

OPERATING PROCEDURES
AIR RIFLES

ACTIVITY AREA: Shooting Range, Kentish Barn & Open Field

MINIMUM INSTRUCTOR QUALIFICATIONS:

All Instructors (site or other) must hold current NSRA Youth Proficiency Scheme Tutor's Diploma or higher qualification
With a current First Aid certificate.

NORMAL STAFFING RATIOS AND AREAS OF RESPONSIBILITY:

1 Instructor: 12 students. Max in group on the session 18 with Max on the shooting line 4

It will be expected that one Visiting Group Leader to 12 Clients will be in attendance during the activity.

COVID 19 STAFFING RATIOS

1 Range Master: 5 – Following government guidelines (check for updates weekly)

OPERATING PROCEDURES:

All Air Rifle sessions will follow the guidelines and code of practice as specified in the NRSA youth proficiency Manual and Scout POR.

Clean all equipment prior to start and at the end of each session.

Check all equipment both prior to and after the session; remove any defective equipment immediately and log as Out Of Service and report to the Activities manager.

Setting up

The shooting range – 3 lanes with a min of 3m apart (ref: to government guidelines)

The Kentish Barn – 3 lanes with a min 3m apart (ref: to government guidelines)

The Activity Field – 4 lanes with a min 3m apart (ref: to government guidelines)

The range must be made secure and equipment locked away before leaving the area.

For all sessions the warning notices **MUST** be displayed around the range.

A **waiting line** must be marked out, located at least 5m behind the shooting line.

A **shooting line** must be marked out. Tables can be placed along the shooting line.

A **target line** should be located approximately 10m away.

The distance may be increased according to the abilities of a group.

- The paper target faces should be replaced when they are no longer usable. Pellet catchers should be emptied at the end of the session.

Welcome, Introduction

Follow HOPE:

- Hello – Welcome the group to the center, introduce staff on the session.
- Objective – What is the aim for the activity
- Process – How will you achieve these objectives?
- Experience – ask if anyone else has ever participated in the activity before – if so, how much do they remember?

SAFETY BRIEFING

Instructor to make participants aware of the following:

- Participants **must not** pick up their Rifles until the Range Master has given the order to do so.
- If a Participants Rifle is loaded wrong or miss fires, they are to raise their hand and the Range Master will **halt** the session to rectify the situation before resuming.
- Targets **must** only be collected when range is made safe.
- The safety brief must include:
 - STOP/ FAST – Everyone to stop shooting immediately.
 - A description of the areas of the range, including the waiting area, shooting line & danger area.
 - That pellets dropped must not be picked up.
- Participants walking down to the targets **must** walk down the side of the targets.
- If participants **must** be advised about lead poisoning and reminded to wash their hands at the end of session.

- Air Rifles **must not** be left unattended and placed onto the appropriate locked cabinet.

Main Session

1. Demonstrate the basic skills required for participation in the activity including:
 - How to hold the Air Rifle
 - How to load the Air Rifle
 - How to aim the Air Rifle and how to fire the Rifle correctly
2. Once all the basics are covered bring up the first participants
3. Depending on age/ experience of the group the first-round for each participant may happen by taking the group through firing step by step.
4. Coach individuals depending on the skill level to ensure they progress
5. Games may be played if time allows.

Review

Get feed back on the session and find out if all aims were met.
What can be done better?

Post Session

De rig the activity
Check all equipment before putting it away
Report any concerns