


Activity:	3.9 Rifle Range				
Date:					
Activity Controller:	Approved MSC, NZDA, and NZRA warrant holder.	Ngatuhua Lodge	Range Hazard and Risk Management "HARM's"		
Location:	Ngatuhua Lodge	Participants No's:	10	Supervision ratio:	1:1 When firing. 1:30 For lessons on firearm safety.
Communication means?	Lodge Phone available via the custodian.	Cell phone reception?	Y/N	Nearest reliable communication:	Ngatuhua Lodge Custodians/instructors cottage.
Intentions left with?					
Hazard Identification & Management - include Significant Hazards only: (use additional pages if required)					
<p>Eliminate: By ensuring that the hazard no longer exists, or is no longer part of the activity e.g. do not take people under a certain age or without a certain skill set. If this isn't possible;</p> <p>Minimise: By doing whatever can reasonably be done to lessen the hazard, this should be to a point where you no longer consider the hazard to be significant.</p>					
Significant Hazard:	Eliminate (E) Minimise (M)	Management Strategies:			Whose responsibility:
Location					
Splash back from bullet catch.	I	Participants must only fire their firearms from the platform provided and must wear safety classes.			RSO
Environment					
Severe / Adverse Weather.	E	Up to date weather forecast obtained pre-activity. Consideration given to weather forecast and impact on participant safety, site suitability and proposed activities. Appropriate decisions made. Weather monitored throughout activity and further appropriate decisions made. Modify or postpone programme.			RSO
Terrain.	M	Track surfaces can be very slippery. Take care on ascents and descents.			P
People					
Premature discharge of firearm.	E	All firearms are to be in the unloaded state and the bolt removed at all times. The bolt must only go be placed in the firearm one the firearm is on the range and the participant has been directed by the RSO.			RSO/P
Bullets missing bullet catch and leaving the range.	E	All participants are given the safety brief and must clearly identify their target prior to firing. The RSO must also indicate the axis of the range and also the left and right safety arcs to all participants.			RSO/P
Unauthorised entry into range danger area "RDA".	M	All participants must have permission to enter the range complex and must not pass any red danger flags if they are posted.			RSO
Bullets ricocheting of objects.	E	All participants are briefed and informed of the danger of ricochets and must only fire the firearms at their designated targets.			RSO/P
Equipment & clothing					
Operating firearms with inappropriate hearing protection	E	RSO must enforce that all participants on the firing platform and in the waiting area must wear the appropriate hearing protection, it meets national standards and is sufficient and fit for purpose. The recommended grade of hearing protection for calibre .22 is Grade 2. Calibres larger than .22 should consider hearing protection at Grade 3 level or higher.			RSO/P
Clothing or equipment not sufficient.	E	Pre-activity planning to ensure guidance given on appropriate clothing and equipment. Check personal and p/pant equipment -Packs adjusted to fit well and clothing prior to use to ensure that is sufficient. Ensure all have warm waterproof clothing. Carry spare rubbish bags.			RSO/P
Firearms malfunctioning due to lack of maintenance.	E	All firearms must be serviceable and well maintained. If the participants suspect a fault with their firearm then it SHOULD NOT be used on the range. It should be taken to a qualified armourer for inspection and maintenance.			RSO/P

Participant medical details checked:	Y/N	Participants requiring special attention: If info is available to the lodge staff.	
<p>Emergency Plan - include any location/venue, activity or person specific emergency details/information Ensure everyone knows what to do in case of an emergency (if you are incapacitated) such as where the emergency equipment including communication device and first aid kit is located</p> <ul style="list-style-type: none"> • Recognise an emergency has occurred/ is occurring: • Assess the situation and determine the severity of the event: • Apply Ngatuhua Lodge Emergency Procedure – SMP part 1.11 Emergency plan. <p>First Aid Kit: Group First Aid Kit located at Lodge. All activities should have a basic first aid kit at the activity site. Recommended first aid kit supplies can be locate in the Lodge SMP, Part 4.5.</p> <p>Additional Emergency landlines available at: Custodians Cottage.</p> <p>Additional emergency No's: For all emergencies your first point of call is 111. Ask them for the assistance you require. Be prepared to provide them information on the patient. A copy of the Pre hospital reporting form can be found in the lodges SMP document; Part 4.3 PHEC reporting form.</p> <p>Getting lost: Stop, seek shelter & stay warm, conserve food, wait for searchers, if you hear them calling for you respond but only do so once you have heard them. Use a whistle if you have one, three blasts in distress and two blasts for searchers. For the full Ngatuhua Lodge SAR procedure please refer to the lodges SMP, Part 1.13 Annex A SAR Procedures wall chart.</p> <p>Injury: Apply appropriate first aid. Bleeding: pressure, cover and elevate fractures: support, immobilise, minimise patient's pain, ensure an adequate blood supply to any fractured limbs, protect an open fracture from infection. Treat for shock, get help, monitor and record vital signs. Record all relevant information such as how the incident occurred, any medication that was given and when.</p> <p>Death: Cover, call police, initiate Ngatuhua Lodge's Emergency Communication process, and manage group. Look for signs of life and apply appropriate first aid. If person deceased, cover the body, secure the group. Contac police for further advice.</p> <p>Hypothermia (Cold Exhaustion): Stop activity, seek shelter (get out of the wind), remove all wet clothes, replace with dry ones, keep warm (rap patient in emergency blanket or sleeping bag), if conscious give light snacks and lukewarm drinks with sugar (cordial, sweet tea), Keep warm. Seek medical help or advice by phone or radio. Unconscious: Same as above except nil by mouth, Place in a sleeping bag with another person in the recovery position and monitor. Keep the rescuer warm and well feed, rotate with other people if possible (we don't want them getting hypothermia as well).</p> <p>Hyperthermia (Heat Exhaustion): Move person to cooler shaded area, sit or if feeling dizzy lie them down and elevate feet, remove excess clothing, give drinks particularly electrolytes, sponge bare skin with cool water, particularly around the neck and head.</p> <p>Dehydration Be able to recognise symptoms. Patient to rest and take fluids a little at a time until they are able to continue.</p> <p>Allergic reaction (Bee Sting or other): Establish if the victim is allergic if not treat irritation, remove sting etc. If they are allergic, this would have been established before activity, give medication e.g. adrenaline too largest muscle nearest the sting. If they are not allergic, they may choose to have an antihistamine (upon parent approval in the case of juniors) to help with the swelling and irritation. Rest and observe and seek medical help, evacuate if needed. If they are not allergic, they may choose to have an antihistamine (upon parent approval in the case of juniors) to help with the swelling and irritation.</p>			
Hazard Management Checklist			
<input type="checkbox"/> Hazards assessed for significance <input type="checkbox"/> Significant hazards included on page 1 <input type="checkbox"/> Communication devices that meet requirements <input type="checkbox"/> First Aid kit that meets requirements <input type="checkbox"/> Instructors meet minimum warrant requirements <input type="checkbox"/> Supervision structure meets specific SOPs <input type="checkbox"/> Participant medical details checked <input type="checkbox"/> Intentions left (if required) <input type="checkbox"/> Activity level is appropriate to the groups capability			
Sign off:			
President Ngatuhua Lodge outdoor education society incorporated:		Instructor/Custodian Ngatuhua Lodge	