

UNIVERSITY of LEEDS UNION

LEEDS UNIVERSITY RIFLE CLUB RISK ASSESSMENT 20010/20011

Enter Date: 31/05/2010

This document constitutes the risk assessment requested by the Leeds University Union. It should be noted that whilst considerable effort has gone into identifying potential hazards, the Committee of this club are not trained to produce documents of this nature. It should also be noted that the only (legally) competent authority for assessing the safety of shooting ranges is the appropriate branch of the Ministry of Defence. Finally, this document can not supersede any Primary Legislation or Guidelines for the Approval of Shooting Clubs (as issued by the Home Office), should these become incompatible with it.

This Risk Assessment applies to:

- Small bore shooting takes place in the range school at Aireborough Club and on Bisley Camp.
- Use of Armoury/Range at Aireborough
- Travel to and from Club activities.
- Social Activities.

Every member of LUURifles by joining the club implicitly agrees to comply with LUURifles's Rules and any refusal to follow these strict guidelines may make the member liable to expulsion.

All hazards apply to both Club members and potentially members of the public.

Note that this risk assessment is based on the Oxford University Rifle Clubs

HAZARD	CONTROL MEASURES IN PLACE	RISK FACTOR	ADDITIONAL NOTES
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J.M. - JAMES MARSHALL
M.C. - MARK GUNTHER, CLUB SEC
[Signature] - JESSI PUGELL TREASURER

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<p>1. Use of Range at Aireborough. e.g. fire and theft of equipment, assault. Removal of ammunition by unauthorised members (Members without FAC/Police authorised Exemption)</p>	<p>Equipment Inventory in place which outlines the LUURifles equipment stored within the compound of Aireborough.</p> <p>Access keys to the ammo safe stored in the safe at Aireborough</p> <p>Safe and entrance keys to be kept on authorised member of committee's person at all times. Safe door is to be kept closed when not in use.</p> <p>No keys allowed off the premises. All keys to be returned before the building closes at the end of the day.</p> <p>2 persons from the club open and close the range on each visit.</p> <p>Access Codes for Members of the LUURifles known to individual members and to the Facilities Manager.</p> <p>Regular annual update of Alarm Codes for LUURifles.</p> <p>Training provided on the use of the Armoury for individual LUURifles members by the Captain.</p> <p>2 members of staff have access codes should contractors or the emergency services need access at any point in time.</p> <p>All members evacuate to the car park and contact the main the Club secretary to inform them of fire.</p> <p>Inform members that it is an offence under the Firearms Act (1968) Part 1 to remove ammunition from the premises without a firearms licence or exemption form from the police.</p> <p>Ammunition to be distributed by committee members (or trusted, proven members) to reduce chance of ammunition theft.</p> <p>Unknown persons to be challenged by RCO or club members upon entrance to the range. Suspicious activities to be reported to the Aireborough committee and if necessary, the police.</p>	<p>Extremely Low</p>	<p>Please take a look at the contents of the range over the course of the summer and complete an Equipment Inventory.</p>
			<p>As the removal of ammunition from the range is a criminal offence (by unlicensed or non exempt persons), it should be recommended that club membership by the offender should be reviewed.</p>
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Comment [SGB1]: Also note, Theft of ammunition – Possession of ammunition without a Licence is an offence (Part 1 Firearms act 1968).

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<p>2. Use of Armoury/Range at Aireborough e.g. misuse of armoury, unauthorised access to ammunition, & rifles, assault.</p>	<p>Equipment inventory in place which outlines LUURifles equipment stored within the Armoury. Clear Guidelines outlined on the use of the Armoury by the Aireborough Club All ammunition purchased by club members is to be recorded by LUURifles. Access to ammunition safe to be limited to committee members (or trusted, proven members).</p>	<p>Low</p>
<p>3. Use of range by "unauthorised" members</p>	<p>An RCO is to be on range at all times when firing is in progress. Firing only commences by permission of Chief RCO. LUURifles have strict guidelines in place for admitting members to any range it uses. Guest days in place where prospective members allowed to use facilities under the supervision of members of LUURifles. Guest Day Range Attendance Register in place. Clear guidelines outlined in initial safety talk for Probationary Members and full members. Records of members kept by the Club secretary on Membership Application Form. Range Attendance Register in place. Overseen by Range Officer. Records kept by the club secretary. Safety talk is given at the start of year to all prospective members.</p>	<p>Low</p>

