

IMMEDIATE ACTION FOLLOWING AN ACCIDENT

In any incident involving injury or damage the following action should be taken:

- a. Stop firing, secure the site and touch nothing unless this is essential for safety or medical reasons.
- b. Do only what is necessary to make the situation safe.
- c. Arrange for First Aid and call for further medical assistance if necessary.
- d. Inform Range Control where applicable and follow their instructions.
- e. Carry out a preliminary investigation and record all the circumstances including:
 - i. **PRESERVE THE SCENE INTACT**
 - ii. General details e.g. time, date, place.
 - iii. Details of injured person, the firer, the firearm and ammunition.
 - iv. Details of witnesses.
 - v. Action taken by individuals at the time.
 - vi. Was the ammunition being used in the correct manner?
 - vii. Was the firearm being handled correctly?
 - viii. What orders relevant to the incident were given?

Note: If a camera is available e.g. in a mobile phone, photographic evidence should be taken.

NOTE: There will always be an investigation and possibly police and/or military involvement. Co-operate with the investigating authorities.

A written report with any recommendations must be sent to the Club/Association and copied to the NRA. An example of a standard Accident/Incident Report form can be found at ANNEX J. This form should be completed after any "Reportable" accident or incident.

NOTE: If RSO/RCOs report all incidents to the NRA, the National Organisation will be in a better position to advise clubs on safe and unsafe practices.

UNAUTHORISED DISCHARGE OF AMMUNITION

NEGLIGENT DISCHARGE

A negligent discharge is either a shot fired, whether in a safe direction or not, without the order to fire having been given or after the order to stop firing, or a shot fired after the order to fire has been given but in an unsafe direction.

A negligent discharge will usually arise from a breach of safety rules and may occur either on or off the firing point.

Negligent discharge on the Firing Point, which does not cause injury. The RCO should take the following action:

- a. Make the situation safe.
- b. Require the firer to withdraw immediately from the firing point, leaving his firearm and kit on the point until the detail has finished.
- c. When the detail has finished investigate the circumstances of the discharge.
- d. Determine if there was a breach of safety and, if so, how serious.
- e. Consider and apply an appropriate sanction (See para 2.5.8 to 2.5.13).
- f. Inform Range Control immediately.

Negligent discharge away from the firing point. The RCO must take whatever action is appropriate at the time having regard to the seriousness of the matter.

In such circumstances the firer must, at the very least, be suspended from further participation and dismissed from the range. A Report must also be sent to his Club/Association: see ANNEX J.

UNINTENTIONAL DISCHARGES

Unintentional Discharges can arise in different circumstances during rifle, gallery rifle and pistol practices.

- a. **Rifle.** If a round is accidentally fired at a target after a shoot has started, i.e. after an order to load and fire has been given, and was deliberately aimed at the target, there is not normally any safety implication. The firer has either fired at the wrong target or fired out of turn at his own target and would be penalised accordingly under the rules. The RCO should simply apply the Rules governing that particular discipline.

b. Gallery Rifle/Pistol. A round fired at any time following the command “Load” will be considered to be an accidental discharge, providing that the gallery rifle/pistol is pointing in a safe direction, i.e. towards the targets, and there has been no breach of safety. The RCO should take whatever action is required by the Rules governing that particular discipline.

NOTE: The essential difference between a NEGLIGENT and an UNINTENTIONAL Discharge is that the former will constitute a breach of safety whereas the latter may not. Positive and immediate action is required by the RCO for the former, whereas for the latter the application of the discipline rules will be all that is required.

LAND COMMAND STANDING ORDER (LANDSO) NO. 3202 - REPORTING OF INCIDENTS INVOLVING SERVICE AMMUNITION, MILITARY PERSONNEL AND CADETS

Any incidents involving the use of service firearms, ranges, ammunition, military personnel or cadets are likely to be of interest to the media. For this reason all such incidents must not only be dealt with in accordance with ANNEX J but must also be reported as quickly as possible to the appropriate military authorities.

A modified version of LANDSO 3202 is attached at ANNEX N. It contains contact details of those military authorities who must be contacted in the event of a qualifying incident. Two Appendices are also attached, these being:

1. Incidents that must be reported.
2. Land Incident Report (INCREP).

INCIDENT / ACCIDENT - FIREARM /AMMUNITION REPORT FORM

PLEASE READ NOTES BELOW BEFORE COMPLETING THIS FORM.

