



Guernsey Police Tactical Firearms Unit

RANGE SOP

For

Fort Le Marchant 50m Range

RANGE STANDARD OPERATING PROCEDURES (SOPs) FOR GUERNSEY POLICE RANGE AT FORT LE MARCHANT

The Range.

1. a. **Name:** Fort Le Marchant 50m Police Range
- b. **Location:** Fort Le Marchant, L'Ancrese Common, Vale, Guernsey
- c. **Licence:** The 904 (Authorisation Certificate) and 905 (Safety Certificate) are held by the CFI.
- d. **Facilities:** Fort Le Marchant Range following facilities:

(a) 6 lane, 50m High Velocity Range
- e. **Administration:** The range is administered by the Sports and Recreation Service, Beau Sejour Leisure Centre, Amherst, St. Peter Port, Guernsey, GY1 2DL (Tel 01481 747200).

General

2. The purpose of these Range SOPs is to lay down the procedures to be followed by Range Conducting Officers (RCO's) to ensure the range is operated in line with the Safe System of Training (SST), with a risk to safety that is as low as reasonably practicable

Range Use

3. The 50M Police Range is situated within the footprint of the 600yd Fort Le Marchant Rifle Range, adjacent to the 300yd firing point. As a result of this a person shall not fire or load a firearm, or carry a loaded firearm on the 50m Police Range when firing is taking place anywhere else within the 600yd range template.

Weapon and Ammunition Limits

4. In accordance with its 904 Authorisation Certificate this Range is licensed for the weapons and ammunition as shown in these Range SOPs. A summary of this information is shown below:
 - (a) **A maximum muzzle velocity of 3,280 ft/sec. (1,000 m/sec)**
 - (b) **A maximum muzzle energy of 5,160 ft/lbs. (7,000 joules)**
 - (c) **Tracer ammunition is not to be fired on this Range. Hand held automatic fire will not be fired as a matter of routine.**
 - (d) **A maximum muzzle energy for shotgun only of 2579ft/lbs (3,501 joules)**

Range Conduct

5. All practices are to be conducted in accordance with the procedures laid down in The Risk Assessments (Annex C), these Range SOPs and the respective weapon pamphlets. Firing is only to be conducted under the supervision of a properly **qualified, current and competent** Range Conducting Officer (RCO).

The Firearms Ordinance 1987, as amended must be strictly adhered to.

Duties of the RCO

6. The RCO is to be in possession of a fully amended copy of Range SOPs / Range Orders. The RCO is to carry out the duties as listed in the Range SOPs / Range Orders.

Administration

7. The range is administered, in terms of booking arrangements, by the Sports and Recreation Service, Beau Sejour Leisure Centre, Amherst, St. Peter Port, Guernsey, GY1 2DL (Tel 01481 747200) and all bookings for its use must be made with them.
8. Hearing protection must be worn, during shooting details, by any person within the Police 50 metre range area, delineated by the raised banking.
 - a. When firing on the Range all personnel are to wear safety goggles or glasses to prevent potential injury from debris splashing back from the bullet catcher. Officers who wear spectacles may wear safety goggles or glasses over their spectacles or protective glasses or goggles with fitted corrective lenses.
9. All target material is provided on the range.
10. All weapons must be carried by the users or secured centrally. Weapons and ammunition are not to be left unattended or unsecured.
11. All Guernsey Police firearms Instructors are to be 1st aid trained and at all times the range is in use a full medics kit and oxygen will be available.
12. On completion of firing all ammunition is to be removed from site. The area is to be carefully checked to ensure there is no loose ammunition left on the ground.
13. All rubbish is to be taken from the site by the users. Alternatively rubbish can be burnt in the braziers. No accelerant of any type is to be used to start the burning process.

Warning signs, barriers and red flags

14. Warning signs are positioned at prominent locations around the perimeter of the Ranges. These signs advise of the area being a firing range, prohibit entry and warn of high noise levels (see image below).

