



States of Guernsey
Sport and Recreation

Outdoor Sports Facilities

Fort Le Marchant Shooting Range

Standard Operating Procedure

(ISSUE 1/2018)

**Beau Sejour Leisure Centre
Amherst,
St. Peter Port,
Guernsey
GY1 2D**

Prepared by:

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Project/Programme Manager**

Sports and Recreation Services

Fort Le Marchant Shooting Range

Standard Operating Procedure

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INTRODUCTION

PURPOSE

To ensure all approved users of the Fort Le Marchant Shooting Range act in strict compliance with these agreed Standard Operating Procedure set out by Sport and Recreation, a service area of the States of Guernsey Committee for Education, Sport and Culture and as required under the Firearms and Weapons (Approved Ranges) (Guernsey) Regulations, 2018.

SCOPE

The operation of Fort Le Marchant Shooting Range

DEFINITIONS AND ABBREVIATIONS

Committee – States of Guernsey Committee for Education, Sport and Culture
Director of Sports and Culture – Natasha Keys
Head of Recreation Services – Sam Herridge
Project/Programme Manager – Martyn Bourgaize,
Outdoor Areas Facility Manager – Clive Loveridge
Range Officer a competent person provided by the user group and approved by the Guernsey Police.
Look-out person - a competent person provided by the user group.

REFERENCES

Firearms and Weapons (Approved Ranges) (Guernsey) Regulations, 2018
Fort Le Marchant Shooting Range Booking Procedure

FORMS AND RECORDS

Fort Le Marchant Shooting Range - Shooting log
Fort Le Marchant Shooting Range - Incident Report Form
Fort Le Marchant Shooting Range - Personal Injury Report Form

RESPONSIBILITY

The Project/Programme Manager is responsible for the annual review of the Standard Operating Procedure.

CORRECTIVE ACTION

In the event of non-conformity of the Standard Operating Procedure the Project/Programme Manager will notify the Head of Recreation Services who will withdraw the user groups Range permission and inform the Chief Officer of Police and the Committee for Education, Sport and Culture of these actions.

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The user group may then reapply to the Committee to continue range use, and only when the Committee feels that the user group can satisfy all the necessary requirements will permission be granted. The Committees decision is final.

STANDARD OPERATING PROCEDURES

LOCATION

1. Fort Le Marchant Shooting Range between Grande Hougue and Le Plomb, at Le Fontenelle, Vale.

ADMINISTRATION

2. The Range is administered by the Sports and Recreation Services, Beau Sejour Leisure Centre, Amherst, St. Peter Port, Guernsey GY1 2DL (Tel 01481 747200).

Contacts:

Martyn Bourgaize, Project/Programme Manager
Clive Loveridge, Outdoor Areas Facilities Manager

GENERAL

3. The range consists of:
 - a) a 600 yard range with firing points (in the form of raised mounds) at 200yds, 300yds, 500yds and 600yds. The range provides 5 lanes and has a gallery with Hythe frames and a stop butt at a distance of approx.10m from the gallery
 - b) a 50 metre range with fixed firing points at 25 metres and 50 metres.
 - c) a 50 metre Police range with firing points between 50 metres and 7 metres
4. A person shall not fire or load a firearm, or carry a loaded firearm:
 - (a) on the 600 yard range when firing is taking place on the 50 metre range or the Police range
 - (b) on the 50 metre range when firing is taking place on the 600 yard range or the Police range
 - (c) on the Police range when firing is taking place on the 600 yard range or the 50 metre range.

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AUTHORISED WEAPONS

5. Firearms which may be fired and ammunition which may be discharged on the 600yard range.

Firearm	Ammunition
Rifles	Up to and including .600
Pistols	Up to and including .455 pistol and when discharging black powder ammunition, up to and including .75 pistol.
2" Mortar	Coloured smoke, flares or illuminating stars.
Musket	When discharging black powder ammunition, up to and including .75 musket

Firearms which may be fired and ammunition which may be discharged on the 50 meter range and the Police range:

Firearm	Ammunition
Rifles	Up to and including .600
Pistols	Up to and including .455 pistol and when discharging black powder ammunition, up to and including .75 pistol.
Musket	When discharging black powder ammunition, up to and including .75 musket

Elizabeth College CCF (or any other MOD authorised weapons)

