it is unloaded
- **A firearm must NEVER be pointed at anyone.**

Rifle Specification

- All firearms and ammunition must meet the conditions of the range specification, Club rules, competition rules and the owners FAC.
- Shooters' FACs must specify Target Shooting under the conditions of use
- The RCO has the power to check all rifles, ammunition and documentation to ensure participants and rifles meet these requirements and refuse any shooter to participate if conditions are not met.

Semi-Automatic Rifles

- Semi-automatic rifles are only allowed to be used by full members participating in the Lightweight Sporting Rifle (LSR) discipline.
- Shooters MUST inform the RCO if they intend to use a semi automatic rifle.
- There must be a minimum 1.8 metre distance between the ejection side of a semi-automatic rifle and the adjacent shooter.

Air Rifles

- Non-FAC air rifles must be below the legal power limit (12 Ft-Lbs)
- Where an air rifle is used, an additional steel plate should be placed behind the target holder to ensure pellets do not ricochet off of the backing sheets. The RCO should ensure it is removed afterwards. Steel plates must NOT be used with rimfire ammunition.

Magazines

- CRPC does not allow junior members to use small-bore rifles fitted with a magazine.
- Adult shooters must inform the RCO prior to detail that their rifle is fitted with magazine.
- CRPC will allow any removable magazine to be loaded before the detail but the magazine must obviously be detached from the weapon.
- A removable magazine may only be fitted to the rifle once the RCO has given the command to commence firing
- A fixed magazine must only to be loaded when the RCO has given the command to commence firing
- No magazine shall not be loaded with more than 10 cartridges or projectiles, even though the magazine may be of a larger capacity
- For benchrest and prone competitions, the magazine must only be loaded with a single round at a time.
- At the end of each detail, members must remove the magazine and present their rifle for inspection by the Range Conducting Officer, cycling the action three times (or dry firing in the case of a magazine fed air rifle) and proving it to be visually empty. Breech flags must then be inserted.

Moderators

- Moderators may only be used with a low powered (sub 12 Ft-Lbs) air rifles.
- Moderators must NOT be used on small-bore rifles at CRPC.

Ammunition

- Small-bore rifles must only use subsonic 0.22" LR Rimfire cartridges.
- Supersonic ammunition (177 HMR or 22LR High Velocity) is not allowed.

4. Misfire Procedure

- If a Member experiences a misfire they should remain in the aim for a minimum of 30 seconds. This is to ensure the round will be discharged safely should it prove to be a delayed 'hang fire'.
- During this time they should raise their trigger hand to make the RCO aware that they have a potential misfire.
- Once the RCO can be reasonably certain that the round is a misfire, the shooter should gently withdraw the bolt and eject the round.
- The ejected round should be examined by the RCO to ensure it has been struck.
- Misfire rounds should be destroyed by removing the bullet. The brass may be disposed of in the brass bin and the bullet head discarded behind the target area.
- If the round has not been struck by the firing pin, the RCO should assume the rifle may be faulty. A further round may be tested by the shooter. If this also fails, the rifle should be withdrawn from use until it is checked by a competent gunsmith.
- The RCO should report any faulty ammunition type and batch number in the range log book.