

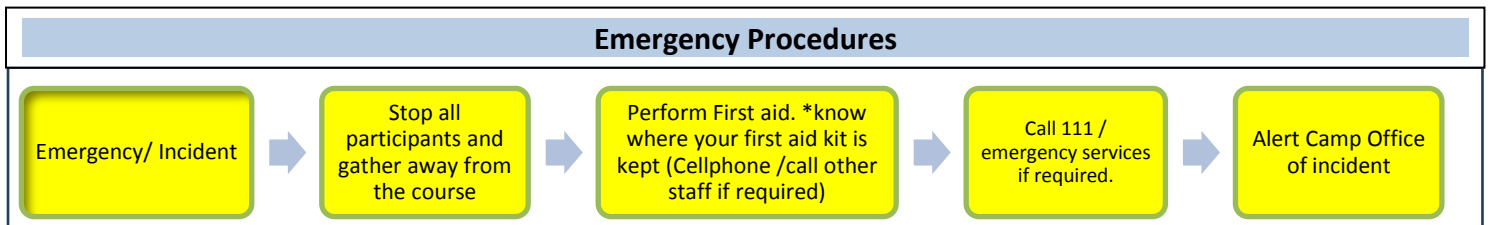


Standard Operating Procedures

This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed

This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debrief and meetings.

Activity:	Air Rifles		
Location of Activity:	Train Station down from the main sports field		
Site:	Taupo	Area:	Activities
Reviewed By:	Ted Muir	Version :	2
Position:	Manager		
Date Reviewed:	24/07/2018	Location of Hard copy:	Activity Shed
Number of Participants:	Max Ratio: 1:10	Ratio adjusted with changes in risk levels	
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures. Supervisor must be 18 or over.		
Equipment / Clothing Requirements:	Air Rifle Pellets Safety Glasses	Targets	
Activity Requirements:	Covered Shoes		
Communication Procedures:	Use Supervisors cell phone to contact emergency services and /or staff. Alternative communication; Send runner to office or staff member		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Fire Arms Safety Code		



Equipment Check	
1	Clean and site guns
2	Check for jamming, safety function, ease of use and the screw are tightened
3	Rifle Range in a tidy useable state, including targets

Air Rifle



Operating Procedures

Pre-activity Check

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|---|--|--|
| 1 | Attend training and safety briefing with staff | |
| 2 | Familiarise with SOP/ equipment location | |
| 3 | Visual check of equipment, targets, structures | |

Setup

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|---|--|--|
| 1 | Open up firing hatch unlock range door | |
| 2 | *Never leave the Rifles unattended | |

MiCamp Instructor Brief to Supervisor

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|---|---|--|
| 1 | Go over SOP's | |
| 2 | *Ensure supervisor is aware of emergency procedures | |
| 3 | *Supervisor must be in close proximity to the shooter and are able to intervene and control immediately | |

Supervisor Brief to Participants

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|---|---|--|
| 1 | Gather the group together and show them the general area | |
| 2 | Only the shooter and the supervisor are to be at the window | |
| 3 | *Air Rifles must never be pointed anywhere but the targets or the ground, especially while loading | |
| 4 | The safety trigger on the gun must be on until the point of firing and straight after shot is taken | |
| 5 | *Safety glasses must be worn when at the firing window | |

Operating Instructions

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| 1 | Explain about safety and how the air rifle works | |
| 2 | Crack the air rifle by pulling the barrel down away from the stock, pull all the way down until it clicks, this cocks the rifle. | |
| 3 | Load the pellet into the barrel, round end first and make sure it sits flush in the cavity. Any dropped pellets should not be used, leave them on the ground. Pull barrel back up until it clicks into place. | |
| 4 | Have the butt of the gun held firmly into the shoulder and look down the barrel, line up the front sights to the back sights then aim at target | |
| 5 | When ready to shoot take off safety and gently squeeze the trigger, then reapply the safety | |
| 6 | Each individual can have a few shots to try and knock all the targets down and get them back up then swap to the next person | |
| 7 | If the barrel jams the supervisor can re-fire into the shooting range to clear. If the air rifle does not clear or malfunctions in any way remove it from activity and inform a micamp staff member | |

Closing Down the Activity

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|---|---|--|
| 1 | Gather all gear up and check that it is all returned. Inform MiCamp Staff of any broken or damaged gear | |
| 2 | Close the firing hatch | |
| 3 | Alert the host of any changes/maintenance needed | |
| 4 | *Only the Supervisor is to transport equipment. Equipment is not to be left unsupervised | |

Pause points

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|---|--|--|
| 1 | *Pause activity if loaded air rifle points anywhere other than the target. | |
| 2 | *Pause activity at any time if conditions or people become unsafe | |

*Safety points: Ensure this is done

This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As at the time of approval this SOP meets all known regulations (Adventure Activity regulations, Safety Audit Standards etc) and current industry good practice

Air Rifles



Hazards and risk Identification				
<p>This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.</p> <p>*All Risk must be continually monitored throughout the activity*</p> <p>New hazards/ risk must be reported or resolved appropriately as soon as possible.</p>				
Environment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Weather / sun (Supervisors & participants)	Apply sunscreen prior to activity. Bring water bottle. Program breaks. Supervisor rotations. Participants to wait in shaded areas.	Low	Medium	ppe
Distraction from other groups	Supervisors to use good group management. Remind supervisors of other groups if necessary, use positive communication.	Low	Medium	ADMIN
Activity Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove participant from activity area or deny participation if safety of others is compromised.	Low	High	ADMIN
Pellets ricochet	Safety glasses to be worn by those shooting, Targets designed to absorb ricochet and participants to sit well away from shooting range	Low	High	PPE
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Incorrect use of equipment	Rifle always pointed at ground or target while loading and aiming! Supervisor to ensure group is operating in a safe manner. All participants must stay behind tyres area while shooting. Participants are briefed and demonstrated the correct use of all equipment and how to avoid injury using posture. Rifles to be transported by supervisor to and from activity site.	Low	Extreme	PPE
Equipment failure	Regular checks of equipment. Removed from use and clearly labelled if faulty.	Low	Medium	PPE
Pause Points	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant points loaded rifle away from target at any time	Stop them immediately, move other participants away from shooting area, remove rifle if necessary	Low	High	PPE
Air Rifle Malfunction	If anything is not working on the air rifles discontinue use. Contact Micamp staff immediately.	Low	High	ADMIN