Rifles	-	Maximum Calibre	7.62 mm
	-	Maximum Muzzle Velocity	1000 m/sec
	-	Maximum Muzzle Energy	7 kilo/joules

PERMISSION FOR FIRING

6. Firearms shall not be fired without the written permission of the Committee. The annual programme of range use is set out in the Shooting Range Booking Procedure.
7. The user group shall be able to provide a copy of their current insurance certificate confirming public liability cover of not less than £5 million in respect of any one incident to cover the season. To be received by the Committee prior to range usage.
8. Strict compliance with these Standard Operating Procedures and the Shooting Range Booking Procedure.
9. The user group shall be able to provide competent personnel who can carry out the duties of Range Officer (Police Approved) and Look-out persons.

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10. The user group shall not use the Range unless it is able to provide, at its expense the following:
- a) two first aid boxes, correctly fitted out for the range type application, one to be sited at the firing point, and the other at the butts.
 - b) whistles and binoculars, one for each Look-out person and the Range Officer.
 - c) first line communications which will consist of a radio communication system with batteries charged and in full working order, connecting the Range Officer with the firing point, butts and Look-outs. Should the communication system fail, then shooting must immediately cease and only resume when full communications are restored.
 - d) if legally required, a transmitting licence in respect of all radio communications equipment .

CONDUCT OF FIRING

11. Firing shall not take place except in the presence of Range Officer. This person is entirely responsible for the safe conduct of all live firing on the range for the agreed time and date.
12. The Range Officer is to ensuring compliance with this Standard Operating Procedure.
13. The security of firearms and/or ammunition is the responsibility of the individual. Firearms and/or ammunition are not to be left unattended at any times.
14. When firing is taking place or is about to take place –
- (a) Range Officer shall be present at, or in the immediate proximity of, the firing point;
 - (b) person other than the Range Officer shall not enter or remain at the firing point except for the purpose of firing or with the permission of the Range Officer;
 - (c) a person shall not enter or remain in the area between the firing point and the butts;
 - (d) a person shall not enter or remain on or in the vicinity of the range if under the influence of drink or drugs.

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15. All personnel on the firing point to wear suitable hearing protectors when firing is in progress.
16. All practices are conducted in accordance with Standard Operating Procedure.
17. Shooters only engage targets in their own lane. Cross lane firing is not permitted under any circumstances.
18. Only targets of the design and type for use with the existing frames and snap targets are permitted. No new or additional targets may be used on the Range without the written permission of the Committee.
19. Firing at night or in poor visibility (when part or all of the Danger Area can not be seen by the Look-out person) is not permitted.
20. A Firearm shall not be carried behind the firing point –
 - (a) when it is loaded, or
 - (b) in the case of a rifle, with its breech closed.
21. A person shall not load a Firearm except –
 - (a) at the firing point; and
 - (b) with permission of a Range Officer and
 - (c) with the muzzle of the firearm pointing downwards and/or in the direction of the butts or target.
22. A person shall not fire a firearm except –
 - (a) from or from in front of, the fixed firing point furthest from the butts; and
 - (b) with the permission of a Range Officer
 - (c) in the direction of a target.
23. All firing shall cease –
 - (a) when the Range Officer so requires;
 - (b) in the event of an accident.
24. Upon cessation of firing the Range Officer shall ensure that –

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- (a) all weapons are unloaded and inspected; and
- (b) all live ammunition and targets are removed from the range; and
- (c) the range is clean and tidy.

INJURY

25. In the event of an injury requiring treatment other than can be administered with available facilities on site then contact the necessary services listed.

A "Personal Injury Report Form" is to be completed and kept on file with the Shooting Log and reported, as soon as possible to the Project/Programme Manager.

INCIDENT

26. In the event of an incident occurring it should be recorded in the Shooting Log and reported, as soon as practically possible to the Project/Programme Manager.

EMERGENCIES

27. The Range Officer is to have access to a mobile telephone for emergency use.

IN AN EMERGENCY DIAL 112 OR 999

	Telephone
Ambulance	01481 725211
Doctor: (in an urgent case dial the Ambulance Station)	01481 725211
Hospital	01481 725241
Police	01481 725111

MAINTENANCE

28. The Committee will maintain the range and de-lead the Butts annually or after 20,000 shoots per target, which ever is the greater.