Red flags, barriers and additional warning signs are to be positioned at the following locations **at least 30 minutes before** firing on any the range commences:

Perimeter Warning Signs:



Red Flags:

- a. Martello Tower No.4
- b. Fort Le Marchant

Barriers:

- a. Access road to Fort Le Marchant
- b. Across both north & south paths at Les Fontenelles
- c. Across footpath at Cracking Tower

Warning Signs

- a. At designated positions between 300yd and 500yd points supported with rope barriers across the main access paths.



Look-outs Person(s)

15. When live firing is taking place a Look-out Person is required in the following locations:
 - a. Top of Martello Tower No.4
16. When siting the Look-out Person care must be taken to ensure that they are not positioned inside the danger area. The Look-out Person is to have radio communications direct to the RCO. They must also be in possession of binoculars, a red hand flag, a whistle, an air horn, a copy of the 'Orders for the Look-out Person – 50 Metre Police Range' (See appendix 1 to Annex A), and a Marine VHF Radio, capable of contacting vessels within, or approaching, the sea danger area. They must immediately inform the RCO and order shooters to stop firing, if a ground or air incursion, of the danger area, is about to occur. Specific orders for the sentries are at Appendix 1 to Annex A.

Vehicles

17. Any tactical use of vehicles on the range will be subject of a specific activity based risk assessment.
18. No vehicles are to be driven onto the range unless as an integral part of a shooting detail, or for the loading and unloading of equipment. All vehicles not being utilised on a shooting detail are to be parked so as not to interfere with any shooting practice and so as not to cause a potential hazard.

Command and Communication

19. The Range Administrators, for police purposes are Guernsey Police Tactical Firearms Unit (TFU)
20. The Officer responsible for the Range is the Chief Firearms Instructor TFU
21. The contact telephone number is 01481 719435 / 01481 725111 Ext 2470

Danger Area

22. The range, as well as its land danger area, has a sea danger area.
23. This sea danger area is marked on Navigational Charts.
24. The dates of live firing are published via the Culture and Leisure website for the information of members of the public who use the Land or Sea danger areas.
25. Dates of live firing will also be notified to both the Guernsey Boat Owners Association and to Sea Fisheries, for notification to interested parties.

26. One hour prior to live firing taking place the RCO will make contact with Guernsey Coast Guard, informing them of the times of firing. They will issue a Navigational Safety Warning and put out a VHF broadcast, notifying vessels that live firing is taking place and to avoid the danger area.
27. Prior to live firing taking place the RCO will make contact with Guernsey Air Traffic Control and notify them of live firing, so that necessary steps can be taken to safeguard aviation. If an aircraft, in an emergency or conducting Search and Rescue operation, has to enter the Danger Area, the ATC will contact the RCO and request firing is stopped until the aircraft has left the area.
28. Prior to live firing the RCO will ensure a visual examination of the whole 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 position, is completed to ensure no public are in the area.
29. Whilst live firing is taking place the Danger Area will be visually monitored by the Look-out Person in Martello Tower 4.
30. To assist in this visual monitoring the Look-out Person will have access to a marine radar and Automated Identification System (AIS) receiver, linked to a multifunction display. The system will be capable of detecting radar and AIS targets, within the danger area, and will superimpose this information onto the Danger Area template, depicted on the multifunction display.

Signed

Chief Firearms Instructor
Guernsey Police
For Chief Officer of Guernsey Police

Annexes:

- A. 50m Range SOPs.
- B. B. Risk Assessments

These Range SOPs should be re assessed and signed annually

Annex A to
Dated 18/12/2018

RANGE SOPS FOR GUERNSEY POLICE 50m RANGE AT FORT LE MARCHANT

Range Facilities

1. This Range is a 50m, 6 lane high velocity full danger area range, allowing firing from all positions from 50m – 3m.

Range Management

2. The Department responsible for the administration of the range, for police purposes, is Guernsey Police Tactical Firearms Unit (TFU).
3. The Officer responsible for this range is the Chief Firearms Instructor (CFI) Guernsey Police. He/she holds a copy of the Range Authorisation Certificate (Form 904) which is also displayed in this range folder.
4. The range and its fixed installations are maintained by the States Works Department.
5. The Range is to be inspected prior to any use by the RCO and monthly and annually by an authorised Police Range Inspector. The inspection is to be completed using the Form 907-2/907A-2 respectively and the date entered in the Range Log (Form 906). Any defects are to be reported in writing to the CFI so that the appropriate maintenance authority can be informed.
6. A Range Log (Form 906) is to be maintained for all users of the range. All details regarding live firing are to be entered by the Users. All details regarding administration (inspections, bullet catcher maintenance, repairs etc) are to be entered **in red ink** by the Administrators.

