



## Blue Light Target Shooting / Air Rifles Standard Operating Procedures

<b>Version</b>	#1 <sup>1</sup>
<b>Issue Date</b>	05/11/2024
<b>Review Date</b>	05/11/2024
<b>Next Review</b>	05/11/2025
<b>Revised By:</b>	Dominic Crow
<b>Authorised By:</b>	Brendon Crompton

<b>Purpose</b>
The Blue Light Air Rifles Equipment Policy outlines essential practices for the safe use of Air Rifle equipment, ensuring compliance with Blue Light’s Safety Management System (SMS). All staff and contractors must follow this policy, which serves as a “living document” subject to updates based on new safety guidelines or equipment standards.

<b>Responsibilities</b>
Blue Light Rock & Ropes
<b>Scope</b>
Participants use Blue Lights Air Rifles with the supervision of a Blue Light Instructor
<b>Location</b>
Blue Light Camp, Awhitu
<b>Instructor Competency</b>
Blue Light internal competency sign off. First aid certificate.
<b>Adult Helper Competency</b>
Physically and mentally able to follow and do duties outlined in adult induction
<b>Participant Competencies</b>
To be able to hold an Air Rifle



## Technical Advisors

**Internal TA:** Dominic Crow - 0220326887

**External TA:** Shane Gould - 0274 587485

## Ratios

1 x Instructor to Maximum of 12 x participants

The required number of adult helpers and instructors may vary based on factors such as the number of participants, weather conditions, and other situational elements. It is essential to assess these variables before each session to ensure adequate supervision and safety for all participants. Adjustments should be made as necessary to maintain a safe and effective learning environment.

Only four air rifles may be in use at any given time. This limit is set to ensure a controlled and safe environment, allowing for effective monitoring and management of equipment.

## Risk Management

Refer to Air Rifle AMP

If the instructor feels the session is unsafe, they have full authority to call a halt to the activity.

This can be but not limited to:

- Weather: Heavy rain, High winds, and thunderstorms

Refer to 30/30 rule - If you hear thunder within 30sec of seeing lightning we shut high ropes for 30min. 30min restarts after every time if this occurs again.

- Participants not listening or physically unable or medical issues
- Equipment or facilities unsafe

**Call Lead instructor over if ever unsure**

### Personal Safety

Instructors must monitor air rifles at all times and should never leave them unattended with participants.

## Blue Light Staff Responsibilities

- Blue Light staff will receive training on effectively managing participants using air rifles, with ongoing training provided as needed to enhance their skills and improve group management.
- Blue Light staff are responsible for all safety aspects of the running of the Air Rifles session
- All safety equipment and facilities must be continuously maintained to ensure the safe operation of the air rifles activity.
- To follow all procedures of the SOP and AMP
- Have a First Aid certified person on site
- Have cell phone communication to the Lead Instructor
- **Call a halt to the activity if conditions or facility become unsafe**



## Instructor Positioning

Blue Light staff will be strategically positioned to maintain visibility of all participants and ensure that all air rifles are consistently pointed downrange. Additionally, staff will be close enough to provide immediate safety and technical advice as needed.

## Pre-Activity

- Lead instructor to assess weather and determine if activity can run
- Instructors running activity need to have read, understood and signed the SOP and AMP
- The lead instructor needs to check group numbers and risk acknowledgment forms have been signed
- Lead instructor and team will need to review groups medical information and create plans if less able participants need added help
- Lead instructor to make phone call check to emergency contact at base

## Set Up

Complete a full equipment pre use check (*refer to equipment section*)

- Set up targets and mark out of bounds areas for spectators / behind shooters
- Ensure range is clear – checks to include but not limited to – Ensure clear area 30m behind targets / 5m clearance area next to targets / check for any walking tracks / public areas – make sure signage is displayed if required
- Check you have enough pellets and safety glasses for your group

### **If you are unsure of anything consult with lead instructor**

Make sure instructors have:

- Closed shoes
- Cell phone
- Appropriate clothing for weather
- First Aid Kit

Make sure participants and adult helpers have:

- Closed shoes
- Appropriate clothing for weather
- Personal Medication

## Brief to Group

### **Introduction to self and activity**

- Rotation end time
- Explain challenge by choice

### **Rules and safety**

- Closest available instructor whereabouts if needed in case of an emergency (if adult helper is not present)
- No persons to be down range unless asked from instructor to retrieve targets



- Air Rifles to always face down range or at the ground, treat every Air Rifle as loaded
- No dry firing
- Glasses worn by all spectators and shooters
- If pellet is dropped or damaged, please remove from use

#### **Naming parts of the Air Rifle**

- Butt
- Stock
- Pistol Grip/Grip
- Safety
- Trigger
- Sites
- Barrel

#### **Loading and cocking the Air Rifle**

- Check pellet and make sure it is not deformed / damaged and put to the side
- Place the butt of the gun on your thigh, hold the Air Rifles below the barrel with one hand and hit the barrel downwards with the other hand to “break” the gun
- Hold the barrel as close to the front sighting as you can, and pull down until you hear a “click”
- Place pointy end of the pellet into the hole of the barrel, push it firmly down until it is flush.
- Make sure barrel is facing down range before you grab the end of the barrel and bring up quickly for it to pop into place
- Bring butt of the gun into your shoulder and aim using sights, disengage the safety and fire.