29. The Committee will carry out a monthly-recorded safety inspection of the site and equipment.

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30. The Committee will invite an approved shooting body or MOD to carry out a recorded inspection of the range, equipment and Standard Operating Procedure at least every four years.

VEHICLE ACCESS

31. It is an offence to drive vehicles on the Common and carries a standard fine. Please respect the unique environment in which the Range is sited. Access is permitted:

- a) to the butts using the existing track,
- b) to drive and park one vehicle along the track adjacent to the 600 and 500 yard firing points for safe storage of live ammunition.

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STANDARD OPERATING PROCEDURE FOR THE RANGE OFFICER

EQUIPMENT

Binoculars
Red hand flag and Whistle
Radio communication
Copy of the "Standard Operating Procedures"

ORDERS

THE RANGE OFFICER IS TO BE IN CONTROL OF THE RANGE ACTIVITY AT ALL TIMES. UNDER NO CIRCUMSTANCES IS THE RANGE OFFICER TO PARTICIPATE IN ANY OTHER ACTIVITY I.E. FIRING.

BEFORE FIRING

1. Contact St Peter Port Harbour Radio (tel. 01481 720085), one hour before shooting commences informing them of start and finish time. This will enable the radio operator to broadcast a warning message to vessels, stating that shooting is taking place and to avoid the area.
2. Contact Watch Supervisor, Air Traffic Control, Guernsey Airport (tel. 01481 234903) before commencement of firing, leaving a contact number, and then call back when firing has finished for the day. If an aircraft, in an emergency or conducting Search and Rescue operation, has to enter the Danger Area, the ATC will contact the Range Officer and request firing is stopped until the aircraft has left the area.

If for some reason a booking is not to be used, the ATC should be informed so that aircraft can use the normal flight paths.

3. The public warning flags are raised and all safety barriers with "No Entry" signs in position, at least **30 minutes before firing begins** (see location map for positions) and the Look-outs are posted.
 - a) Firing from 200yd and 300yd fixed firing points
A red flag of at least six feet square is raised on the flagstaff at Fort Le Marchant and Martello Tower No. 4. The Danger Area flank markers are in position. A Look-out is posted on the top of the Tower, see page 13 "Standard Operating Procedure for Look-out Persons".
 - b) Firing from 500yd and 600yd fixed firing points
A red flag of at least six feet square is raised on the flagstaff at Fort Le Marchant, Martello Tower No. 4 and La Grande Hougue and all safety

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barriers with “No Entry” signs are displayed. The Danger Area flank markers are in position.

When the 500 yard fixed firing point, a Look-out posted at the top of La Grande Hougue.

When the 600 yard fixed firing point is in use, a Look-out is posted at the top of La Grande Hougue to monitor the right side of the Danger Area. A second look-out posted on top of the Bunker, west side of the 600 yard firing point to monitor the left side of the Danger Area.

See page 14 “Standard Operating Procedure for Look-out Persons”.

c) Firing from 25M and 50M fixed firing points

A red flag of at least six feet square is raised on the flagstaff at Fort Le Marchant and Martello Tower No. 4. A Look-out is posted on the top of the outcrop of rocks to the east of, and immediately adjacent to, the 50 metre fixed firing point, see page 16 “Standard Operating Procedure for Look-out Persons”.

d) Firing on the 50M Police Range

A red flag of at least six feet square is raised on the flagstaff at Fort Le Marchant and Martello Tower No. 4. The Danger Area flank markers are in position (300yd Danger area). A Look-out is posted on the top of the Tower, see page 17 “Standard Operating Procedure for Look-out Persons”.

4. A visual examination of the whole range and Danger Area including the shore north of the Fort, the shore to the east and any other areas out of sight of the Look-out positions, is completed to insure no public are in the area.
5. All personnel on the firing point to wear suitable hearing protection when firing is in progress. Eye protection is recommended whilst shooting.
6. The Range Officer is to give a pre-firing operational and safety briefing to the firing party, Look-outs and other personnel affected by the firing.
7. Look-out person, equipped with binoculars, hand flags, whistles, radio communication and a copy of their instructions, is posted.
8. Radio communication is established and maintained between the Range Officer, firing point, the butts and Look-outs.