Qualification and Authorisation

7. Whenever any live firing is taking place a Range Conducting Officer (RCO) is to be present throughout and he/she is to be responsible for all aspects of Range Safety. The **RCO must be Qualified, Current and Competent** to conduct live firing in accordance with **Annex C** (Risk Assessments). They are to have a copy of these orders in their possession and are to comply with them.
8. Authorised visiting users are allowed to use the range. They are governed by these orders and are required to abide by the rules and practices laid down in them, including making a suitable entry in the Range Log.

Permitted Weapons

9. Police Service issue Carbines and Pistols that are within the ballistic limits stated below and on the Range License (904) are permitted. Those currently used by the Guernsey Police Tactical Firearms unit are shown below:

| | | |
|-----------------------|---|--|
| Heckler & Koch MP5A2 | - | Muzzle Velocity 400m/s (1,312ft/sec) |
| Heckler & Koch MP5PDW | - | Muzzle Velocity 375m/s (1,230 ft/sec) |
| Heckler & Koch G36C | - | Muzzle Velocity 920 m/s (3,018 ft/sec) |
| Glock 17 SLP | - | Muzzle Velocity 375m/s (1,230 ft/sec) |
| Glock 19 SLP | - | Muzzle Velocity 457m/s (1500 ft/sec) |
| A.I. 99 AX 3.08 Rifle | - | Muzzle Velocity 760m/s (2,493 ft/sec) |
| Remington 870 shotgun | - | Muzzle Velocity 1325 ft/sec |

10. Authorised civilian equivalent weapons are permitted under arrangements made through the CFI. All visiting users are to provide a definitive list, showing the calibre, velocity and energy of all weapons to be fired.

Permitted Ammunition

11. The permitted ammunition will not exceed the following; (see note 1)
- A maximum muzzle velocity of 3,280 ft/sec. (1,000 m/sec)
 - A maximum muzzle energy of 5,160 ft/lbs. (7,000 joules)
 - A maximum muzzle energy for shotgun only of 2579ft/lbs (3,501 joules)

TRACER AMMUNITION IS NOT TO BE FIRED ON THIS RANGE.

Permitted Firers

12. Firers are permitted as follows):
- Distance (from)
 - (1) 3m to 50m, 6 firers (one lane per firer) all positions (**prone from 20 metres to 50 metres only**).
 - ALL PERSONNEL AND RICOCHET INDUCING OBJECTS ARE TO BE IN REAR OF THE FURTHEST LIVE FIRING POINT BEFORE FIRING COMMENCES.**
 - RCO is to ensure that all firers are aware of the importance of lane discipline and that they have correctly identified their individual lane.

Instructor/Firer ratio

13. All firing 'details' must be supervised by a National Firearms Instructor who holds at least a Part 1 Range Conducting Officers (RCO) Certificate. All such persons are authorised to act as Range Safety Officers.

The minimum staffing levels should be as follows;

| | |
|------------|-----------------|
| 1 firer: | 1RCO and 1 RSO |
| 2-4 firers | 1RCO and 1 RSO |
| 5-6 firers | 1RCO and 2 RSOs |

The number of RSOs will need to be adjusted dependent on the skill level of the firer(s) (for example initial course students may require one-to-one supervision, during the early part of their training). The number will also be influenced by the course of fire.

The ratio of Safety Officers to students must be included in the training package and signed off by the CFI prior to the commencement of training.

Only fully qualified personnel can be utilised as Range Safety Officers. They are to be fully briefed by the RCO.

