**RANGE ACTION SAFETY PLAN (RASP) ANNEX L**

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|  | Club Address Telephone: E-mail: Reference: Club File Reference |
| References:A. Annual Club Calendar of EventsB. Landmarc Booking Ref No: …….C. NRA Handbook (insert according to LF Practices)D. Range Standing Orders (insert range)E. NRA RCO Manual |  |
|  | Date:  |

**RANGE ACTION SAFETY PLAN, (RASP) FOR LIVE FIRING (LF) AT (insert range) ON (insert date)**

**General**

1. This RASP has been produced to support Club conduct of LF in accordance with Ref B, C and D (insert relevant LF practices or competitions as required). It will be conducted on (insert date) at (insert range). The Course of Fire will include one or more of the following activities:

1. Zeroing of firearms at (insert distance).
2. Practices (or insert match or refer to NRA Handbook) at (insert distances).

**Aim**

2. The aim of this RASP is to:

1. Detail the duties and responsibilities of the range staff.
2. Detail rehearsal requirements for the day, if applicable.

c. Detail points and subjects to be covered in the safety brief.

**Safe Persons**

3. The following personnel are nominated to fill the appointments listed:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ser** | **Appointment** | **Name** | **Qualifications** | **Remarks** |
| 1 | Club Chairman |  | None |  |
| 2 | Senior Planning Officer |  | NRA RCO |  |
| 3 | RCO |  | NRA RCO |  |
| 4 | Safety Supervisors |  | NRA RSO/RCO |  |
| 5 | Butts Supervisor |  | Club RO[[1]](#footnote-1)/ RSO/RCO |  |
| 6 | Sentries/Telephone Orderly  |  | None |  |
| 7 | Medical |  | First Aid at Work | First Aid Pack |

**RCO**

4. The RCO is responsible for overseeing the organisation of all aspects of LF (insert range activity) in accordance with the rules contained in Ref E, as well as the rules contained in Ref D. In particular he/she is to check the condition of the:

a. Target mechanisms and targetry.

b. Firing Points.

c. Communication system between Butts and Firing Point.

d. Range in Use and Butts Flag.

e. Stop Butt and mantlet.

**Safety Supervisors**

5. The Safety supervisors are to supervise and offer guidance to firers as required. They are responsible for the safe conduct of firing as directed by the RCO and in accordance with the rules contained in Ref E, and Range Standing Orders. In particular they are to:

a. Ensure safe handling of firearms on the firing point at all times.

b. Ensure correct targets are engaged – no cross lane shooting.

c. Intervene if a breach of safety is about to occur.

1. Stay alert at all times.

**Butts Supervisor**

6. The Butts Supervisor is responsible for the conduct of the Butts in accordance with the rules contained in Ref E and the instructions from the RCO. In particular he/she is to ensure that:

1. Communications with the RCO are tested immediately on arrival in the butts, including any contact with sentries.
2. Targets are presented at correct times, and in the correct manner in accordance with Ref C.
3. Markers are instructed to remain under cover of the Markers’ Gallery at all times, and are not to leave the Butts without permission.
4. All markers have serviceable hearing protection.

**Telephone Orderly**

7. If applicable, the telephone orderly will be posted by the RCO at (insert location). He/she is to carry out the tasks as directed by the RCO. In particular the RCO is to ensure that if a check fire is ordered from range control, the RCO is to be informed immediately.

**Barrier Sentry**

8. The sentry will be posted by the RCO at the location of the barrier when firing at (insert distance) and beyond. The sentry is to carry out the tasks as directed by the RCO, in particular once firers move back to (insert distance) ensure no-one enters the range without permission of the RCO.

**Safe Place**

9. Name of the Range:……………………..

10. I (insert full name) read the Range Orders on (date)……….

11. \*Date of the range Recce…………………….…

12. \*Name of the person conducting the range Recce…………………….

13. \*I (insert full name) am entirely familiar with this range and its facilities and therefore do not require to conduct a detailed Recce. I made contact with the Range Operative (enter name) by telephone on (enter date).

\*Delete as applicable.

**Note:** Reconnaissance is a vital part of the planning process. The RCO is to consult with the Range Operative and, thereafter, reconnoitre the range to establish what facilities and targetry are available and what, if any, restrictions are in place.

**Medical Plan**

14. This medical plan is in accordance with Ref E and Range Standing Orders. The level of medical cover and action taken following an accident will be dictated by the Range Authority, but it must be to the minimum requirement stipulated within Ref E and Range Standing Orders.

15. The nominated First Aider is responsible for ensuring that the medical cover required is in accordance with Ref E. He/she is to ensure the contents of the First Aid pack are correct and medical supplies are in date. In the event of a casualty the following plan will be implemented:

a. **Immediate Action** **(IA).**

1. All firing is to cease immediately. Firers are to apply safety catches, where applicable, and await further instructions from the RCO.

b. **Minor Casualty.** After the IA, the following plan will be carried out:

(1) The First Aider will assess the casualty and if necessary, administer First Aid.