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DURING FIRING

9. All practices are conducted in accordance with Standard Operating Procedure.
10. Firing is stopped immediately:
 - a) If any person or domestic animal is about to enter the Danger Area in front of the firing point actually in use, or any vessel about to enter the Danger Area
 - b) If any aircraft is seen approaching the Danger Area at a height less than 1,500 ft.
 - c) If part or all of the Danger area cannot be seen by the Look-out person due to poor visibility.
 - d) If communication is lost with the firing point, butts or Look-out person.
 - e) If the Look-out leaves their post.
11. After firing the Range Officer is to ensure that:
 - a) All targets are patched and returned to the target store.
 - b) All unexpended ammunition salvage and rubbish is cleared from the range.
 - c) The markers gallery is swept.
 - d) Public warning flags, safety barriers with danger signs and Danger Area flank markers and all other equipment is returned to the designated store.
 - e) The Range log be fully completed, signed, by the Range Officer immediately after the firing session has ceased, the log to be available for inspection at all times. A copy of the log is sent to the Committee at the end of each 3-month period to enable a record of shots fired for de-leading purposes.
 - f) All flagstaffs are left in working order.

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STANDARD OPERATING PROCEDURE FOR THE LOOK-OUT PERSON - 200YD AND 300YD FIXED FIRING POINTS

LOCATION

Look-out posted on top of Martello Tower No. 4

EQUIPMENT

Binoculars

Red hand flag and Whistle

Radio communication

Copy of the Standard Operating Procedure for the Look-out person - 200 yd and 300 yd Fixed Firing Points”

BEFORE FIRING

1. The Look-out will collect all equipment from the Range Officer before being posted.
2. When posted the Look-out is to establish radio communications with the Range Officer, firing point and the butts. In the event of a radio communication failure the Look-out is to make known his predicament by blowing his whistle and raising his hand flag until he has attracted the attention of the Range Officer.
3. The Look-out is to identify the left and right markers (red and white poles) which identify the boundaries of the Danger Area.

DURING FIRING

4. In the event of any person or domestic animal about to enter the Danger Area in front of the firing point actually in use, or any vessel about to enter the Danger Area or if an aircraft should approach the area at a height less than 1,500 ft than the Range Officer must be informed immediately.
5. If part or all of the Danger Area cannot be seen due to poor visibility the Range Officer must be informed immediately.

AFTER FIRING

6. When firing has finished for the day the Look-out will ensure his post is a clean and tidy condition. The Look-out will then lower the public warning flags five minutes after firing has finished and return all equipment to the Range Officer.

Remain alert at all times: REMEMBER LIVES MAY DEPEND ON YOU

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STANDARD OPERATING PROCEDURE FOR THE LOOK-OUT PERSONS - 500YD AND 600YD FIXED FIRING POINTS

LOCATION

The 500 yard fixed firing point, a Look-out posted at the top of La Grande Hougue.

The 600 yard fixed firing point, a Look-out posted at the top of La Grande Hougue to monitor the right side of the Danger Area. A second look-out posted on top of the Bunker west side of the 600 yard firing point to monitor the left side of the Danger Area.

EQUIPMENT

Binoculars

Red hand flag and whistles

Radio communication

Copy of the Standard Operating Procedure for Look-out persons - 500 yd and 600 yd Fixed Firing Points”

BEFORE FIRING

1. The Look-outs will collect all equipment from the Range Officer before being posted.
2. When posted the Look-outs are to establish radio communications with the Range Officer, firing point and the butts. In the event of a radio communication failure the Look-out is to make known his predicament by blowing his whistle and raising his hand flag until he has attracted the attention of the Range Officer.
3. The Look-outs are to identify the left and right markers (red and white poles) that identify the boundaries of the Danger Area.

DURING FIRING

4. In the event of any person or domestic animal about to enter the Danger Area in front of the firing point actually in use or any vessel about to enter the Danger Area or if an aircraft should approach the area at a height less than 1,500 ft than the Range Officer must be informed immediately.
5. If part or all of the Danger Area cannot be seen due to poor visibility the Range Officer must be informed immediately.

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6. Ensure that a red flag is always flying at the top of the flagstaff at your post when you are on duty.