<p>4. Unsafe use of Range by novices.</p>	<p>Safety briefing and demonstration of proper use of weapons should be given before novices or new members pick up any weapon</p> <p>Senior and experienced LUJ Rifles members give an introduction to novices explaining range regulations which are on display in the range.</p> <p>Novices should be observed and coached by a safety supervisor (experienced member) in addition to the RCO.</p> <p>Clear demonstration of basic information given e.g. what is the firing line etc.</p> <p>Range officer in control of the range at all times. Firing only to commence by permission from RCO</p> <p>Training guidelines to be written up to aid members with firearms safety and ensure standard is maintained.</p>	<p>Low</p>	<p>Range officers are authorised by the Aireborough committee and are trained and qualified by NSRA.</p>
<p>5. Use of Range by all members. e.g. fire, building faults, First Aid (see 6)</p>	<p>Range Rules are on display in the range and online.</p> <p>Range Attendance Register signed.</p> <p>Range officer gives clear guidelines to members at the range re: evacuating the premises if the Fire Alarm sounds</p> <p>A safety book will be kept to report all breaches in safety either to the building or to the individual.</p>	<p>LOW</p>	

<p>6. a) Accidents on the range – Small Bore + Air Rifle e.g. ricochet, splinters, gun shot wound.</p> <p>Negligent discharge of firearms and bullets travelling beyond the confines of the range compound.</p>	<p>RCO to observe activities of all person on the firing point to reduce the chance of an accident from happening. Firing is not to commence without permission of RCO.</p> <p>No-one is to go forward of the firing point without permission of the RCO</p> <p>Weapons are never to be loaded or used unless they are on the firing point, at the permission of the RCO.</p> <p>If ricochets occur, RCO should call cease fire and unload. The cause and location of the ricochet should be determined before firing commences again. Airbough committee should also be informed of such events.</p> <p>All members (especially novices) to be informed of the implications of Negligent discharges and bullets travelling beyond the confines of the range. Firearms are not to be loaded until brought up into the shoulder and are pointing down range.</p> <p>In the event of an emergency all firing must cease and Range Officer instructions to be followed.</p> <p>a)</p> <p>First Aid Kit present at the range.</p> <p>Emergency services can be contacted either by mobile phones or local garage.</p> <p>Range Accident Report Forms available at club.</p>	<p>Extremely Low However - potentially fatal</p> <p>Backstop at the range is significantly high to stop accidental misses from travelling beyond range confines.</p> <p>Any serious accident involving calling the emergency services must be reported to the University Union.</p> <p>Local garage is located at the top of the road on the traffic island.</p>	<p>Medium</p> <p>Encourage the use of ear defenders – Ear protection is not mandatory, and is at the member's discretion and risk if not used.</p> <p>Range Officer to provide clear instruction for members to wear ear protection before shooting commences.</p>
<p>7. Noise</p>			

<p>8. Others</p> <p>Movement of personal weapons between site.</p> <p>Lead poisoning.</p> <p>Lack of maintenance lead to an accident?</p>	<p>Low</p>	<p>In a secure gun slip or box, ideally locked.</p> <p>If in doubt, weapon is to be retired until a qualified gunsmith can certify the safety of the weapon.</p>
<p>9. Social Activities</p> <p>e.g. excessive alcohol consumption.</p>	<p>Medium</p>	<p>Transportation of weapons (club owned or personal) is to happen strictly according the Home Office regulations and guidelines.</p> <p>To avoid lead poisoning no food is to be consumed on range. Members to be advised to wash their hands thoroughly after shooting.</p> <p>Rifles are to be cleaned and maintained regularly. Serious neglect of maintenance can lead to an accident. Specific cleaning and maintenance intervals are to be decided by the President and/or the club FAC holder.</p> <p>Club Committee members (where possible) are to monitor any club social activities where LUURifles members may be suffering from excessive alcohol consumption.</p> <p>Club members must be aware of the fact that actions which bring the club into disrepute will not be tolerated.</p> <p>Club members will be made aware that LUURifles doesn't encourage excessive drinking.</p>

<p>10. <i>Travel</i></p> <p>Road accidents in hired minibuses and cars when travelling to matches/Trips.</p> <p>Causes: Faulty vehicles, poor driving, poor weather conditions, tired drivers etc.</p>	<p>Drivers must have passed University accredited tests.</p> <p>All passengers to wear seat belts where provided.</p> <p>All luggage to be safely stored.</p> <p>No Alcohol to be consumed by driver or passengers.</p> <p>Drivers to take regular breaks.</p> <p>For trips abroad the Trip Registration Form must be sent a month ahead of the trip. This will then be forwarded to the University Insurance Department who will liaise with the club re: Insurance.</p> <p>If LUURifles have a major accident traveling to any fixture away from Leeds which requires the Emergency Services or involves Hospital treatment – then the first contact should be to the University Union . In the event of an accident Security Services will contact the Press Office, and key personnel.</p> <p>LUURifles Club members are to be clear of reporting procedure for accidents involving hire vehicles.</p> <p>Emergency numbers for hire vehicles to be taken to all away fixtures/trips.</p>	<p>Low x High</p> <p>However - potentially fatal</p>
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