(2) The RCO and First Aider will determine any further actions.

c. **Major Casualty.** After the IA, the following plan will be carried out:

1. Emergency services must be contacted using 999 and Range Control informed at once.
2. The nearest hospital equipped to deal with serious trauma is (insert hospital and post code).
3. The postcode for (insert ranges) is (insert post code).
4. Depending on the severity of the casualty and advice received from Range Control / duty Liaison Officer, the casualty will be moved by vehicle direct to one of the following locations:

(a) Civilian ambulance RV at location: (insert location).

d. After the casualty has been evacuated the RCO will continue the accident procedure from Ref E and Range Standing Orders.

1. **Reporting of** **Live Firing** **Incidents or Accidents.** Should any LF incident or accident occur the RCO is responsible for implementing the procedure outlined in Ref E (The Land Incident Report). It is also the responsibility of the RCO to ensure the procedure is understood by all other members of the range staff.

17. **Changes/Amendments to the Activity Plan.** If in the event of any changes to the activity, the RCO is authorised to amend the plan. The changes, together with the reasons, are to be recorded and signed by the RCO. If a new RCO is to take over the range, they must have been part of the planning process, e.g. the recce and/or given a detailed handover of the range, by the original RCO.

**Action at the Range**

18. On arrival at the range the RCO will carry out the following:

a. Book in at Range Control via the Range Operative at (insert name of range) and ensure the MOD Form 906/906A is completed and signed.

b. Obtain clearance to fire from Range Control (and see paragraph 26).

**Safe Firearms and Equipment**

19. All firearms and ammunition natures that will be fired are permitted in accordance with the MOD Form 904 held for (insert range and complex).

**Safe Practice**

20. **Activity Risk Assessment.** The safe system of training is in place. The ratio of Safety Supervisors and coaches is in accordance with Ref E.

**Briefings**

21. **Personal Protection Equipment (PPE).** Check for serviceable PPE and hearing protection. Only mention PPE relevant to the shoot being conducted.

22. Ensure sentries are briefed and in position.

23. The RCO is to issue a verbal brief to all staff covering all points in paragraphs 7, 8 and 14 prior to firing. These additional points are to be included:

a. The general outline and sequence of events.

b. Safety rules particular to the range.

24. Additional points pertinent to the safety supervisors must be covered as follows:

a. Handling drills, safety rules and characteristics of the firearms being supervised.

b. Permitted states of readiness.

c. Details of the practice.

d. The importance of wearing serviceable hearing protection.

**Rehearsals**

25. If deemed necessary, a rehearsal, attended by all members of the range staff, is to be conducted, to include use of targetry and any requirements identified at the range recce.

**The Conduct**

26. **Arrival of the firers.** The following sequence of events is to be followed:

1. **SCCs.** A physical check of all Shooter Certification Cards (SCCs) for the type

of firearm to be used for the shoot.

b. **Personal Protection Equipment (PPE).** Check for serviceable PPE and hearing protection. Only mention PPE relevant to the shoot being conducted.

c. **Additional Firearm Safety Checks** i.e. barrel checks for firearms with removable/replaceable barrels.

d. **Details.** Firers will be placed into details by the RCO as per the relevant practice.

e. **Safety Brief.** The Safety Brief to firers must cover the following:

(1) Signal to stop firing - “Stop, Stop, Stop.” Action on receipt of the signal to stop firing, apply your safety catch (where applicable), stop firing immediately and await further instructions from the RCO.

(2) Refer to the Medical Plan at paragraph 14 for minor and major casualties.

(3) The importance of wearing serviceable ear defence.

f. **Range Area Layout.** It is essential that firers are aware of the various locations on the range; this is for both practicality and safety reasons:

* 1. Waiting areas.
	2. Toilets.
	3. Route to Butts.
	4. Location of any other range users.

g. **Revision.** Revision relevant to LF:

* + - 1. Identify strength and direction of wind and where to aim.

h. **Introduction to the Club Live Firing Practice**.

1. Reason.
2. Incentive.
3. Aim.

i. **Scoring System/Standards.** The standards and scoring systems are to be explained.

j. **Ammunition Requirements.** The ammunition requirement is to be explained.

k. **Range Clearance.** The RCO is to obtain clearance from Range Control prior to firing commencing.

27. **Completion of each Detail.** On completion of each detail the following procedure is to be followed:

a. All firers must show their rifle (body, action and chamber) clear to their safety supervisor or the RCO before leaving the Firing Point in accordance with Ref E.

b. Debrief to include scores achieved.

c. All unused ammunition and empty cases to be removed from the Firing Point.

28. **Completion of the last Detail.** On completion of the last detail the following procedure is to be followed:

a. Remove all firearms, ammunition and any other equipment from the range.

b. Remove all targets from frames and return to the range store.

c. Check area for cleanliness.

d. RCO to complete and sign MOD Form 906/906A.

(Your Signature) (Countersignature)

Your Name Name

For Club Chairman Senior Planning Officer

Annex(es):

A. Conducting notes if needed.

Distribution: Copy to file

1. Authorised by club / RCO [↑](#footnote-ref-1)