



# Air Rifles



## Standard Operating Procedures

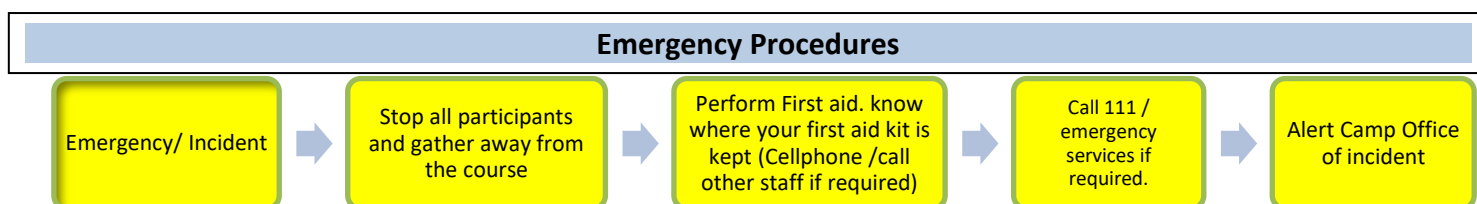
<b>Activity:</b>	Air Rifles		
<b>Location of Activity:</b>	Shooting range at the end of the sports field		
<b>Site:</b>	Whakamaru	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Chris & Keziah Muir	<b>Version:</b>	3
<b>Position:</b>	Site Managers	<b>Approved:</b>	Ted Muir (20/12/22)
<b>Date Reviewed:</b>	20/12/22	<b>Location of Hard copy:</b>	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 on internal competencies.		
<b>Supervisor Competence:</b>	Supervisor competent in group management and trained on SOP/ Emergency Procedures. Must be 18 or over		
<b>Equipment &amp; Clothing Requirements:</b>	MiCamp Supplied: Air Rifle, Targets, Pellets, Safety Glasses Participants Supplied: Covered Shoes, Appropriate Clothing for weather conditions.		
<b>Communication Procedures:</b>	Use Supervisors 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>	Fire Arms Safety Code, Fire Arms Licence, Target Shooting Good Practice Guide 2018, Health and Safety at Work (Adventure Activities) Regulations 2016.		

*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.*

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

Operating Procedures		
<b>Pre-activity Check</b>		
1	Attend training and safety briefing with staff.	
2	Familiarise with SOP/ equipment location.	
3	Visual check of equipment, targets, structures.	
<b>Setup</b>		
1	Collect equipment from Office.	
<b>MiCamp Instructor Brief to Supervisor</b>		
1	Go over SOP's.	
2	Conduct training as per Activity supervisor training and acknowledgement form"	
3	Supervisor must be in close proximity to the shooter and are able to intervene and control immediately.	
<b>Supervisor Brief to Participants</b>		
1	Gather the group together and show them the general area.	
2	Only the shooter and the supervisor are to be at the firing frame.	
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 frame.	
<b>Operating Instructions</b>		
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 sights then aim at target.	
5	When ready to shoot take off safety and gently squeeze the trigger, then reapply the safety.	
6	Everyone 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.	
<b>Closing the Activity</b>		
1	Gather all gear up and check that it is all returned. Note any broken or damaged gear.	
2	Alert the host of any changes/maintenance needed.	
3	Only the Supervisor is to transport equipment. Equipment is not to be left unsupervised.	
<b>Pause points</b>		
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.	
3	Pause activity if anyone gets Injured.	

**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 Rifle

Hazards and risk Identification				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. <b>*All Risk must be continually monitored throughout the activity*</b> New hazards/ risk must be reported or resolved appropriately as soon as possible.				
Environment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Weather/sun (Supervisors & participants)	Apply sunscreen prior to the activity. Bring a 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	Managed	
Participant behaviour compromises group safety	Give a safety brief. Staff or Supervisor can remove the participant from the activity area or deny the participation if the 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 the 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 the group is operating in a safe manner. Participants are briefed and demonstrated the correct use of all equipment and how to avoid injury using posture. Rifles to be transported by the 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
Participant pinching their hand or crushing 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. Watch intensely 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

Pause Points	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant points loaded rifle away from the target at any time	Stop them immediately, Guide the barrel to the ground, remove 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