

Chippenham Rifle and Pistol Club CIC Risk Assessment (revised June2023)

As part of Chippenham Rifle and Pistol Club CIC's Safety Management Plan, Chippenham Rifle and Pistol Club CIC has completed a Risk Assessment of the activities associated with shooting and the maintenance of the facilities thereof.

Chippenham Rifle and Pistol Club CIC Club premises are also known as Patterdown Range. For the purpose of this Risk Assessment the abbreviation of CR&PC CIC shall be used.

Persons with a legitimate interest(s) of access and use of the Club's Premises, shall be made aware of the contents of and observe the Risk Assessment of CR&PC CIC. (Such persons shall include but are not limited to: club members, volunteers, visitors, contractors, surveyors, inspectors).

A copy of this Risk Assessment should be readily available.

Visitors and guests are to receive a Risk Assessment briefing as soon as reasonably practicable of arrival at the premises.

Probationary members are to receive a Risk Assessment briefing as soon as reasonably practicable during their first visit to the Club.

This Risk Assessment is reviewed annually, or as and when required, or when a new item of equipment, machinery or new procedure is introduced.

Key

Hazard / Risk levels: Low (L), Medium (M), High (H)

Risk Assessment: Acceptable (A), Not Acceptable (N)

Map Id: Car park (CP), Club House (CH), Firing Points (FP), Ranges (R)

Map Id	Identified Hazard from doing an activity (e.g. walking on uneven ground in car park)	Hazard Level (H, M, L)	Risk Level (H, M, L)	Risk Assessment (A, N)	Existing Control Measures to reduce an accident happening and Additional Control Measures to either reduce or eliminate the hazard
CP	Injury from the Entrance Gate: manoeuvring the gate to an open or closed position. Securing the bolt and padlock. Opening the padlock and bolt.	L	L	A	<ol style="list-style-type: none">1. There is a risk of injury from opening and closing the entrance gate. The gate is heavy and sliding bolts and bars can be stiff.2. Only person(s) over the age of 18 years old and physically able should open and close the gate.

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CP, FP, CH, R	Walking on uneven surfaces: walking on surface with or without crutches, or with the use of a wheelchair or with the use of any other walking-aid(s). Walking on different surfaces, change in surface substrate (i.e. gravel then earth, or earth then grass). Surfaces may be slippery underfoot after rainfall. Area liable to flooding after heavy rainfall.	M	L	A	<ol style="list-style-type: none"> 1. Persons are advised to wear suitable, sturdy footwear with good grip. Remain in well-lit areas. 2. Assess depth of and repair potholes >20mm with sand or infill with wood-chippings as and when required. 3. Vehicle movements limited to 10mph.
CP, FP, R	Aggressive Dogs, farm livestock and wild animals - Attack and bites, skin tissue damage/ disease contamination	M	L	A	<ol style="list-style-type: none"> 1. Persons are advised not to approach or touch wild animals, cattle, farm animals, dogs etc.
CP, FP, R	Walking on surfaces where there is a Change in Levels: walking on surfaces (of the same type and or different type) where the surface is not a continuous level (i.e. steps)	L	L	A	<ol style="list-style-type: none"> 1. There is a risk of slip, trip or falls occurring when accessing and or exiting the firing line/ firing points to the Car Park and or the Club House and or other ranges. 2. Ramp and handrails installed for disabled/wheelchair access. 3. Persons should wear suitable footwear and observe designated routes. 4. Surfaces to be kept clear of obstructions, where reasonably practicable, swept and clean of debris. 5. RCO daily inspection to note any problems in 'Incident Book' and inform Secretary 6. Monthly Inspection by Range Maintenance Officer and complete risk assessment proforma.
CP, FP, R	Overhanging Trees and falling branches: trees surround the perimeter boundary of the Club - Falling branches and dead trees maybe likely to fall onto person(s) and vehicles whilst at the premises.	L	L	A	<ol style="list-style-type: none"> 1. Monthly Inspection of an Outdoor Range will identify any branches/ trees of concern. 2. Monthly Range Maintenance to remove branches or trees identified as causing a concern during monthly inspection of outdoor range.