Dynamic Exercises (Lateral and Forwards/rearwards movement on the Range)

14. A Dynamic Exercise is where the firer is moving across firing lanes on the range either laterally, forwards or rearwards on foot. The Exercise must be controlled so that the firer only ever fires at a target that is within the limits of the sand bullet catcher (BC). Targets in lanes 1 and 6 are not to be used. Firers must fire from lanes 2 to 5 only, to a maximum distance of 50m and remain a parallel distance to each other within the box.
16. For each Exercise there must be a written risk assessment covering this activity, countersigned by the Chief Firearms Instructor / Deputy Chief Firearms Instructor.
17. Prior to the commencement of any exercise the RCO will complete a dynamic risk assessment of that activity. The area will be clearly marked within the parameters set out above prior to the commencement of any dynamic exercise and each firer will be under the direct control of an individual Range Safety Officer.
18. RCO is to strictly enforce lane discipline with firers only engaging targets presented directly downrange.
19. All firing from hand held weapons is to be by single aimed shots. All targets are to be sited so that all aimed shots FROM ANY FIRING POSITION land in the sand bullet catcher.

Rehearsals

20. Before any new details involving any dynamic exercises commence, a full walk/ talk through must take place.
21. Consideration should be given to a dry rehearsal where the drill is complex or involves inexperienced students.

Targets

22. A maximum Target Centre Height (TCH) of 1300mm is to be achieved

Target centre heights will be marked on the profile boards with a red line

Right and left target line will be marked by a white line on the datum board

23. Only Plywood and card penetrable targets, are permitted. All plywood and card targets are to be positioned in the target holders at the target line. Targets will only be exposed by the target operator on the clear orders or signals of the RCO.

Other items, such as the duelling tree (with frangible ammunition) and items used for ballistic demonstration purposes can only be used, subject to a full risk assessment being completed, and the activity being signed off by the firearms portfolio holder.

Health and Safety Regulations

24. All persons who are engaged in live firing or who are within the range itself when live firing is taking place **must:**
 - a. Wear the issued ear protection, including inner ear plugs.
 - d. Wear the recommended clothing (*Specific to role*). *Firers to be advised of this in the safety briefing.*

Personal Protective Equipment (PPE) will be worn as follows;

Trainers: Suitable footwear, identification tabard and body armour

Students: Suitable operational clothing to cover the arms and seal to the neck.

With the exception of rifle officers, all weapon users must wear eye protection.

Firearms issue footwear or other suitable footwear, where the training involves plain clothes details

Firearms issued body armour, suitable for the activity being undertaken

Where students use plain clothes operationally and this is a requirement of their role, clothing should cover both arms, fasten securely and be capable of being sealed at the neck to avoid hot cases falling into the clothing and being trapped.

- c. Visitors, contractors and any other persons coming into the range must be briefed as to the noise levels and injury hazards; they are to be given protective equipment to wear, consisting of, as a minimum, ear and eye protection (RCO must be made aware).
- d. No persons, whether qualified or not, are to assist on or observe the shooting line without the permission of the RCO.

Administration

- 25. The Range Conducting Officer and Range Safety Officers are to familiarise themselves with Range SOPs prior to live firing taking place.
- 26. Empty cases and any other materials likely to constitute a potential hazard are to be removed from the firing point floor at regular intervals.

Medical

- 27. The Range Conducting Officer is to ensure that there is a suitable first aid kit on range at all times, its whereabouts is known by all staff and it is easily accessible.
- 28. The Range Conducting Officer will nominate a first aid officer for each days training.
- 29. In case of accident or injury refer to paragraphs 35 to 40 of this order.
- 30. Comply with Guernsey Police procedures relating to injuries on duty.
- 31. The Range Conducting Officer is to ensure that the following points are covered:

Before firing

- a. The Range Log is to be completed and signed.
- e. The Bullet Catcher (BC) sand is correctly sloped in accordance with the profile boards and the BC and down Range area is free from back splash and ricochet inducing material.
- f. That the Look-out Person is in position and the Danger Area is clear.
- g. That a visual examination has been completed of the whole range and danger area including the shoreline to the north of the Fort, the shore to the east and any other areas out of sight of the Look-out position, to ensure no public are in the area.
The checking officer will sign as having carried out the visual examination as part

of the Safety Brief.

