

Elizabeth College

CCF



Range Standing Orders (Indoor Range)

ORDERS FOR THE INDOOR 25 METRE RIMFIRE RANGE DLRSC NO: 3599

AT

ELIZABETH COLLEGE CCF, ST PETER PORT, GUENSEY, GY1 2PY

THESE ORDERS APPLY TO ALL RANGE USERS INCLUDING CIVILIANS

References:

- A. Regulations for Cadets Training with Cadet Weapon Systems and Pyrotechnics 2017.
- B. Cadet Safety Precautions Code No 72008 – 2014.

GENERAL

1. The range is an Indoor 25 Mtr, 5 Lane range for the firing of weapons of 0.22in Rimfire Calibre ammunition and air weapons only. No person may conduct firing on this range unless he/she is qualified to act as a Range Conducting Officer (RCO) in accordance with References A and B. The RCO **must** be present during firing at all times. The names of those qualified and competent individuals who can perform the duties of RCO are posted within the range and reviewed annually. A list of those officers currently authorised to conduct firing on this range is attached as **Annexe A**. RCO's authorised to conduct firing on this range are:
 - a. Any Officer or Adult instructor on the strength of Elizabeth College CCF whom is in possession of a current Cadet Range Course Qualification which is reviewed annually and displayed in the range.
 - b. Any serving member of the Regular Army or TA who holds a current Range Qualification to conduct 0.22in Range Practises issued by his Commanding Officer.
 - c. Any other Cadet unit personnel who are range qualified and held on a list by Guernsey Army Cadet Force.
 - d. An authorised member and appropriately NRA qualified RCO belonging to Elizabeth College Shooting Club who is as displayed within the range area and as has been seen by the Range Administering Unit (RAU).
 - e. **Under NO circumstances will a Cadet of any rank have the RESPONSIBILITY AND CONTROL of the supervision of any firing.**

2. The Commanding Officer for the Range is the Contingent Commander of Elizabeth College CCF

3. The Range Officer who is responsible to the Officer Commanding of the Range Administering Unit for this range is Sgt J Wilen (SSI) of Elizabeth College CCF Tel No: 01481726544. He/She holds a copy of the Safety Certificate MOD Form 905 valid until May 2018, which is displayed in the range. They are to inspect the range on a monthly basis and record the inspections in **RED INK** in the Range Log (MOD F 906).

4. **Administration.**

The **RAU** and **Wessex RFCA** are responsible for the following:

- a. Arranging for the annual (minimum) de-lead and deep clean.
- b. Any repairs required to building or equipment.
- c. Arranging for annual ventilation inspection.
- d. Ensure the biennial works technical inspection is completed.
- e. If the range is used by non-MOD personnel, licenses and encroachment agreement are valid and current. (Note: Para 4a-d. An Entry in the MOD (906) must be made once the task is completed)

WEAPONS AND AMMUNITION

5. The following weapons and ammunition may be fired:

- a. MOD Supplied.
 - i. Maximum Calibre **0.22in.**
 - ii. Ball Low Velocity Rimfire ammunition only.
 - iii. Maximum Muzzle Velocity (MV) **530m/sec**

- iv. Maximum Muzzle Energy (ME) **285 joules**
- v. Single shot only.

- b. Weapons operated by compressed air (air weapons) are used with the following maximum criteria:
 - i. Calibre not more than 0.177".
 - ii. MV: N/A
 - iii. ME **16 joules.**
- c. Where air weapons are authorised the anti-splash curtain (linatex) must be removed or covered by a screen of thick hessian/blanket material to prevent throw back of the round. Alternatively a pellet catcher may be positioned on a moveable frame.

6. The Maximum number of firers on the firing point of this range at any one time is **Five.**

7. Each firing position is to engage only the target in its lane: on NO account is a firer to engage a target out of his/her lane or the specified arc of fire approved by the range authority.

8. Private weapons may be used on this range as long as they conform to safety criteria in Paragraph 5 above.

9. Prior to the commencement of any shooting RCO is to ensure that all Firers have a valid and in date WHT for the weapon platform being used

10. The RCO is for the holding of all ammunition whilst on the range, for it's issue to individuals and for receiving any unfired rounds. The RCO is also responsible for the collection of the ammunition from storage, it's transport to and from the range and for the return of any unused ammunition on completion of the activity.

RULES FOR CIVILIAN VISITORS

11. The following rules apply to civilian visitors:

- a. It is their responsibility to follow instructions on notice boards, together with any further instructions that the RCO or his assistants may issue with regard to safety or personnel.
- b. They are to remain in the designated area for the practice. They are not to move to other parts of the range unless the RCO has given permission.