#### **Adult Brief (if adult is present)**

Cover emergency procedure if instructor is incapacitated to retrieve/call the closest or designated staff member (whereabouts will be given to adult helper on the day)

To remove the rest of the students to safe place (whereabouts will be given to adult helper on the day) until staff member can take them back to base

#### **Responsibilities during activity:**

- Pastoral care
- Assistance to monitor students
- Reinforcing boundaries or other guidelines the Lead instructor may put in place
- Monitoring Air Rifles if instructor or participants go down range to collect targets

#### **Running of the Activity**

- Allow first participant to shoot first pellets
- Throughout session coach participants with advice and technique
- Show technique to manage comfortable and accurate holding position of the Air Rifle
- Through session manage all participants keeping Air Rifles facing down range
- Through session manage all participants to stay in safe zones

**At any time if instructor feels like the session is unsafe, they can call a halt to the session**

#### **Pack Down and Post Activity**

- Air Rifles to be put together (not “broken / loaded”)
- Air Rifles and pellets to be packed up and locked
- Any equipment issues or issues that arise on session are written on a debrief sheet and given to programme coordinator



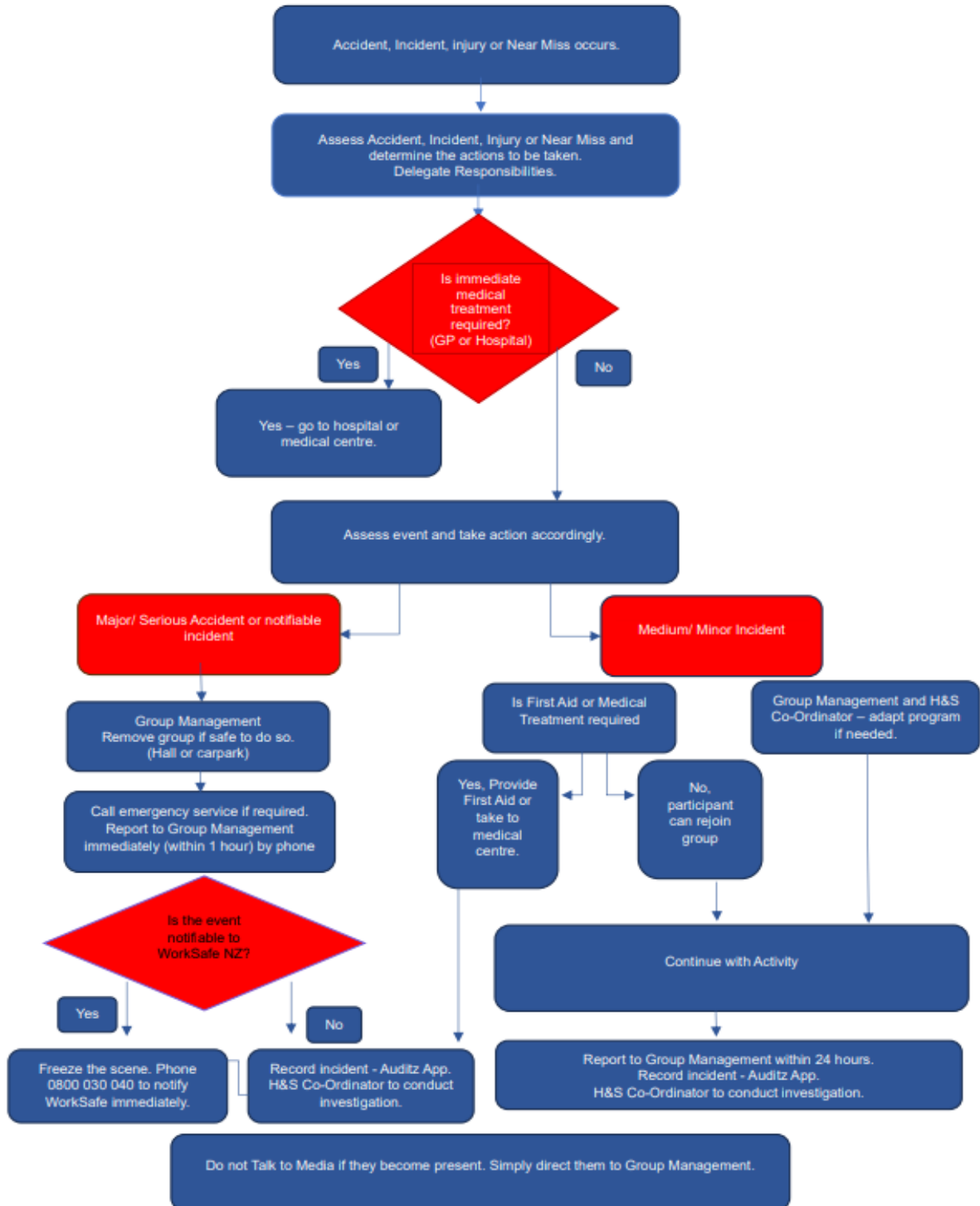
- Incidents to be recorded on Auditz
- Debrief with team as soon as practicable
- Collect all signage near walking tracks / public areas

<b>Equipment</b>	
Equipment	Pre-Use Inspection
Air Rifle	Make sure there is no rust, Rifle is smooth in motion when you break it Sights are undamaged All screws & bolts are secure
Pellets	Ensure pellets have come from a dry / clean location
<b>Facilities</b>	
Facilities	Pre-Use Inspection
Locker	Rifle locker padlock is working, and lockable
Gun Safe	Rifle locker padlock is working, and lockable and in a secure state
Grounds	Paddock is walkable clear of rubbish or hazards.
<b>3 Monthly Inspections – Completed by Programme Coordinator – Recorded in database.</b>	

# Appendix A Emergency Response Plan



## INCIDENT REPORTING PROCEDURE





### Employee Declaration

The Safe Operating Procedure for **Target Shooting / Air Rifles** have been covered in this session and I have been given the opportunity to ask questions and review the information provided. I fully understand the procedures and agree to comply with them.

Employee Name	Signature	Date