Note 1. When completing this form please delete as appropriate.

Note 2. Category of Incident/Accident to which this form refers.

COMPLETE PARTS

- | | | |
|-----|--|-------------|
| 1. | Firearm burst. | 'A' and 'B' |
| 2. | Firearm cannot be unloaded. | 'A' and 'B' |
| 3. | Other malfunction of firearm. | 'A' and 'B' |
| 4. | Signs of pressure, primers bursting, difficulty loading/unloading. | 'A' and 'B' |
| 5. | Shot(s) fired beyond the danger area. | 'A' and 'B' |
| 6. | Shot(s) causing injury/death, damage within the danger area. | 'A' and 'B' |
| 7. | Shot(s) fired outside permitted hours. | 'A' and 'B' |
| 8. | Dangerous behaviour by firer or other person(s). | 'A' and 'B' |
| 9. | Firearm/ammunition handling on/off the range. | 'A' and 'C' |
| 10. | Loss or theft of firearm(s) and/or ammunition. | 'A' and 'D' |

Note 3. Situations

a. In any situation where death or injury has occurred and it is necessary to notify the Police, with the exception of making the situation safe and any necessary attention to injured person(s), the scene of the Incident/Accident must be preserved intact and the locations of relevant persons established, witnesses secured and statements taken. Once this has been done, all persons present must be assembled in a safe place. On no account may firearm, ammunition, equipment or fragments associated with the Incident/Accident be touched or moved.

b. If the Incident/Accident falls into Categories 1 to 4 in Note 2. above, fired and unfired samples of the ammunition in use at the time must be retained/made available for inspection.

c. If the danger area is likely to be compromised by, for example, a loaded firearm pointing in a dangerous direction, the firearm must be aligned with its target.

d. If butt markers are in the butts and cannot leave by a safe route, they must remain under cover of the butts until their exit route is safe.

IMPORTANT: It is essential that Range Conducting Officers are at all times aware of the conditions laid down in Note 3 above, so that in the event of an Incident/Accident occurring, the correct locations of persons, equipment, etc. may be entered on the 'PLAN OF THE SCENE' at the end of Part B.

Note 4. An insoluble dangerous situation. Any dangerous situation that cannot be made safe by the time firing is due to stop must be reported immediately to the Range Warden/Manager, who will consult the appropriate Military or Civilian Authority.

Note 5. The Range Log. On military ranges, when completing the Land Range Log MoD Form 906/906A at the end of the event, all reportable incidents/accidents must be recorded in the log. Also, any damage to or deterioration of the range structure, equipment or targets must be reported.

On Civilian ranges, the equivalent report must be handed to the Range Manager or his representative.

Note 6. Sanctions. If at any time it is necessary to dismiss a Firer from the range the RSO/RCO must send a report to the Firer's Club/Association (and the Secretary General NRA if applicable) requiring a Sanction to be imposed on the Firer. The report should give details of the event and the Club/Association's details. The RCO is to request confirmation that the Sanction has been imposed, and must impose a time limit on the Club/Association's response. Should the Club/Association fail to comply with this, or impose a Sanction that the RCO considers inadequate or inappropriate, the Secretary General NRA must be advised at once with full details.

PLEASE COMPLETE THE FOLLOWING

PART A. THE EVENT. To be completed for ALL categories.

CATEGORY NUMBER(S) (See Note 2 above)

1. Name of Body organising the Event.....
2. Description of Event
3. Date of Incident/Accident
4. Time of Incident/Accident.....
5. Name and address of location of incident/accident:
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.....
6. Name of range, building or area within location.
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7. Was the event authorised and legally conducted? Yes/No *
If 'No, provide details.
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.....
8. Prevailing weather conditions -
 - a. Dry / Light Rain / Heavy Rain*
 - b. Light: Good / Poor*
 - c. Wind: Gale / High / Low*
9. Was any photographic evidence taken? Yes/No* (Please enclose if "Yes")
If "Yes" by whom':
10. Name of RCO or person in charge:
11. Signature of RCO or person in charge.....
12. Date Report Submitted:

