

Chichester Rifle & Pistol Club

Health & Safety

Management Practices and Procedures

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1. Introduction

- The practices and procedures contained in this document are governed by the Health & Safety Policy for the Chichester Rifle & Pistol Club (CR&PC).
- This document refers to the Health & Safety Practices and Procedures which are the responsibility of the CR&PC Management Committee.
- A separate manual, the Range User Safety Manual, details operational practices and procedures and is kept in the Range so that it is public and easily available.

2. Definitions

<i>The Range</i>	The Chichester Rifle and Pistol Club Range at Wellington Road in Chichester. 'The Range' covers the entire premise not just the shooting range.
<i>Range user</i>	Any person visiting the CR&PC Range and using any part of its facilities irrespective of their role or reason for attendance at the Range.
<i>Hirer</i>	An individual or representative of an organisation who takes responsibility for the hiring of the Range by signing a Hiring Agreement.

3. Safety Responsibilities

3.1 Range Users - general

All Range users, including committee members, are expected to recognise that there is a duty on them to comply with the practices and procedures set out by the Management Committee, safety notices on the premises and to accept responsibility to do everything they can to prevent injury to themselves or others.

3.2 Committee Members

In addition to the above responsibilities, committee members have a number of specific responsibilities, as follows:

- 3.2.1 To ensure the health and safety of all Range users by ensuring fitness for purpose of all aspects of the premises and equipment provided.
- 3.2.2 To take action as appropriate should they be contacted by another Range user regarding a Health & Safety issue. As shown in the Range Users Safety Manual, Range users are instructed to contact a Committee Member if they come across a fault, damage or other situation which may cause injury and which cannot be rectified immediately. A list of Range Contacts is displayed on the CR&PC notice board in the Range. The relevant committee member will be contacted in such a situation and shall take action as soon as possible appropriate to the problem reported. Where equipment is damaged a notice should be placed on it warning that it is not to be used.
- 3.2.3 To participate in Risk Assessment exercises as advised by the Safety Adviser and agreed by the Management Committee. See 10. Risk Assessment, p.6, for further details.

3.3 Hirers

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 including those relating to safety. All new hirers will be given information 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 and Incident Report forms (see 8.3 Recording of Accidents/Incidents, p.5).

4. Safety Practices – Range Users

Safety practices to be followed by Range users are set out in a separate manual, the Range User Safety Manual, which is kept at the Range so that it is public and easily available.

Safety practices described in the Range User Safety Manual include but are not limited to:

- Safety practices
- Procedure in case of accidents
- Procedure in case of fire
- Fire safety equipment
- Use of kitchen facilities
- Operation of emergency exits
- End of session checklist

5. Premises Use

Use of the Range is covered by a Premises Lease issued by the Chichester District Council. The Hon. Secretary is responsible for ensuring that the Premises Lease is current and that a copy is available for inspection should a request be made.

5.1 Range Capacity

The number of people who may be accommodated in the Range at any one time is not stated in the lease.

6. Fire Precautions

6.1 Fire Safety Equipment

The following equipment is installed in the Range:

- (a) Fire extinguishers are located in the club room and by each fire exit on the shooting range. Each extinguisher must remain clearly labelled to show its use and operating instructions should remain clearly visible.
- (b) A fire blanket is kept in the kitchen located close to the sink.

All fire safety equipment must be serviced annually by a specialist company. This annual servicing will be arranged by the Safety Adviser who will also hold the service record ready for inspection as required at any time.

6.2 Procedure in case of fire

The procedure in case of fire is detailed in the Range User Safety Manual together with a plan of the Range showing the location of the telephone, fire exits and fire fighting equipment.

7. Electrical Equipment

7.1 Testing and Records

The electrical distribution system and equipment and emergency lighting installed in the Range are to be inspected annually by an authorised electrical contractor. The Safety Adviser is responsible for ensuring that inspections are carried out and for keeping inspection records.

The routine operation of emergency lighting at the Range must also be regularly tested. Details of the tests and their frequency are attached as Appendix B. The Safety adviser is responsible for carrying out all required tests and recording the results in a log book which should be maintained ready for inspection when required.

8. Accidents

8.1 Useful Information

In the case of an accident occurring at the Range, users are advised to contact a committee member as shown in the List of Range Contacts which is displayed on the CR&PC notice board. Should such an event occur the following information may be useful.

<i>Nearest facility</i>	<i>Address</i>	<i>Telephone</i>
Hospital Accident & Emergency department	St. Richards Hospital, Spitalfields Lane, Chichester	01243 788122

8.2 First Aid Box

The First Aid Box is located in the kitchen and its location is clearly marked. Responsibility for the maintenance of the First Aid Box lies with the Hon. Secretary. As a minimum, and to meet the requirements of employment legislation (used herein as a guideline for reasonable provision to meet legislative standards), the First Aid Box must contain:

- a leaflet giving guidance on first aid,
- 20 individually wrapped sterile adhesive dressings (assorted sizes), including waterproof dressings,
- 2 sterile eye pads,
- 6 individually wrapped triangular bandages (sterile),
- 6 safety pins,
- 6 medium-sized individually wrapped sterile unmedicated wound dressings, approx. 12 cm x 12 cm,
- 2 large individually wrapped sterile unmedicated wound dressings, approx. 18 cm x 18 cm,
- 3 extra large size sterile unmedicated dressings,
- 1 pair of disposable gloves.