AFTER FIRING

7. When firing has finished for the day the Look-out person will ensure their posts are left in a clean and tidy condition. They will then lower the public warning flags five minutes after firing has finished and return all equipment to the Range Officer.

Remain alert at all times: REMEMBER LIVES MAY DEPEND ON YOU.

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STANDARD OPERATING PROCEDURE FOR THE LOOK-OUT PERSON - 50 METRE RANGE

(for all firing from 25M and 50M fixed firing points)

LOCATION

Look-out person posted on the top of the outcrop of rock to the east of, and immediately adjacent to, the 50 metre fixed firing point.

EQUIPMENT

Binoculars
Red hand flag and Whistle
Radio communication
Copy of the Standard Operating Procedure for the Look-out person - 50 metre Range”

BEFORE FIRING

1. The Look-out will collect all equipment from the Range Officer before being posted.
2. When posted the Look-out is to establish radio communications with the Range Officer, firing point and the butts when Hythe frames are in use. In the event of a radio communication failure the Look-out is to make known his predicament by blowing his whistle and raising his hand flag until he has attracted the attention of the Range Officer.
3. The Look-out is to identify the boundaries of the Danger Area.

DURING FIRING

4. In the event of any person or domestic animal about to enter the Danger Area in front of the firing point actually in use, or any vessel about to enter the Danger Area or if an aircraft should approach the area at a height less than 1,500 ft than the Range Officer must be informed immediately.
5. If part or all of the Danger Area can not be seen due to poor visibility the Range Officer must be informed immediately.
6. Ensure that a red flag is always flying at the top of the flagstaff at your post when you are on duty.

AFTER FIRING

7. When firing has finished for the day the Look-out will ensure his post is a clean and tidy condition. The Look-out will then lower the public warning flags five minutes after firing has finished and return all equipment to the Range Officer.

Remain alert at all times: REMEMBER LIVES MAY DEPEND ON YOU

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STANDARD OPERATING PROCEDURE FOR THE LOOK-OUT PERSON - 50 METRE POLICE RANGE

LOCATION

Look-out person on top of Martello Tower No. 4_

EQUIPMENT

Binoculars

Red hand flag and Whistle

Radio communication

Copy of the Standard Operating Procedure for the Look-out person - 50 metre Police Range”

BEFORE FIRING

1. The Look-out will collect all equipment from the Range Office before being posted.
2. When posted the Look-out is to establish radio communications with the Range Officer and firing point. In the event of a radio communication failure the Look-out is to make known his predicament by blowing his whistle and raising his hand flag until he has attracted the attention of the Range Officer.
3. The Look-out is to identify the left and right markers (red and white poles) that identify the boundaries of the Danger Area.

DURING FIRING

4. In the event of any person or domestic animal about to enter the Danger Area in front of the firing point actually in use, or any vessel about to enter the Danger Area or if an aircraft should approach the area at a height less than 1,500 ft than the Range Officer must be informed immediately.
5. If part or all of the Danger Area cannot be seen due to poor visibility the Range Officer must be informed immediately.
6. Ensure that a red flag is always flying at the top of the flagstaff at your post when you are on duty.

AFTER FIRING

7. When firing has finished for the day the Look-out will ensure his post is a clean and tidy condition. The Look-out will then lower the public warning flags five minutes after firing has finished and return all equipment to the Range Officer.

Remain alert at all times: REMEMBER LIVES MAY DEPEND ON YOU

Notice

EMERGENCY SERVICES CONTACT TELEPHONE NUMBER

IN THE EVENT OF AN ACCIDENT REQUIRING TREATMENT OTHER THAN
CAN BE ADMINISTERED WITH AVAILABLE FACILITIES

IN AN EMERGENCY DIAL

112 OR 999

The Range Officer is to have access to a mobile telephone for emergency use.

Contact telephone numbers

Ambulance: 01481 725211

Doctor: (in an urgent case dial the Ambulance Station): 01481 725211

Hospital: 01481 725241

Police: 01481 725111

St Peter Port Harbour Radio: 01481 720085

Watch Supervisor, Air Traffic Control, Guernsey Airport: 01481 234903

Beau Sejour Leisure Centre, Sport and Recreation: 01481 714200

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States of Guernsey
Culture and Leisure Department

ACCIDENT REPORT

EVERY BOX TO BE COMPLETED

Circulation:
White Copy - Filed on site
Pink Copy - Information Centre

Site

Form No. A
1651

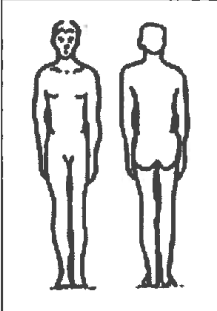
Part A - To be completed immediately by the person who treated the casualty.