PART B. INCIDENT/ACCIDENT ON A FIRING RANGE

DETAILS OF THE INCIDENT/ACCIDENT

1. Name(s) of Primary Person(s) who initiated the Incident/Accident:

2. Names of Others:
 - a. Involved
 - b. Injured
 - c. Killed
 - d. Witness 1Signature
 - Address
 -
 -
 - e. Witness 2Signature
 - Address
 -
 -

3. Firearm Make and Type:
4. Name of Owner of Firearm:
5. Serial Number of Firearm:.....
6. FAC seen: Yes/No. * Issuing Authority.....Number
7. Description of Ammunition used:
 - a. Commercial/Hand loaded*
 - b. Calibre and
Type:
 - c. Manufacturer/Maker:
 - d. Any other relevant details:
.....
.....

8. Communication. Was range communication intact and functioning? Yes/No*
If No, provide details:
.....

.....
9. First Aid. Was a First Aid kit available at the scene? Yes / No * If No, give location of nearest First Aid Kit

Name of Person administering First Aid

10. RCO's words of command immediately prior to the Incident/Accident:
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.....

11. Did the Incident/accident occur before/after* the order to start firing?

12. Suggested primary cause of Incident/Accident:

- a. Dangerous behaviour Yes / No
- b. Ammunition defect Yes / No
- c. Firearm defect Yes / No
- d. Other
(specify)

e. Was the firearm being used correctly? Yes / No
If No, provide details:

13. Full description of the event:
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.....
.....

14. **ACTIONS TAKEN FOLLOWING THE EVENT**

- a. Range Warden/Controller informed: Yes / No ** at time
- b. Emergency services called Yes / No* at time
- c. Police informed Yes / No* at time
- d. Firer warned but permitted to continue firing. Yes / No*
- e. Firer dismissed from the firing point. Yes / No*
- f. Firer dismissed from the range (see Note 6.) Yes / No*

15. **ACTION TAKEN IN RESPECT OF THOSE INJURED / KILLED**
INCLUDING CONTACT DETAILS

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16 **DETAILS OF PROPERTY DAMAGED**

- a. Name of Owner of damaged property
- b. Description of damaged property:
.....
- c. Damage sustained by the property:
.....

17. **ACTION TAKEN AFTER THE INCIDENT/ACCIDENT IN RESPECT OF THE FIREARM INVOLVED**

- a. Was the firearm and magazine (if fitted) unloaded, open and safe? Yes / No*
- b. Was a breech flag fitted or bolt/action removed? Yes / No *
- c. If still loaded, was the firearm pointed at its own target? Yes / No*

18. **SKETCH PLAN OF THE SCENE**

Show the positions of all those present, the firearm(s), equipment and fragments etc.

Notes on the sketch.

- a. Insert total length and width of the scene in metres on the plan.
- b. If on a firing range indicate the axis of the range with an arrow and the word "AXIS", the direction of the targets and the lane numbers.
- c. Insert the positions of the firer and other relevant persons, with names, the firearm, equipment and fragments, and all other important features.

Plan of the Incident/Accident

Length Metres

Width Metres

Drawn

By: Signature Date

4 Other: Specify ..
General description:

5. Weight of Item handled if in excess of 25 kg

- 6.** Were there any signs displayed in the area of Incident/Accident?
- a.** No Smoking Yes / No*
 - b.** Hearing Protection Yes / No*
 - c.** Protective Clothing Yes / No* Specify
 - d.** Other Yes / No* Specify

- 7** Your authority to handle Firearms/ammunition:
- a** Hearing Protection FAC number Issuing Authority
 - b** Other

8 Detailed description of event in para B 1 to 4 above:
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9 Exceptional hazardous conditions noted at the scene (e.g slippery floor, rubbish lying around, broken hand rails, flammable materials, hazardous electrical systems, etc):
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10 Apparent damage sustained by firearms/ammunition:

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11 Apparent consequential damage at the scene:

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PART D. LOSS OR THEFT OF FIREARM/AMMUNITION.

ARTICLE(S) LOST

1. Description:
2. Make:
3. Quantity:
4. Serial number:
5. Distinguishing marks/feature:
6. Accessories fitted (sights, sling, scope, bipod etc):
.....
7. Container/case/box:.....
8. Name of Owner:
9. FAC which refers:
 - a. Name:
 - b. Number:.....
 - c. Issuing Authority:

Action on a Breach of the Rules

