



## Standard Operating Procedure

# Air Rifles

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| <b>Location</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 70 Finlayson Road – refer to <b>CYC Waiholā Camp Map</b> for further details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Activity Leader Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Must have current CYC Waiholā Air Rifles Activity Leader training                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Ratio</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <p>1 adult to 5 children</p> <p>There is a two competent adult minimum (this minimum includes the Activity Leader)</p> <p>For each child that is using an air rifle there must be “immediate and hands-on” supervision for each rifle.</p> <p>If there are no children present the only requirement is for a trained person to be the Activity Leader</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Participant requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <p>Weather appropriate clothing</p> <p>Must wear shoes</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Activity Leader Instructions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Activity Setup</b></p> <ul style="list-style-type: none"> <li>Activity Leader sets up: <ul style="list-style-type: none"> <li>Targets</li> <li>Firing and spectator lines (min. 3 metres apart)</li> </ul> </li> <li>Rifles must stay in the case until participants arrive (unless supervised at all times).</li> </ul> <p><b>With Each New Group</b></p> <p>Activity Leader gives an introductory talk covering:</p> <ul style="list-style-type: none"> <li>Safety Rules (see below)</li> <li>How to: <ul style="list-style-type: none"> <li>Break and load the rifle</li> <li>Line up sights</li> <li>Use correct stance</li> </ul> </li> <li>How scoring works</li> </ul> <p><b>Safety Rules</b></p> <ul style="list-style-type: none"> <li>Always point the rifle in a safe direction.</li> <li>Only two participants on the firing line at once, with Leader’s permission.</li> <li>After shooting: <ul style="list-style-type: none"> <li>Break rifle into safe position</li> <li>Place it on ground</li> <li>Step back behind spectator line</li> </ul> </li> <li>Spectators must stay behind spectator line.</li> <li>Explain and enforce the “stop signal” for emergencies.</li> </ul> <p><b>During the Activity</b></p> <ul style="list-style-type: none"> <li>Activity Leader monitors safety and can guide participants without distraction.</li> <li>Other adults may assist under supervision, but cannot instruct target retrieval.</li> <li>Children using rifles must be under “immediate and hands-on supervision.”</li> <li>Use the “stop signal” if someone enters the firing zone. Activity resumes only when it’s safe.</li> </ul> <p><b>After the Activity</b></p> <ul style="list-style-type: none"> <li>Check rifles are unloaded, return to Air Rifles Case.</li> <li>If instructor leaves, take rifles and lock up the Equipment Box.</li> <li>Targets and lines can remain if reused the same day.</li> <li>Return any other gear to the container.</li> <li>Complete the post-activity section of the Shooting (Air Rifles) – Activity Sign-off Sheet.</li> </ul> |

The validity of this document is only guaranteed when received directly from the CYC Waiholā office and read in conjunction with the CYC Waiholā Activity Management Policy

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| <b>Equipment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>Air Rifles Equipment Box</p> <ul style="list-style-type: none"> <li>• Does NOT store air rifles.</li> <li>• Must be taken to the activity area every time the activity runs.</li> <li>• Must be locked when not in use.</li> </ul> <p>Contents:</p> <ul style="list-style-type: none"> <li>• Activity Logbook</li> <li>• Air rifle pellets (no rifles stored here)</li> <li>• Pens and pencils</li> <li>• Small tool kit for minor air rifle fixes</li> <li>• 2 sets of rope and 2 electric fence standards for: <ul style="list-style-type: none"> <li>○ Marking the firing line</li> <li>○ Marking the spectator line (if required)</li> </ul> </li> <li>• Easy-reset targets</li> </ul> <p>Air Rifles Case</p> <ul style="list-style-type: none"> <li>• Only stores the air rifles (no pellets).</li> <li>• Must be taken to the activity area each time.</li> <li>• Must be locked when not in use.</li> </ul> |
| <b>Reasons to end activity</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| If at any point the activity can no longer run safely                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Activity Maintenance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>Paid staff inspection of the activity every 6 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated.</p> <p>Documents used to assist this process:</p> <p><i>Flowchart of Risk Management Processes</i></p> <p><i>Shooting (Air Rifles) – Risk Analysis</i></p> <p><i>Shooting (Air Rifles) – 6 Month Check</i></p>                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Emergency and Incident preparedness</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Hazard Register                  |                                  |                          |                                |                                                                                                                          |          |
|----------------------------------|----------------------------------|--------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------|
| Activity: Air Rifles             |                                  | Last Review: August 2025 |                                | Location: 70 Finlayson Road – Up hill by water tanks                                                                     |          |
| Risk                             | Hazard                           | Risk                     | Category                       | Controls                                                                                                                 | Risk     |
| What could go wrong              | Why would this happen            | Initial                  | Equipment, People, Environment | How can it be prevented?<br>Using the hierarchy of control: eliminate or minimise                                        | Residual |
| Puncture<br>Wound<br>Loss of eye | Misuse of equipment              | High                     | People                         | Clear safety instructions will be given before activity begins                                                           | Low      |
|                                  | People behind target area        | High                     | Environment                    | Activity Leader will carry a whistle<br>Safety lines / spectator barriers will be set up                                 | Low      |
|                                  | Pellet ricochet from target      | Moderate                 | Equipment                      | Targets will be more than 5 metres from firing line<br>Only lead pellets along with wooden or steel targets will be used | Low      |
|                                  | Inadequate supervision           | High                     | People                         | Participants will be supervised by trained activity leader                                                               | Low      |
|                                  | Misbehaviour                     | High                     | People                         | Clear instructions for use of activity will be given to all participants                                                 | Low      |
| Bruising                         | Scope hits eye socket in re-coil | Low                      | Equipment                      | Participants will be advised to not place eyes on scope                                                                  | Very Low |

| Version Control |             |                 |               |
|-----------------|-------------|-----------------|---------------|
| Version         | Date        | Changes         | Authorised by |
| 2.0             | 20 Aug 2025 | New SOP created | Esther Currie |