



# Air Rifle

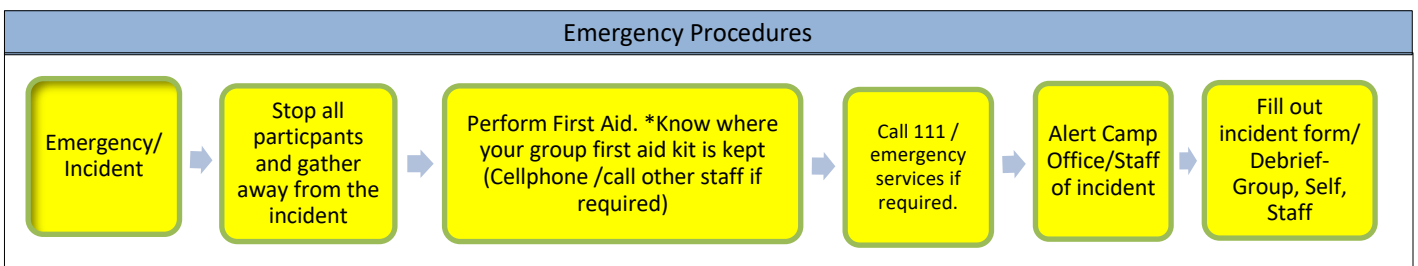


## Standard Operating Procedures

*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 debriefs and meetings.*

<b>Activity:</b>	Air Rifles		
<b>Location of Activity:</b>	Train Station down from the main sports field.		
<b>Site:</b>	Taupo	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Christy Breetvelt	<b>Version:</b>	3
<b>Position:</b>	Instructor	<b>Approved:</b>	17/04/2024. Stephen Fox. Manager.
<b>Date Reviewed:</b>	17/04/2024	<b>Location of Hard copy:</b>	Camp Office
<b>Number of Participants:</b>	<b>Max Ratio:</b>	1 Instructor or Supervisor / 10 Participants. Note: Ratio adjusted with changes in risk levels.	
<b>Instructor Competence:</b>	Site-specific induction and assessment of internal competencies.		
<b>Supervisor Competence:</b>	Supervisor competent in group management and trained on SOP/ Emergency Procedures. The supervisor must be <b>18</b> or over.		
<b>Equipment &amp; Clothing Requirements:</b>	MiCamp Supplied: Air Rifles, Targets, Pellets, Safety Glasses. Participants Supplied: Covered Shoes and appropriate Clothing for weather conditions.		
<b>Communication Procedures:</b>	Use the Supervisor's cell phone to contact emergency services and /or staff. Alternative communication; Send runner to office or staff member.		
<b>Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:</b>	Firearms Safety Code, Firearms Licence, Target Shooting Good Practice Guide 2018, Health and Safety at Work (Adventure Activities) Regulations 2016.		



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



# Air Rifle



## Operating Procedures

### Pre-activity Check

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

### Setup

- |   |  |  |
|---|--|--|
| 1 | Open up firing hatch.                                    |  |
| 2 | Collect Air Rifles. (Never leave the Rifles unattended). |  |

### MiCamp Instructor Brief to Supervisor

- |   |   |  |
|---|---|--|
| 1 | Go over the SOP.  |  |
| 2 | Conduct training as per "Activity supervisor training and acknowledgement form".                                      |  |
| 3 | Ensure the supervisor is aware of emergency procedures.   |  |
| 4 | The supervisor must be in reach of the shooters and able to intervene and control the rifle immediately if necessary. |  |

### Supervisor Brief to Participants

- |   |  |  |
|---|--|--|
| 1 | Gather the group together and show them the general area.  |  |
| 2 | Only the shooters and the supervisor are to be at the firing 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.   |  |
| 6 | The barrel must be checked and cleared each time before loading.                                     |  |

### Operating Instructions

- |   |   |  |
|---|---|--|
| 1 | Explain the safety considerations, and how the air rifle works.   |  |
| 2 | Crack the air rifle by pulling the barrel down, pull all the way down until it clicks, this cocks the rifle.  |  |
| 3 | Check that the barrel is clear, 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 the safety off and gently squeeze the trigger, then reapply the safety.   |  |
| 6 | Participants may have a few goes each before rotating to the next participant to try and get a bullseye.  |  |
| 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

- |   |   |  |
|---|---|--|
| 1 | Gather all the gear 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 the equipment. Equipment is not to be left unsupervised.              |  |

### Pause points

- |   |   |  |
|---|---|--|
| 1 | Pause the activity if loaded air rifle points anywhere other than the target or the ground. |  |
| 2 | Pause the activity at any time conditions or people become unsafe.                          |  |
| 3 | Pause the activity if anyone gets Injured.  |  |

<b>Hazards and Risk Identification</b>				
This section describes some reasonably foreseeable risks, their potential level and suggested management strategies. <b>*All Risks must be continually monitored throughout the activity*</b> New hazards/risks must be reported or resolved appropriately as soon as possible.				
<b>Environment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Weather/sun (Supervisors & participants)	Apply sunscreen before the activity. Bring a water bottle. Program breaks. Supervisor rotations. Participants are 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
<b>Activity Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Managed	
Participant behaviour compromises group safety	Give a safety brief. Staff or Supervisor can remove the participant from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
Pellets ricochet	Safety glasses are to be worn by those shooting, Targets are designed to absorb ricochet and participants to sit well away from the shooting range	Low	High	PPE
<b>Equipment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Incorrect use of equipment	Rifles are to always be pointed at the ground or the target while loading and aiming! Supervisor to ensure the group is operating safely. All other participants must stay outside of the designated shooting area. Participants are briefed and demonstrated the correct use of all equipment and how to avoid injury using posture. Rifles are to be transported by a MiCamp staff member to and from the activity site.	Low	Extreme	ADMIN
Equipment failure	Regular checks of the equipment. The faulty equipment is to be removed from use and clearly labelled.	Low	Medium	PPE
Participant crushes or pinches their hand or their finger in the moving parts of the air rifle when closing	Supervisor to demonstrate and explain how to open, load and close the air rifle correctly. Also to watch closely as the participants reload the air rifle or to reload the air rifle for the participants. Communicate to keep hands away from the moving parts.	Low	High	ADMIN
<b>Pause Points</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Participant points loaded rifle away from the target at any time	Stop them immediately, move other participants away from the shooting area, and remove the rifle if necessary	Low	High	PPE
Air Rifle Malfunctions	If anything is not working on the air rifles, discontinue use. Contact MiCamp staff immediately.	Low	High	ADMIN

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