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CP, CH, FP, R	Unauthorised entry by persons: persons entering the premises without prior permission to do so either during shooting practices or at any other time	M	M	A	<ol style="list-style-type: none"> 1. Warning signs erected around perimeter of premises and visible. 2. Where vegetation has encroached warning signs this is removed at the earliest opportunity. 3. Perimeter boundary consists of: stinging nettles, brambles, hawthorn bushes to help deter unauthorised persons entering premises on all sides. CCTV is installed and may be used. 4. Monthly inspection identifies any concerns with unauthorised entry. 5. Members to inform Secretary/Chairman/Committee of unauthorised entry. 6. Inform Police (101 or 999): non-emergency or emergency situation.
CP, CH, FP, R	Aggressive persons: verbal abuse and or physical harm caused by another person(s) either Authorised and Non-authorised persons at CRPC	M	M	A	<ol style="list-style-type: none"> 1. Persons are advised to avoid confrontational situations. 2. Members should report all incidents to the Secretary/Chairman verbally in the first instance and then in writing as occurrence may lead to disciplinary action.
CP, CH, FP, R	Wasp and Bees: allergic reaction and or anaphylactic shock	M	M	A	<ol style="list-style-type: none"> 1. Persons are advised to avoid contact with swarms of wasps and bees (and other insects). 2. Members should inform the Committee/Secretary of wasp/bee nests in the Clubhouse. 3. Persons are advised to carry personal medication.
CP, R	Pudding Brook: borders the Rifle Range to the North and North-East. The steepest drops are located to the North-East end of the car park and 100yrd range – potentially falling into Brook and direct contact with potentially contaminated water and rat urine (Weils disease) and possible drowning.	L	L	A	<ol style="list-style-type: none"> 1. Persons are advised to wear footwear with good grip and remain in well-lit areas. 2. Persons are advised to avoid visiting sites during & after heavy rainfall. 3. Persons should keep to mown grassed path areas. 4. Persons should avoid accessing the brook and contact the Environment Agency or Wiltshire Council where there are any concerns.

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CP, CH, FP, R	Lone Working: Hazardous or physically difficult situations: Persons being within the boundary of the range(s) and or in the clubhouse and undertaking maintenance work with or without other persons present during Range Maintenance i.e. grass-cutting	M	M	A	<ol style="list-style-type: none"> 1. Persons are advised to not to undertake maintenance or be at CR&PC CIC without at least one other person present. 2. All persons are advised to observe and adhere to CR&PC CIC's Lone Working Policy Supplementary Statement. 3. Persons are responsible for their own personal safety and possessions whilst at CR&PC CIC. 4. Persons are advised to carry with them a personal mobile phone or have some other means of raising the alarm in an emergency. 5. Anyone who chooses to work in isolation should inform a family member, or in the event of no family member then a member of the Board, of their time of arrival to Club premises and their time of departure/ predicted time of return, and, who to contact if they don't arrive back when expected. 6. Persons should note their personal capabilities when undertaking maintenance and are advised to adhere to safety practices and wear appropriate PPE. 7. Persons should remove themselves from any hazardous situation in which they feel uncomfortable or at risk and then inform the Club Chairman. 8. The Board of Directors do not permit Lone Working where power tool(s) such, but not limited to: chainsaws, strimmers, brush-cutters are in use as they have the potential to cause significant harm.
CP, CH, FP, R	Slips and Trips: Persons may slip on a wet or dry surface, trip over any object or raised area whilst wearing appropriate or inappropriate footwear.	L	L	A	<ol style="list-style-type: none"> 1. Surfaces are cleaned and then dried immediately after or as soon as reasonably practicable to do so. 2. All Persons entering the premises are advised to wear suitable footwear for the activity and the environment the person is in. 3. Wet floor signs, hazard warning cones and guards should be used when a wet area or spillage occurs / present, an uneven floor or surface is detected and to re-direct people from walking over trailing cables. 4. All spillages should be cleaned up quickly, using the correct cleaning products, correct cleaning methods and whilst wearing the appropriate PPE. 5. All accidents, slips and trips to be recorded in the Accident/ Incident Report Book.

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CP, CH, FP, R	<p>Maintenance of Building(s) and Structure(s): Physically difficult and hazardous situations: Persons carrying out any type of maintenance or building work of the buildings and structures whilst working at ground level or working at height</p>	M	M	A	<ol style="list-style-type: none"> 1. Persons are advised to not to undertake maintenance or be at CR&PC CIC without at least one other person present. 2. All persons are advised to observe and adhere to CR&PC CIC's Lone Working Policy Supplementary Statement. 3. Persons are responsible for their own personal safety and possessions whilst at CR&PC CIC. 4. Persons are advised to carry with them a personal mobile phone or have some other means of raising the alarm in an emergency. 5. Anyone who chooses to work in isolation should inform a family member, or in the event of no family member then a member of the Board, of their time of arrival to Club premises and their time of departure/ predicted time of return, and, who to contact if they don't arrive back when expected. 6. Persons should note their personal capabilities when undertaking maintenance and are advised to adhere to safety practices and wear appropriate PPE. 7. Persons should remove themselves from any hazardous situation in which they feel uncomfortable or at risk and then inform the Club Chairman. 8. Avoid work at height where it is reasonably practicable to do so. 9. Do as much work as possible from the ground. 10. Where working at height cannot be reasonably avoided, persons are advised to wear the appropriate PPE for the pre-agreed task. 11. When using a ladder persons should consider employing the assistance of another person to stabilise /anchor the bottom of the ladder. 12. Do not over-reach when working at height or on a ladder or on a step-ladder. 13. Do not rest a ladder against a weak surface e.g. glazing or plastic gutters. 14. Only use ladders for light work of short duration (30 minutes at a time) 15. Any person who is not competent (does not have the skills, knowledge and experience to do the job) is to work at height

