

Shooting (Air Rifles) – SOP

Last Review:

This SOP was last reviewed on 30 October 2020.

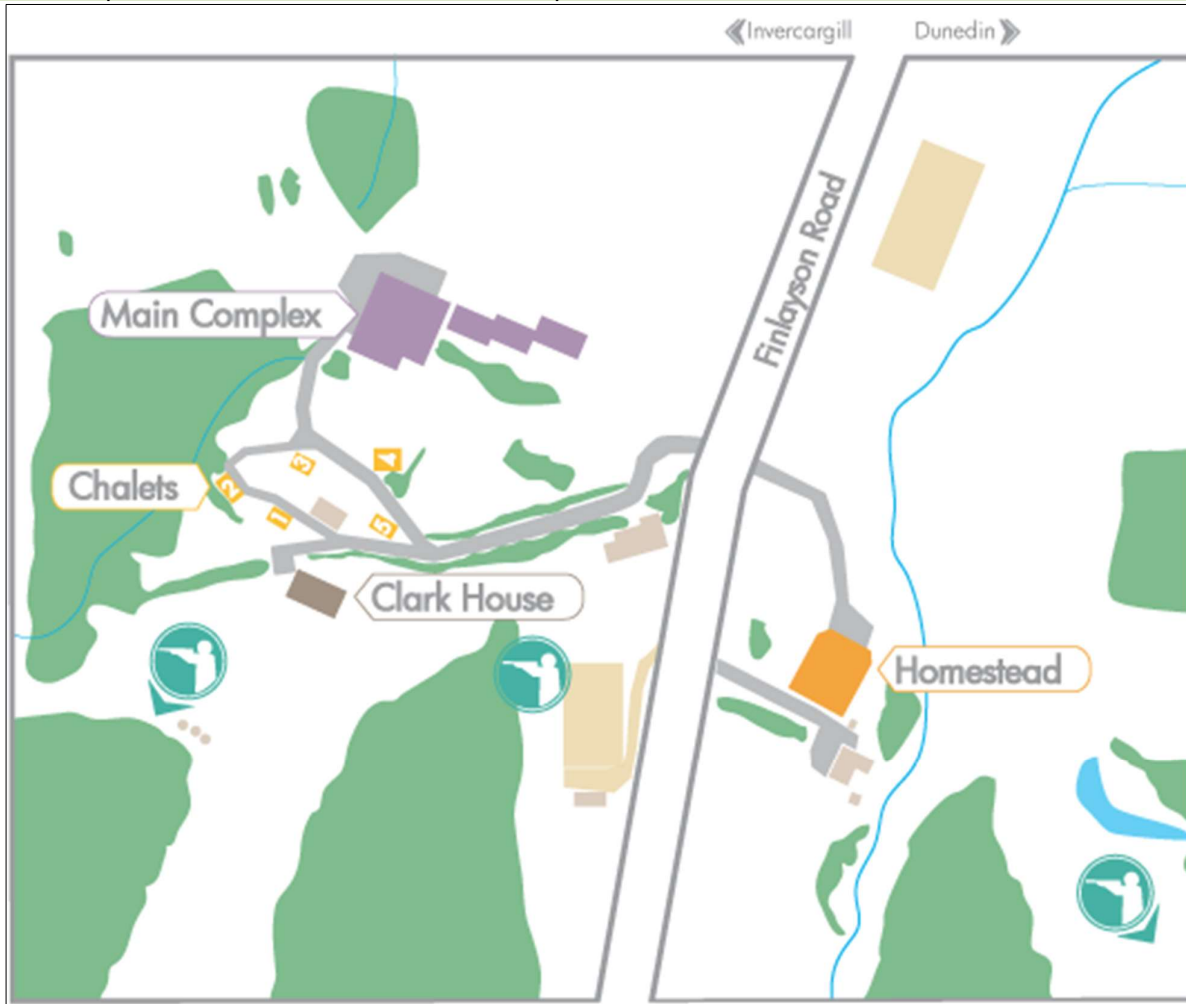
Activity Summary

The CYC Waihola Shooting (Air Rifles) activity is a **medium risk activity** that involves shooting targets with .177 air powered pellet rifles on a non-permanent range.