- f. The Range in use and red boundary flags are correctly positioned and all relevant warning signs/barriers and Look-out Person(s) are in place, as shown below.

The flags, signs and barriers must have been in place for **at least 30 minutes**, prior to live firing.

Red Flags

- a) Martello Tower No 4
- b) Fort Le Marchant

Barriers

- a) Across access road to Fort Le Marchant
- b) Across both north & south footpaths at Les Fontenelles
- c) Across footpath at Cracking Tower

Warning Signs

- a) At designated positions between 300yd & 500yd firing points, supported with rope barriers across the main access paths.
- g. Appropriate first aid cover is to be available and at least one person current and competent in first aid is present.
- h. All firers, instructors and Look-out Person(s) have been briefed on Safety, Practices and Restrictions. Sufficient Range Safety Officers are to be employed to ensure safe handling by the firers. (Minimum ratio of 1:4).
- i. That communications between the Look-out Person and the RCO are working satisfactorily and that emergency communications are available.
- j. That Guernsey Coast Guard and Air Traffic Control have been notified of live firing, in accordance with the instructions above.
- k. **Firing is not to occur if all of the checks in this paragraph are not achieved.**

During firing

32. Firing practices are to be conducted as follows:

- a. Weapons are only to be loaded under appropriate instructions given by the RCO and are to be pointed at the bullet catcher during all handling drills.
- b. During any stoppage drills of any weapon by any firer, all movement forward of that weapon is to immediately cease and continued movement is only to recommence when the weapon is cleared and personally checked by the RCO / RSO.

During cover and movement exercises the movement forward does not have to cease, however clearing of the weapon will be strictly controlled by the 1:1 ratio of Safety Staff and arcs of fire will be monitored, ensuring the stoppage is cleared towards the bullet catcher.

- c. Correct range discipline is to be complied with at all times. Rifle/Carbine/Pistol firers are to be spaced a minimum of 1.5m apart.
- d. Eye, body and hearing protection is to be worn by all personnel.
- e. The condition of the bullet catcher is to be monitored between details to ensure that ammunition attrition in the areas directly behind the target centres is not allowed to create a backslash danger.
- f. Movement to the target line is not to be allowed until all weapons are secured in a safe condition.
- g. Movement to, onto and from other locations on the site is to be strictly controlled. No entry or exit is to occur without the personal authority of all RCOs
- h. Pistols are to be kept in their holsters until required for use.
- i. Firing is stopped immediately if;
 - a) Any person or domestic animal is about to enter the Danger Area in front of the firing point or any vessel is about to enter the Danger Area.
 - b) Any aircraft is seen approaching the Danger Area at a height of less than 1500 feet.
 - c) Part or all of the Danger Area cannot be seen by the Look-out Person due to poor visibility
 - d) Communication is lost with the Look-out Person.
 - e) The Look-out person leaves their post

After firing

33. The following points are to be covered in end of practice procedures:

- a. All weapons are to be checked by the RCO or RSO(s) to ensure that they are unloaded.
- b. All litter and empty cases are to be collected and put into the appropriate bin.
- c. All unfired ammunition is to be collected and accounted for.
- d. The Range Log is to be completed and signed by the RCO.
- e. Any round that has been unintentionally or negligently fired and has failed to be contained by the bullet catcher must be reported to the CFI. It must be reported in the correct manner as an unintentional or negligent discharge and the fact entered into the remarks column of the Range Log.
- f. The bullet catcher sand is to be checked for serviceable condition, raked back to a 34 degree slope and if maintenance is required this is to be reported in writing in the Range Log.
- g. All flags, barriers and signs are taken down and stored appropriately
- h. Air Traffic Control and Guernsey Coast Guard are informed of the end of live firing.

Cleaning/Lead control

34. The Bullet Catcher sand behind the target centres is to be periodically loosened and cleared of weeds and undergrowth, so that the surface does not compact. This regular maintenance when carried out is to be recorded in the Range Log. PPE is to be worn during this activity, which will be undertaken by States Works. They will be responsible for ensuring the Health and Safety of their staff during this process.