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CP, R	Power Tools and Machinery: Hazardous or physically difficult situations: Persons being within the boundary of the Club's Premises whilst undertaking maintenance work with or without other persons present whilst using powered tools and or machinery (i.e. includes tools such as but not limited to: ride-on mower, fuel-powered brush-cutter, fuel-powered strimmer, any wired and or cordless power tools).	M	M	A	<ol style="list-style-type: none"> 1. Only persons who've received training by designated member(s) of the Board of Directors, may have access to and use Power Tools and or Machinery, which have been purchased by the Club, whilst on the Club's Premises. 2. Any person who uses their own power tool(s) and machinery whilst on Club's premises is responsible for their own training and understanding of said tool or item of machinery. 3. Persons are advised to not to undertake maintenance or be at CR&PC CIC without at least one other person present. 4. All persons are advised to observe and adhere to CR&PC CIC's Lone Working Policy Supplementary Statement. 5. Persons are responsible for their own personal safety and possessions whilst at CR&PC CIC. 6. Persons are advised to carry with them a personal mobile phone or have some other means of raising the alarm in an emergency. 7. Persons should note their personal capabilities when undertaking maintenance and are advised to adhere to safety practices and wear appropriate PPE. 8. Persons should remove themselves from any hazardous situation in which they feel uncomfortable or at risk and then inform the Club Chairman. 9. The Board of Directors do not permit Lone Working where power tool(s) such as, but not limited to: chainsaws, strimmers, brush-cutters are in use as they have the potential to cause significant harm.
CP, R	Plants (native and non-native): likely to cause irritation and or allergic reaction from direct contact	M	L	A	<ol style="list-style-type: none"> 5. Persons are advised to wear suitable protective clothing, and avoid direct contact with unfamiliar plants. 6. Persons are advised to carry personal medication and or seek medical advice after direct contact.

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R	<p>Undertaking Maintenance on Stop-butts mounds: Traversing over high ground and different surfaces, change in surface substrate, (i.e. vegetation then earth, or earth then grass), entanglement with vegetation whilst using equipment. Surfaces may be slippery underfoot after rainfall. Persons may be liable to slips, trips and falls from height.</p>	M	M	A	<ol style="list-style-type: none"> 1. Persons are advised to not to undertake maintenance or be at CR&PC CIC without at least one other person present. 2. Persons are responsible for their own personal safety and are advised to adhere to safety practices and wear appropriate PPE. 3. Persons should note their personal capabilities/ physical limitations when undertaking any type of maintenance and have received training for the type of equipment being used. 4. Persons are advised to carry with them a personal mobile phone or have some other means of raising the alarm in an emergency.
CP, CH, R	<p>Handling and use of Chemicals e.g. Pesticides, Herbicides & Fertilizers: used during Range Maintenance e.g. burns, allergic reaction to skin from direct or indirect contact, respiratory difficulty.</p>	M	M	A	<ol style="list-style-type: none"> 1. Persons are advised to only use permitted chemicals, and these must be stored securely in the garage at CR&PC CIC when not in use. 2. Persons are advised to wear appropriate PPE and follow manufacturer's instructions and safety information.
CP, R	<p>Asbestos: Asbestos used in Insulation, Asbestos Cement used in profiled roofing sheets covering firing points and armoury and within the perimeter boundary - Direct or indirect contact with Asbestos containing materials. Potential respiratory damage and long-term health effects due to short-term exposure (e.g. breathing in fibres if when asbestos is handled is damaged/broken) Potential to lead to skin damage and or broken skin from handling sharp edges.</p>	H	H	A	<ol style="list-style-type: none"> 1. Persons are advised not to handle or damage in any way possible asbestos containing materials without wearing the correct PPE. 2. All asbestos containing materials must be disposed correctly and treated as 'hazardous materials'. Contact Wiltshire Council for disposal. And or refer to Health & Safety Executive (HSE) for advice. 3. Persons are not permitted to bring on to site any potentially asbestos containing materials.