Location

Either:

- Flat area next to water tanks
- Unused Horse Arena
- Dam paddock on Homestead side of camp



Requirements for activity

Activity Leader

An activity leader is required for this activity:

- ▶ Only one person will be deemed to be the Activity Leader for each session



This file may be out of date if printed or transmitted via email

Current version can be found on the file server at:
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

- ▶ The activity leader must have a current *CYC Waihola Shooting Supervisor* qualification with *Air Rifles Endorsement*⁵¹.

Qualifications

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Shooting Supervisor* with the *Air Rifles Endorsement*

Supervision Ratios

When children⁵² are present:

- ▶ the high risk ratio of 1 competent adult to 5 children applies
- ▶ there is a two competent adult minimum (this minimum includes the Activity Leader)
- ▶ for each child that is using an air rifle there must be "immediate and hands-on" supervision for each rifle⁵³.

When children are not present then there is no supervision ratio other than the requirement for a trained person to be the Activity Leader

Activity Restrictions

The maximum number of air rifles to be used at any time is 2.

Activity Sign-off

As part of completing the daily log-book for this activity the [Shooting \(Air Rifles\) – Activity Sign-off Sheet](#) must be completed every time this activity runs.

Activity Equipment

There are two equipment boxes / cases for this activity.

Air Rifles Equipment Box

This box **WILL NOT** be used to store air rifles and is to be taken to the activity area every time the activity is in use. It is to be locked when not in use.

The box will contain:

- ▶ Activity Logbook containing:
 - ▷ these current instructions
 - ▷ the current Activity RAM
 - ▷ a daily Activity Sign off sheet
- ▶ air rifle pellets
- ▶ a small selection of tools for on-the-go minor fixes of the Air Rifles
- ▶ pens and pencils for recording in Activity logbook
- ▶ 2x sets of rope and two electric fence standards to:
 - ▷ used to mark the firing line
 - ▷ used to mark the spectator line if required
- ▶ Easy reset targets

Air Rifles Case

This case **WILL NOT** be used to store pellets and is to be taken to the activity area every time. It is to be locked when not in use.

This locked case will only contain the air rifles.

If this activity is to be run in any location other than the the Horse Arena then a off-site activity first aid kit is to be taken to the activity location

⁵¹A person with a current *CYC Waihola Shooting Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Shooting Supervisor* qualification with *Air Rifles Endorsement*.

⁵²Refer to Appendix 1.1 Glossary of Terms

⁵³Refer to Good Practice Guide (Target Shooting) [version 1:2018] page 3



This file may be out of date if printed or transmitted via email

Current version can be found on the file server at:
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity

This activity should not be run or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate competent supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

Operating Procedures

6 monthly check

A paid staff member must review and physically inspect the activity every 6 months using the [Flowchart of Risk Management Processes, Shooting \(Air Rifles\) – Risk Analysis](#) and the [Shooting \(Air Rifles\) – 6 Month Check](#) to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- ▶ Any safety concerns from the 6 monthly check will result in the activity being out of action until the safety concern is remedied.

Day of Activity Check

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity. Conditions deemed to be unsuitable will be determined by any of the following:
 - ▷ Heavy precipitation
- ▶ The Activity Leader must complete the pre-activity sections of the [Shooting \(Air Rifles\) – Activity Sign-off Sheet](#)

Activity Setup

The Activity Leader must set up the activity by doing the following:

- ▶ Erecting the targets
- ▶ Placing the firing line and spectator line on the ground with at least 3 metres between them

The rifles are not to be taken out of the Air Rifles Case until participants arrive unless the Activity Leader remains with the rifles at all times.