8.3 Recording of Accidents/Incidents

In the event of an accident or incident involving the health of an individual, details must be recorded in the Accident Book. It is the responsibility of the Hon. Secretary to maintain the Accident Book and to hold it in safekeeping for inspection as and when required by an authorised person. Accident records must be kept for eight years.

The Accident Book must contain at least the following details:

- the date of reporting,
- the date, time and place of the event,
- personal details of those involved,
- a brief description of the nature of the event.

Incident Report forms are kept in the Range with the Range User Safety Manual for use by any Range User who needs to record an accident/incident. It is essential to record all events because, by investigating these, action may be identified to prevent further occurrences.

8.4 Reporting of Accidents/Incidents

Certain types of accident and incident are required to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, 1995 (RIDDOR). These include:

- deaths,
- major injuries,
- accidents resulting in more than a three day injury,
- diseases,
- dangerous occurrences,
- gas incidents.

A full list of reportable accidents and incidents as well as other information on is given on the Incident Contact Centre website www.riddor.gov.uk.

The completion of RIDDOR forms and the reporting of accidents is the responsibility of the Hon. Secretary. Therefore, if another committee member is contacted in the case of an accident they must also inform the Hon. Secretary.

All accidents and dangerous occurrences must be reported to the Incident Contact Centre, established under the RIDDOR Regulations as a single point of contact for the reporting of accidents and incidents in the U.K. Reports should be submitted by:

- | | |
|------------------|--|
| Telephone | 0845 3009923 |
| Internet | by completing the relevant form on the RIDDOR website, www.riddor.gov.uk . |
| Form | by completing the relevant hard copy form which is available from the website of the Health & Safety Executive at www.hse.gov.uk/forms/incident/index.htm and sending:
by fax to: 0845 3009924 |

by post Incident Contact Centre
to: Caerphilly Business Park
 Caerphilly
 CF83 3GG

8.5 Investigation

The cause of all accidents must be investigated by the Management Committee so that measures can be taken to reduce the risk of recurrence, as appropriate. It follows that all accidents must be reported to the Management Committee and discussed at the following Management Committee meeting.

9. Contractors

The Management Committee will check with contractors (including self-employed persons) before they start work that:

- the contract is clear and understood by both the contractors and the Management Committee,
- the contractors are competent to carry out the work,
- contractors have adequate public liability insurance cover where appropriate,
- contractors have seen the Range User Safety Manual and are aware of any hazards which might arise (e.g. electricity cables),
- contractors do not work alone on ladders at height (if necessary a volunteer should be present),
- contractors have their own health and safety policy for their staff,
- any alterations or additions to the electrical installations or equipment must conform to the current regulations of the Institute of Electrical Engineers.

10. Risk Assessment

The Management Committee have decided to use Risk Assessment as a means of ensuring that the Range is regularly assessed to identify potential hazards and to lessen any risks they may cause. Risk Assessment covers the following areas:

- (1) electrical distribution system and equipment,
- (2) fire prevention measures,
- (3) general Range usage.

Risk Assessment records are held by the Safety Adviser.

The Risk Assessment will be regularly reviewed and revised if necessary. Reviews will be carried out:

- if there has been an accident or “near miss”,
- if circumstances change (e.g. building work is carried out),
- annually if not carried out for the reasons above.

11. Insurance

The Management Committee have arranged for Employer's Liability and Public Liability insurance cover and a copy of the Insurance Cover Note is displayed on the CR&PC notice board in the Range. It is the responsibility of the Hon. Treasurer to maintain appropriate and valid insurance cover.

If a hirer wishes to use special equipment of any kind it is essential to check with the Hon. Treasurer to confirm that the existing insurance covers the use of such equipment. If not, the hirer must be informed accordingly and is responsible for arranging appropriate insurance for use of the required equipment.

12. Review of Health and Safety

In order to ensure regular consideration, Health and Safety will be featured as a standing item on the agenda for all meetings of the Management Committee. This will provide the opportunity for relevant concerns to be raised by any of the Committee members including any accidents, faults, misuse by Range users or other matters which could affect the health and safety of others.

Plan of Chichester Rifle and Pistol Club Range

Electrical Equipment – Testing and Records

A summary of the emergency lighting testing standard which should be carried out by a competent person is as follows:

- Daily: Check indicator lights. Ensure that any fault found is logged and the appropriate action taken.
- Monthly: Operate the emergency lighting system for a short period to ensure all luminaires are functioning.
- 6 Monthly: Emergency lighting is to be operated to ensure that all luminaires provide a minimum level of lighting for at least one hour.
- Annually: The system is to be checked by an electrical contractor in accordance with BS 5266: Part 1.
- 3 Yearly: After the first 3-yearly test, all luminaires should undergo a full discharge test annually.

The results of all tests are to be recorded in a logbook.