- c. They are advised not to touch or handle any item of ammunition unless invited to do so by the range personnel.
- d. They are not to remove any item from the range.

ARRANGEMENT OF TARGETS

12. Targets authorised for use on this range are those required for normal cadet training as described in official training publications or those used in competitions sponsored by national bodies such as the National Small-bore Rifle Association (NRSA) or the Council for Cadet Rifle Shooting (CCRS). **The use of any unauthorised targets such as tins, cans, bottles or any other solid object or material which could cause a ricochet is strictly forbidden.**

13. Targets are to be mounted as follows:

- a. The centre of each target is not to be more than **700mm** above the floor.
- b. The distance between the centres of each target is to be not less than **600mm**.
- c. The distance between the centres of each flank targets to the extreme edge of the back plate is to be not less than **1000mm**.

CONTROL OF LEAD POLLUTION

14. Low use ranges are defined as those firing an average of 500 rounds per week, 26000 rounds per annum. If the range exceeds 26k rounds fired per annum then a full lead in air monitoring is required within the current CLAW regulations.

DUTIES OF THE RANGE CONDUCTING OFFICER BEFORE FIRING

15. When taking over the range, the Range Conducting Officer (RCO) is to sign personally columns (a) to (f) of the Range Log (MOD Form 906). He/She must note that by placing His/Her signature in column (f), He/She has certified that He/She Has read and will comply with the instruction printed inside the cover of the MOD F906. The RCO is to read and understand these orders and brief all those in the range. The RCO is entirely responsible for the safe conduct of all practises and the safety of all personnel on the range. Before commencing firing the RCO is to read and understand these orders, the range risk assessment, have produced a RAM to the RAU and briefed all those in the range.

16. Before firing commences the RCO is to ensure:

- a. The sign "**NO ENTRY WHEN RED LIGHT IS ON**" is displayed on the range door and the red light is switched on and illuminated correctly.
- b. The interior range lights are switched on and are serviceable.
- c. The ventilation system is to be switched on 20 minutes before firing commences and is to remain on through out the period the range is in use and for 30minutes after the conclusion of firing.
- d. There is no person forward of the firing position.
- e. There are no objects or protrusions, which could present a ricochet/backsplash hazard.
- f. The targets are correctly mounted as instructed in Paragraph 11 above.
- g. Inspect the backplate for serviceability.
- h. The anti-splash back curtain is hanging correctly with at least a 150mm overlap of each sheet with no gaping holes anywhere in it. There are no gaps between the edges of the linatex and the flank walls. There are only x 2 layers of linatex covering the bullet catcher/ back plate.
- i. The practices to be fired have been explained to each firer and if deemed necessary demonstrated.
- j. That all person present on the range during any live firing are wearing issued and serviceable ear protection
- k. Each firer knows which target He/She is to engage.
- l. Each firer knows the procedure for reporting a misfire or weapon defect.
- m. No one moves on or off the firing point without specific orders from the RCO.

- n. All persons on the range have been briefed carefully on the action to be taken in the event of an accident. A copy of the accident/incident immediate action plan is attached as **Annexe B**
- o. Emergency equipment (First Aid Kit) is located behind the firing point and has been checked for serviceability.
- p. A qualified medic with a First Aid at Work Certificate is present and made known to all personnel.
- q. The firing point is positioned correctly.
- r. Rifle muzzles are 150mm forward of the firing point screen before the order is given to load.
- s. Ear defenders are worn by **all** personnel throughout firing including the use of air rifles.
- t. There is **NO SMOKING, NO EATING OR DRINKING** allowed in the range.
- u. Any windows or doors down range are firmly secured from the inside, keys to doors are to be in possession of the RCO and any audible or visual alarm systems are working and checked.
- v. Nearest emergency telephone and hospital telephone numbers have been checked and are working satisfactorily.
- w. If required safety glasses are worn by all personnel at the firing point.

