



Slug Guns



Standard Operating Procedures

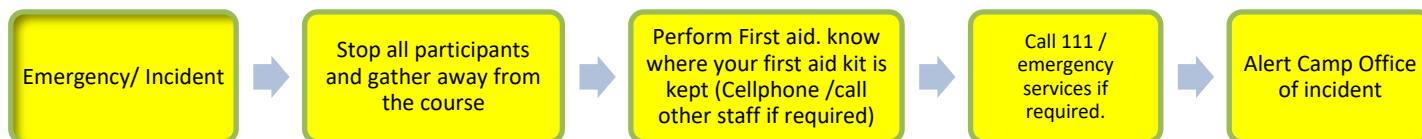
This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed.

This

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

Activity:	Slug Guns		
Location of Activity:	Shooting range at the end of the sports field.		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Joana Acebey	Version:	4
Position:	Lead Instructor	Approved:	30/06/2025. HJvR. Manager.
Date Reviewed:	30/06/2025	Location of Hard copy:	Office
Number of Participants:	Max Ratio:	1 Instructor or Supervisor / 10 Participants. Note: Ratio adjusted with changes in risk levels.	
Instructor Competence:	Site-specific induction and assessment of internal competencies.		
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures. Must be 18 or over.		
MiCamp Equipment:	<ul style="list-style-type: none"> ○ Slug Guns ○ Targets 	<ul style="list-style-type: none"> ○ Pellets ○ Safety Glasses 	
Participant Clothing Requirements:	<ul style="list-style-type: none"> ○ Covered shoes 	<ul style="list-style-type: none"> ○ Appropriate clothing for weather conditions 	
Communication Procedures:	Use the Supervisor's 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:	Firearms Safety Code, Firearms Licence, Target Shooting Good Practice Guide 2018, Health and Safety at Work (Adventure Activities) Regulations 2016.		

Emergency Procedures



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

Operating Procedures

Supervisor Induction

1	Attend training and safety briefing with staff.	
2	Familiarise with the SOP/ equipment location.	

Setup (Staff)

1	Visually check the equipment, targets, structures.	
2	Collect Slug Guns. (Never leave the Slug Guns unattended).	

MiCamp Instructor Brief to Supervisor (Staff)

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 slug gun immediately if necessary.	

Supervisor Safety Brief to Participants

1	Only the shooters and the supervisor can be at the firing window.	
2	Slug guns must never be pointed anywhere but the targets or the ground, especially while loading.	
3	The safety trigger on the gun must be on until the point of firing and straight after shot is taken.	
4	Safety glasses must be worn when at the firing window.	
5	The barrel must be checked and cleared each time before loading.	

Operating Instructions

1	Gather the group, show them the general area, and explain the safety considerations.	
2	Load and prepare the slug guns for each participant: <ul style="list-style-type: none"> ○ Crack the slug gun by pulling the barrel down, pull all the way down until it clicks, this cocks the barrel. ○ 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). ○ Place barrel in the groove on the slug gun stand. ○ Push it down until it clicks in place. 	
3	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.	
4	When ready to shoot, take the safety off and gently squeeze the trigger, then reapply the safety.	
5	Participants may have a few goes each before rotating to the next participant to try and get a bullseye.	
6	If the barrel jams, the supervisor can re-fire into the shooting range to clear. If the slug gun does not clear or malfunctions in any way, remove it from activity and inform MiCamp staff.	
7	Guns must be kept off the ground to prevent wear and the barrel from collecting dirt.	

Closing Down the Activity

2	Gather all the gear.	
4	Only the supervisor must transport the equipment. Equipment must not be left unsupervised.	

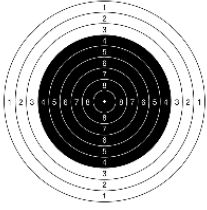
Pause points

1	Pause the activity if loaded slug gun points anywhere other than the target or the ground.	
2	Pause the activity at any time conditions become unsafe.	
3	Pause the activity if participant behaviour compromises group safety.	
4	Pause the activity if anyone gets Injured.	

Equipment Check (Staff)

1	Clean and sight guns.	
2	Check jamming, safety function, ease of use and the screws are tightened.	
3	Ensure the gun range is in a tidy, usable state, and the firing window is clean.	
4	Check box has enough safety glasses, pellets, target sheets, and pens.	