1. About the person who had the accident

Forename
Surname
Male Female Mr/Mrs/Miss/Ms
Address

Postcode
Contact Tel No.
Age Date of Birth / /
Job Title
(if an employee)

2. Injury caused and first aid treatment

Type of injury <input style="width: 150px; height: 20px;" type="text"/>	Position of Injury
First Aid treatment given: <i>(be precise)</i>	
<input style="width: 150px; height: 80px;" type="text"/>	

3. Witnesses

Name	Address	Tel No.
<input style="width: 150px;" type="text"/> (Mr/Mrs/Miss)	<input style="width: 250px;" type="text"/>	<input style="width: 100px;" type="text"/>
<input style="width: 150px;" type="text"/> (Mr/Mrs/Miss)	<input style="width: 250px;" type="text"/>	<input style="width: 100px;" type="text"/>

4. About you, the person who treated the casualty

Signature
Forename
Surname
Job Title
Name of Duty Manager (or H/S Co-ordinator)

5. About the Accident

Date / / Time : am/pm

Where exactly did the accident happen?
Is this location on premises managed by C&L? Yes No

(be precise)

Casualty's activity at time of accident?

How did the accident happen? *(be precise)*

6. Further Action

1. Taken directly to Hospital Yes No
2. If "yes" Duty Manager/H/S Co-ordinator notified

Part B - To be completed by the Duty Manager (Beau Sejour) or Safety Co-ordinator at all other sites

Is the accident reportable under RIDDOR? Yes No

If 'Yes' HSE Report Form drafted and attached to each copy of this form?

Date / / Time : am/pm

Part C - To be completed by the Site Health and Safety Co-ordinator (All Sites)

Name of H/S Co-ordinator
Action taken to prevent a recurrence

Was this hazard identified in risk assessment? Yes No

New risk assessment to be carried out by by date / /

Did a control measure fail? Yes No

If 'Yes' action by by date / /

Part D - To be completed by Director of Operations

Name Pink copy of this form received Date / /

Follow up action taken: Date / /
 Date / /

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SPORT AND RECREATION SERVICES INCIDENT REPORT

Site Name:	
Date of Incident:	Time of Incident (24hr clock):
State if incident or near miss involves a member of public, contractor or staff (please delete)	
Number of Pages including this:	
Name of Person making Report:	
Manager on Duty: (Print Name)	
Full Name(s) of Person(s) involved:	
Name:	Name:
Address:	Address:
Tel No:	Tel No:
Description of Incident:	
Continued on side 2.....	
Witnesses:	
1. Name	Address:
2. Name	Address:
Were the Police notified? By whom? (Print Name)	
Police Name & Number:	Crime Reference Number (if relevant):
Personal Injury Form Completed YES/NO This must also be completed in the event of any incident either involving injury or in which there is a dangerous occurrence.	
Follow up action needed: YES/NO If Yes, attach details.	
Reply by Senior Manager required? YES/NO (If yes, attach copy/details)	
Risk Assessment in place? YES/NO	To be updated YES/NO By whom:
Action taken to prevent a re-occurrence?	
Serious Incident Management Pack use YES/NO	
Senior Manager notified	Report completed by:
Time: _____	Name: _____
By whom: _____	Date: _____

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S&R – H&S Management

Rigging of flagpoles

- 1) Tie double loop-knot in halyard for toggle. Length of halyard should be 5cm longer than the bottom of the flag tail.
- 2) Using a single knot fix halyard tail to safety snap clip.
- 3) Attach safety clip to weight eye-bolt.
- 4) Fix swivel clips to flag tail and attach to weight eye-bolt.
- 5) Hoist flag. Halyard tail should hang looser than the flag tail which carries the weight.

CAUTION. FIX HALYARD AND FLAG TAIL ONLY TO THE WEIGHT EYE-BOLT. **NOT** THE HOOP.