DUTIES OF THE RANGE CONDUCTING OFFICER DURING FIRING

17. During firing the RCO is to ensure that:

- a. He/She carries out their duties as the RCO in an unmistakably clear and authoritative manner.
- b. He/She strictly enforces safety procedures in weapon handling and firing techniques so that the risk of any misplaced rounds or ricochets is reduced to the minimum.
- c. Each firer knows which target is to be engaged and must be closely supervised to ensure bullets strike the target and bullet catcher directly behind the target.
- d. Any spectators do not distract the firing party by their actions or by talking. Those not firing must wait in the holding area adjacent to the rear of the firing point at all times.
- e. Range staff (e.g. coaches and firing point ammunition issuers) take up positions directed by Him/Her and then act on His/her orders.
- f. No personnel must be allowed to enter or leave the range during firing. The range door must remain secured from the inside at all times during firing.
- g. On the command "Stop" or "Stop, stop, stop" all firers are to cease firing, move their finger outside the trigger guard and await further directions from the RCO or safety supervisors.
- h. When targets have to be changed that weapons are unloaded and firing positions vacated. Only then can He/She order the targets to be changed / inspected.
- i. Firing does not commence without the RCO's order and can be stopped immediately on His/her order.
- j. At all times during use, weapons are to be kept parallel to the range floor pointing into the bullet catcher.

DUTIES OF THE RANGE CONDUCTING OFFICER AFTER FIRING

18. After firing the RCO is to ensure:

- a. All weapons/magazines have been formally inspected and confirmed clear.
- b. All unfired rounds and empty cases have been collected and checked.
- c. All used/unused targets are collected and checked.
- d. The range is left in a tidy condition.
- e. The range party is warned that it is an offence to leave this range with any live rounds or empty cases in their possession and are to give the necessary declaration.
- f. On completion of training the RCO is to ask all those involved in the training if they have sustained any injuries or damage to their hearing. Should any such injury or hearing loss be identified then that person is to be advised to a doctor at the earliest opportunity. The appropriate accident report form is to be completed by the RCO.
- g. The range log MOD 906 Columns (g) to (m) are completed accurately and signed by him.
- h. Any incidents that have occurred during the use of the range are recorded in Column (m) of the range log and reported to the Range Officer, **Sgt J Wilen**
- i. The ventilation system must remain switched on for 30 minutes after firing ceases.
- j. Ensure all heating and lighting is switched off.
- k. Ensure all personnel wash their hands.

EMERGENCY PROCEDURES

19. Incidents involving weapons or ammunition are to be dealt with:
 - a. Reference A Chapter 2 Section 3.

- b. By the ACF/CCF in accordance with ref A and section 4 of Ref B.
 - c. By the ATC in accordance with current RAF regulations.
 - d.
20. A copy of the emergency plan is displayed on the range notice board and is in the RCO folder.
21. SO2 LTAR, HQ SW must be informed of all accidents/incidents (07901 220048)
22. The Nearest telephone is: **located next to the firing point on the rear wall.**
23. **The RCO is to be in possession of a functioning Mobile Phone.**
24. In emergency dial (9)999 requesting relevant emergency service and inform HQ SW on **01980 673084** as soon as possible. The Nearest A&E hospital is: **Princess Elizabeth Hospital.** Telephone (A&E) using the landline within range area - **(9) 01481725241.**
25. The Range Officer is to inspect the range regularly, at least once a month; he should look out for evidence of wild firing or other misuse of the range and take any necessary action to ensure there is no reoccurrence.
26. The Range is de-leaded and deep cleaned by contractors arranged by WXRFCAs annually or when 5000 rounds per lane have been fired.
27. The Range Orders are to be reviewed and signed annually by the Contingent Commander of Elizabeth College CCF and acknowledged by the Range Officer(s).

Signed:



Date:

Name:

Slann

Rank:

Lieutenant Commander

Contingent Commander, Elizabeth College CCF



Range Officers

Range Officers

Name: Wilen Rank: Sgt Signature

Name: Le Page Rank: Capt Signature:

Name: Read Rank: Lt Signature

Name: Schofield Rank: Capt Signature

Authorised Range Conducting Officers are as per the associated list(s) on the board.

Annexe A to range Standing Orders

RANGE CONDUCTING OFFICERS

.22 Indoor Range

The under mentioned are SR qualified and are therefore eligible to conduct live firing in the Elizabeth College Indoor Range in accordance with Elizabeth College Range Orders.

G901009V	Capt	M Schofield
30169273	Lt	P Read
30271036	Sgt	J Wilen
55808	Capt	R Le Page

Signed:

Name: Slann

Date:



Rank: Lieutenant Commander

Contingent Commander, Elizabeth College CCF

Annexe B to range Standing Orders

ACCIDENT/INCIDENT IMMEDIATE ACTION PLAN

1. STOP FIRING/ISOLATE THE AREA.
2. ADMINISTER FIRST AID.
3. PHONE AMBULANCE & RESCUE STATING:
 - a. NUMBER OF CASUALTIES
 - b. TYPE OF INJURIES
 - c. LOCATION OF CASUALTY
 - d. RV FOR AMBULANCE
 - e. YOUR CIVILIAN CONTACT PHONE NUMBER
4. SEND RUNNER TO RV POINT.
5. DO NOT TAMPER WITH THE WEAPON/EVIDENCE.
6. CARRY OUT FOLLOW UP ACTION AS REQUIRED.