Hazards and Risk Identification			
This section describes some reasonably foreseeable risks, their potential level and suggested management strategies. *All Risks must be continually monitored throughout the activity* New hazards/risks must be reported or resolved appropriately as soon as possible.			
Environment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Long hours in the sun (Supervisors and Participants)	Apply sunscreen before activity. Bring water bottles. Program breaks. Participants can wait in shaded areas under supervision.	Low	Medium
Distraction from other groups	Supervisors must use good group management. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium
Activity Specific Risks	Risk Management Strategy	Risk Level	
		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
Pellets ricochet	Safety glasses must be worn by shooters, Targets are designed to absorb ricochet. Participants must sit away from the shooting range.	Low	High
Participant points loaded slug gun away from the target at any time	Stop them immediately. Move other participants away from the shooting area and remove the slug gun if necessary.	Low	High
Equipment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Incorrect use of equipment	Slug Guns must always be pointed at the ground or the target while loading and aiming! Supervisor must 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. Slug Guns must be transported by a MiCamp staff member or an authorized supervisor to and from the activity site.	Low	Extreme
Equipment failure	Regular checks of the equipment. Faulty equipment must be removed from use and clearly labelled. If any equipment is not working on the Slug Guns, discontinue use. Inform MiCamp staff immediately.	Low	Medium
Participant crushes or pinches their hand or finger while loading the slug gun	Supervisor must demonstrate and explain how to open, load and close the slug gun correctly. Also, must watch closely as the participants reload the slug gun or reload it for the participants. Communicate to keep hands away from the moving parts.	Low	High



Slug Guns

Supervisor Instructions



Set up:

- Check that the slug gun barrels are clear.
- Take out the equipment.

Rules and Safety:

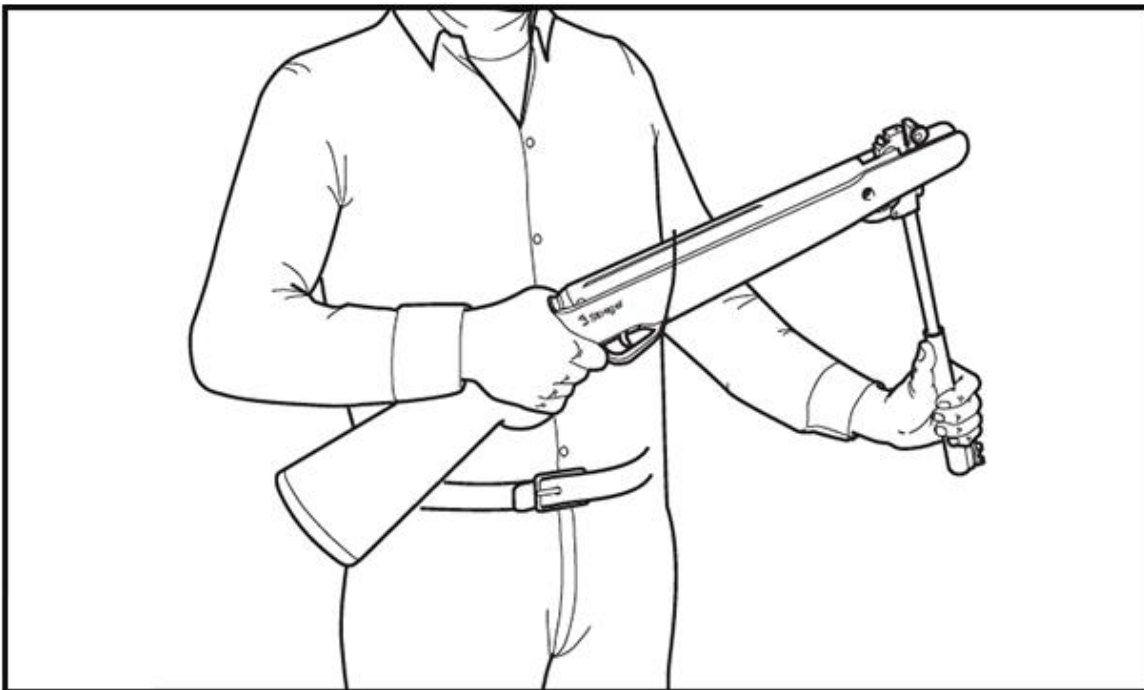
- No one is allowed in the shooting range unless the supervisor is in control of both guns.
- All participants must be wearing covered footwear.
- Safety glasses must be worn by everyone at the firing stand.
- Slug guns must only be pointed towards the targets or the ground at all times.
- Two participants may go at once with a supervisor standing in between them, ready to correct a participant if they were to point the barrel anywhere other than inside the range.
- The safety on the slug guns must be left on until the barrel is in the firing stand and then put back on before the barrel is taken out of the firing stand.
- All other participants must be kept at a safe distance while waiting.
- The supervisors may allow participants to load the slug guns one at a time while they are actively watching or may choose to do it for them.

Pack up:

- Place all the equipment inside the equipment shed and lock the door before each break.
- Ensure the barrels are clear and leave them unopened after firing the last slugs.
- Gather any rubbish/lost property.
- Inform the Office/Host of any lost or damaged equipment or any incidents/near misses.

Shooting Technique:

1. Make sure the target area is clear
 2. Cock the slug gun
 3. Load the slug gun
 4. Close the slug gun on the firing stand
 5. Take off the safety
 6. Aim and shoot
 7. Put the safety back on before taking the barrel out of the firing window
 8. Repeat or rotate
- (You may choose to have the participants shoot around 3 times before rotating)



The 7 Rules for Firearms Safety:

1. Treat every firearm as loaded
2. Always point firearms in a safe direction
3. Load a firearm only when ready to fire
4. Identify your target beyond all doubt
5. Check your firing zone
6. Store and transport firearms and ammunition safely
7. Avoid alcohol and drugs when handling firearms