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CP, CH, FP, R	Exposure to climatic conditions/ extremes in temperature: persons using the premises and or carrying out maintenance activities may be exposed to extremes in temperature e.g. sunburn, heat exhaustion, hypothermia.	M	L	A	<ol style="list-style-type: none"> 1. There is risk of sunstroke and or hypothermia during live firing. 2. Persons are advised to wear appropriate clothing and take the necessary precautions during extremes in temperature. 3. Persons are advised to drink plenty of potable water.
CP	Armoury: Potential damage to armoury by forced entry and or unauthorised entry. Possibility of becoming trapped in armoury when external or internal doors are locked with key. Vandalism of armoury Fire in armoury	M	L	A	<ol style="list-style-type: none"> 1. Contact Wiltshire Police (101/999) where there has been damage or vandalism or loss of firearms and or ammunitions and inform the NGB Insurers (0345 872 5060) 2. Record incident in Incident Book and then inform the Secretary/ Chairman. 3. Internal thumb-turn lock enables persons to escape if outer door is locked and prevents persons becoming trapped inside.
CP	Garage: locked storage area for maintenance equipment and materials and chemicals - unauthorised entry and possible damage to locks and possible vandalism or equipment removed without permission and removing of hazardous chemicals and contained liquids: petrol, pesticides/ weed killer etc.	M	L	A	<ol style="list-style-type: none"> 1. Persons are advised to inform the Secretary/ Committee and contact the Police (101) where there has been damage or vandalism. 2. Persons are advised to wear suitable protective clothing before and during handling tools.

FP, R	Discharge of Firearms: Injury from the discharge of firearms	M	L	A	<ol style="list-style-type: none"> 1. All persons wishing to shoot on the range are trained in the firearms and proficient in the use of the firearm. 2. Individuals are to be briefed and made aware of the range limits and the procedure to be followed on the range. 3. All shooting is to be conducted under the supervision of a qualified Range Conducting Officer (RCO) who is present on the range at all times during shooting. 4. Firers comply with the verbal words of command issued by the RCO. 5. Firers wear appropriate hearing and eye protection when shooting. 6. First Aid kit is to be available in the vicinity of the range. 7. A casualty evacuation plan is in place.
FP, R	Bullets leaving the firing point and range area: damage or Injury caused by bullets leaving the firing point and range area	M	L	A	<ol style="list-style-type: none"> 1. The range is designed, constructed and certified in accordance with NSRA safety regulations. 2. The range is designed to capture all bullets/ pellets after they have passed through the targets, thereby reducing the risk of ricochet and or splashback. 3. The range is constructed so as to minimize the opportunity of a bullet/ pellet escaping from the range area. 4. Firers are briefed and made aware of range limits. 5. Rifles will not be pointed outside the range area when loaded.
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FP, R	Handling Lead: Danger of lead poisoning from handling bullets/ pellets / empty cases	L	L	A	<ol style="list-style-type: none"> 1. A small danger exists from handling bullets/ pellets / empty cases with bare hands. Persons should wash their hands immediately after shooting or at any time during which they handle bullets/ pellets/ empty cases. 2. There is to be no drinking or eating on the range. 3. Persons are not to handle lead contained in the butt-stop sand without wearing Personal Protective Equipment (PPE).

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FP, R	Live Firing: Possible damage to hearing from live firing	L	L	A	<ol style="list-style-type: none"> 1. There is a risk of hearing damage during live firing. 2. Hearing protection is to be worn by all firers on the firing line / firing point. 3. Hearing protection is to be worn by all range staff and spectators in the vicinity of the firing line / firing point.
FP, R	Live Firing: Damage to eyesight	L	L	A	<ol style="list-style-type: none"> 1. There is a risk of eye damage during live firing. Eye protection is to be worn by all firers when shooting.
CP, CH, FP, R	Smoking: (includes tobacco products, illegal substances, electronic cigarettes and vapes)	H	H	N	<ol style="list-style-type: none"> 1. To comply with the CR&PC CIC's Articles of Association (revised 07Jan.2023), it is illegal to smoke (includes tobacco products illegal substances, electronic cigarettes and vapes) whilst at CR&PC CIC Club Premises. 2. Anyone observed in breach of (1) above will be asked to desist. 3. Anyone who does not comply with (1) and (2) should be politely asked to leave CR&PC CIC's Premises.
FP, R	'Ricochet' from 100yd and 50m sand bullet catcher (butt-stop sand): shooters changing targets at 50m, members of the public to the east of the range	L	L	A	<ol style="list-style-type: none"> 1. Sand bullet catcher (butt-stop sand) slope of 34° versus required minimum of 30°, and earth bund above. This increased slope reduces to an acceptable risk the incidence of ricochet to 100yd range, provided rigorous maintenance of the sand bullet catcher (butt-stop sand) is in force. 2. Sand bullet catchers (butt-stop sand) (50m and 100yd) should be raked upwards every month. 3. To minimise 'ricochet' sand bullet catchers (butt-stop sand) to keep clean of vegetation, no stones or holes and ensure slope is maintained at 34°. 4. RCO daily inspection to note any problems in 'Incident Book' and inform Secretary. 5. Monthly Inspection by Range Maintenance Officer and complete risk assessment proforma.