Further action in case of an accident

38. To assist in the investigation of any accident or incident, weapons or ammunition, all possible causes must be given consideration and all relevant circumstances must be reported. **The Range Conducting Officer should carry out the following procedures:**

- a. Deal promptly with any casualty(s) and give/ensure first aid is given to anyone requiring treatment.
- b. Call medical assistance - send marshaller for escort purposes.
- c. Check others for unknown injuries.
- d. Inform the Head of Department or Deputy, as soon as possible
- e. Staff to escort casualty(s).
- f. Preserve the scene and evidence **IN ALL CASES OF INJURY** and in any other appropriate case i.e. positions of personnel, positions of used / non used weapons, ammunition, spent cases etc., consider sketch plan and photos.
- g. In cases of serious injury **DO NOT** interfere with the weapon, ammunition, cartridge cases, fragments, bullets or bullet fragments. These must be left in place and preserved intact for a skilled investigator. Chalk the position of any injured person, firer, and any other person or object involved.
- h. In case's of minor injury / accident, **DO NOT** attempt to strip or clean the weapon beyond making safe. A record should be made of any loose propellant found in the weapon, magazine, or cartridge case. If the circumstances justify it the weapon should be taken out of service and handed to the force armourer for examination.
- i. Record the ADAC, designation and BKI of the ammunition. It is to be segregated and not used again unless authorised by ATO.
- j. Keep and note the next round that would have been fired.
- k. All spent cases associated with the particular weapon must be preserved for examination.
- l. Make a thorough search for all fragments of metal associated with the incident.
- m. If the incident appears to be due to a ricochet, carefully examine the range structure for unusual marks.
- n. Inform and seek advice from the following;
 1. Range Control or RAU (They will advise on contacting others)
 2. Exercise Director or senior Planning Officer
 3. ATO, HQ, SASC, AINC and DEF AIB (L) (Always to be informed)
 4. SIB RMP (On SASC/DefAIB(L) advice)
- o. Remember - Post traumatic Stress - Don't forget yourself.
- p. Obtain detailed statements from all witnesses before they leave the range, bearing in mind that no comment should be allowed to pass unquestioned. The statement should where applicable, cover the following points:-

- (1) Circumstances leading up to the incident.
- (2) Position of witnesses.
- (3) Position and actions of the firer, person injured, and instructors.
- (4) Relevant comments made by the firer or person injured.
- (5) Details of fall of shot or ricochet if seen.
- (6) If the bullet was identified, whether it was warm or cold to the touch.
- (7) Was the report of the explosion exceptionally loud or soft.
- (8) Did the said person experience any difficulty when loading.
- (9) Any history of mechanical malfunction of the weapon, i.e. hand extraction, trigger, hammer, or slide jamming.
- (10) Condition of the weather, lighting, ground or floor.
- (11) Any other relevant factors.

39. On advice of the investigating officer, arrangements should be made for the weapon(s) to be examined by either the force armourer or Forensic Services, as appropriate, as soon as possible.

40. Keep onlookers / bystanders away, especially if occurring in the public domain.

41. Obtain the permission of the Officer i/c, or Chief Instructor before firing is resumed.

Accident/Incident Reporting Agencies

The following agencies, **as appropriate**, must be informed:

Location	Agencies	Contact Numbers
Ammunition Technical Officer (ATO) Support		
UK	Joint Service EOD Operations Centre (JSEODOC)	Military: (94234) Ext. 3360 / 3361 / 3362 Civil: (01235) 51 + Ext
Germany	921 Sqn, 11 EOD Regt RLC Duty Officer	Mobile Number 0172 212 8693
Rest of the World	Local ATO or via JSEODOC	Conducting Officers are to confirm numbers prior to firing

SME and Investigation Support

All Locations	HQ Small Arms School Corps (SASC) Duty Officer	Military: 9679 86591 Civil: 030 679 86591 Mobile: 07717 424005
	Army Incident Notification Cell (AINC)	Military (96770) Ext. 3661 Civil 030 677 03661
	Def AIB (L) Ops	Military 9679 86587 Civil 030 679 86587
	Def AIB (L) Eng	Military 96798 Ext 2540 Civil 030 679 82540

Note:

1. In locations without an ATO, consultation prior to departure is mandatory.
2. OTX using Inf WS have SASC support who should be informed immediately.