With Each New Group of Participants:

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader

The introductory talk will cover the following:

- ▶ The Safety Rules as detailed below
- ▶ A demonstration of:
 - ▷ how to “break” and load the air rifles
 - ▷ how to line up the sights on the target
 - ▷ the correct shooting stance
- ▶ The way that the target scoring will work

The safety rules are:

- ▶ Always point the rifle in a safe direction at all times
- ▶ Only two participants are allowed on the firing line at any time only when given permission by the Activity Leader



This file may be out of date if printed or transmitted via email

Current version can be found on the file server at:
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

- ▶ That when participants are finished shooting their allocated pellets they are to break the air rifle into the safe position before placing it on the ground and stepping back to the spectator line until given express permission from the Activity Leader to go forward to retrieve their targets (if using paper targets) from within the firing zone
- ▶ No spectators are to go beyond the spectator line
- ▶ Explain what the "stop signal" means – that participants are to immediately lower their rifles to the ground due to a safety issue

During the Activity

The Activity Leader can give guidance to participants if it does not distract them from observing the safety of all present and anyone else wandering into the firing zone or behind the targets.

Other adults and leaders can give one on one instruction by standing next to each participant if given permission by the Activity Leader however they cannot give instructions to retrieve targets from within the firing zone. Note when children are using air rifles each child must have "immediate and hands on supervision".⁵⁴

If the Activity Leader observes a person or animal within the firing zone or anything else that could endanger others then they will sound the "stop signal" and the activity will not re-commence until the issue is resolved.

After the the activity is finished:

Air Rifles are to be checked to ensure they are not loaded and placed back into the Air Rifles Case

If the instructor is leaving the Air Rifles activity area for any reason at all then the Air Rifles Case with the rifles must be taken away from the activity area and the Air Rifles Equipment box is too be locked. The targets and safety lines can be left erected if the activity is to be run again within the same day. Anything else removed from the Air Rifles Equipment Container is to be returned to it.

The Activity Leader must complete after activity sections of the [Shooting \(Air Rifles\) – Activity Sign-off Sheet](#)

Emergency and Incident Preparedness

First Aid Kits

When this activity runs at the Horse Arena, the nearest First Aid kit is located in the Horse Tack shed.

If this activity is to be run in any location other than the the Horse Arena then a off-site activity first aid kit is to be taken to the activity location

Refer to *First Aid Kits*

General Incident Procedures

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

Puncture Wound

All CYC Shooting Activity Leaders will be trained using a scenario where a participant receives a puncture wound from an air rifle pellet

⁵⁴Refer to Good Practice Guide (Target Shooting) [version 1:2018] page 3



Fatigue Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **high risk factor** (high level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (high level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

Specific Legislation relating to this activity

Acts and Regulations

- ▶ [Arms Act 1983](#)
- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

Activity Safety Guidelines

- ▶ None

Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practice Guide \(Target Shooting\) \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)⁵⁵

Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

⁵⁵applied to this SOP as an OutdoorsMark Premium Activity



Shooting (Air Rifles) – Risk Analysis

- ▶ The following table represents the hazards and risks associated with this activity as per [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
	Risk	Risk Rating	Serious risk	Control	Instructions
People: Misuse of equipment	Puncture Wound Loss of Eye	High	✓	Administrative	▶ Clear safety instructions will be given before activity begins
Environment: People behind target area		High	✓	Administrative	▶ Activity Leader will carry a whistle
		High	✓	Isolate	▶ Safety lines / spectator barriers will be set up
Equipment: Pellet ricochet from target		Moderate	✓	Engineering	▶ Targets will be more than 5 metres from firing line ▶ Only lead pellets along with wooden or steel targets will be used
People: Inadequate Supervision		High	✓	Administrative	▶ Participants will be supervised by trained activity leader ▶ Clear instructions for use of activity will be given to all participants
People: Fooling around		High	✓		
People: Impairment of activity leader	Fatigue	High	✓	Administrative	▶ Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Moderate	✓	Eliminate	▶ Full alcohol / drug prohibition applies to this activity as per policy
Equipment: Scope hits eye socket on re-coil	Bruising	Low		Administrative	▶ Participants will be advised to not place eyes on scope

Risk and Hazard Analysis Last Updated: 30 October 2020



This file may be out of date if printed or transmitted via email

Current version can be found on the file server at:
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

Page 182 of 334

Current Version: 2023.11