Incidents/Emergencies

- 35. The nearest First-Aid kit & Fire Extinguishers are located in the range bunker.
- 36. The nearest telephone is the RCO's mobile phone.
- 37. In the event of an accident carry out the following procedures:

ACCIDENT/INCIDENT REPORTING PROCEDURE

1. STOP FIRING / ISOLATE THE AREA.
2. ADMINISTER FIRST AID.
3. PHONE AMBULANCE & RESCUE (Telephone 999 / 112) STATING:
 - a. NUMBER OF CASUALTIES
 - b. TYPE OF INJURIES
 - c. LOCATION OF CASUALTY
 - d. RV FOR AMBULANCE
 - e. YOUR CONTACT PHONE NUMBER
4. SEND RUNNERS TO RV POINT (Carpark) AND THE ROAD BARRIER.
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, or arrange for the carrying out of, 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 a runner, for escort purposes, to the road barrier.
 - c. Check others for unknown injuries.
 - d. Inform the CFI or Deputy, as soon as possible
 - e. Supply staff to escort casualty(s) if required.
 - 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. Note the batch or lot number of the ammunition. Segregate and preserve any remaining rounds.
- 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. Personal injuries to be reported as injuries on duty.
- o. Notify Supervision, Professional Standards, the Health and Safety Executive and the Police Association.
- p. Remember - Post traumatic Stress - Don't forget yourself.

39. The Range Conducting Officer will take direction from the Chief Firearms Instructor on the implementation of a Post Incident Procedure (PIP)

Where a PIP is commenced the RCO will take direction from the PIP Manager as to the requirements of the investigation.

Where a PIP is not implemented the RCO will provide a report to the CFI covering the following points;

- a. Circumstances leading up to the incident
- b. Position of Witnesses
- c. Position and actions of the student, person injured and instructors
- d. Relevant comments made by the student or person injured
- e. Details of fall of shot or ricochet if seen
- f. If the bullet was identified, whether it was warm or cold to the touch
- g. Was the report of the explosion exceptionally loud or soft
- h. Did the person experience any difficulty when loading

- i. Any history of mechanical malfunction of the weapon, i.e. hard extraction, trigger, hammer or slide jamming
 - j. Condition of the weather, lighting ground or floor
 - k. Any other relevant factors.
40. 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.
41. Keep onlookers / bystanders away, especially if occurring in the public domain.
42. Obtain the permission of the Investigating Officer, or Chief Firearms Instructor before firing is resumed.

Procedure in the event of an unintentional discharge.

43. Any incident involving the unintentional discharge of a firearm will be dealt with in accordance with the Unintentional Discharge section of the training SOP.

**Appendix 1 to Annex A
Dated 18/12/2018**

ORDERS FOR Look-out Persons – 50 Metre Police Range

1. You are responsible to the RCO for ensuring that your area of responsibility, the Danger Area, is clear of all persons, vessels and domestic animals, before and during live firing. You do not have powers of detention for people walking on the bridle path.
2. You must be equipped with the following:
 - a. A copy of the Orders for the Lookout Person – 50 metre Police Range
 - b. Radio and mobile phone communications with the RCO.
 - c. A whistle.
 - d. Air horn
 - e. Loudhailer
 - f. Binoculars
 - g. Red hand flag
 - h. VHF Radio (For communication with vessels within or approaching the Sea Danger Area.)
 - i. Clothing appropriate to the weather conditions

Location

Top of Martello Tower number 4

Before Firing

- a. You will collect all of the equipment from the RCO before being posted.
- b. When posted you are to establish radio communications with the RCO and firing point. In the event of a communication failure make this known by blowing your whistle and or raising your hand flag until the attention of the RCO has been attracted.
- c. You are to set up the radar system and ensure that it is functioning correctly, if you have any doubts that the radar system is not functioning correctly then communicate this to the RCO immediately.
- d. You are to identify the left and right Danger Area boundaries both visually and on the radar multifunction display and ensure that the danger area is clear before firing commences.

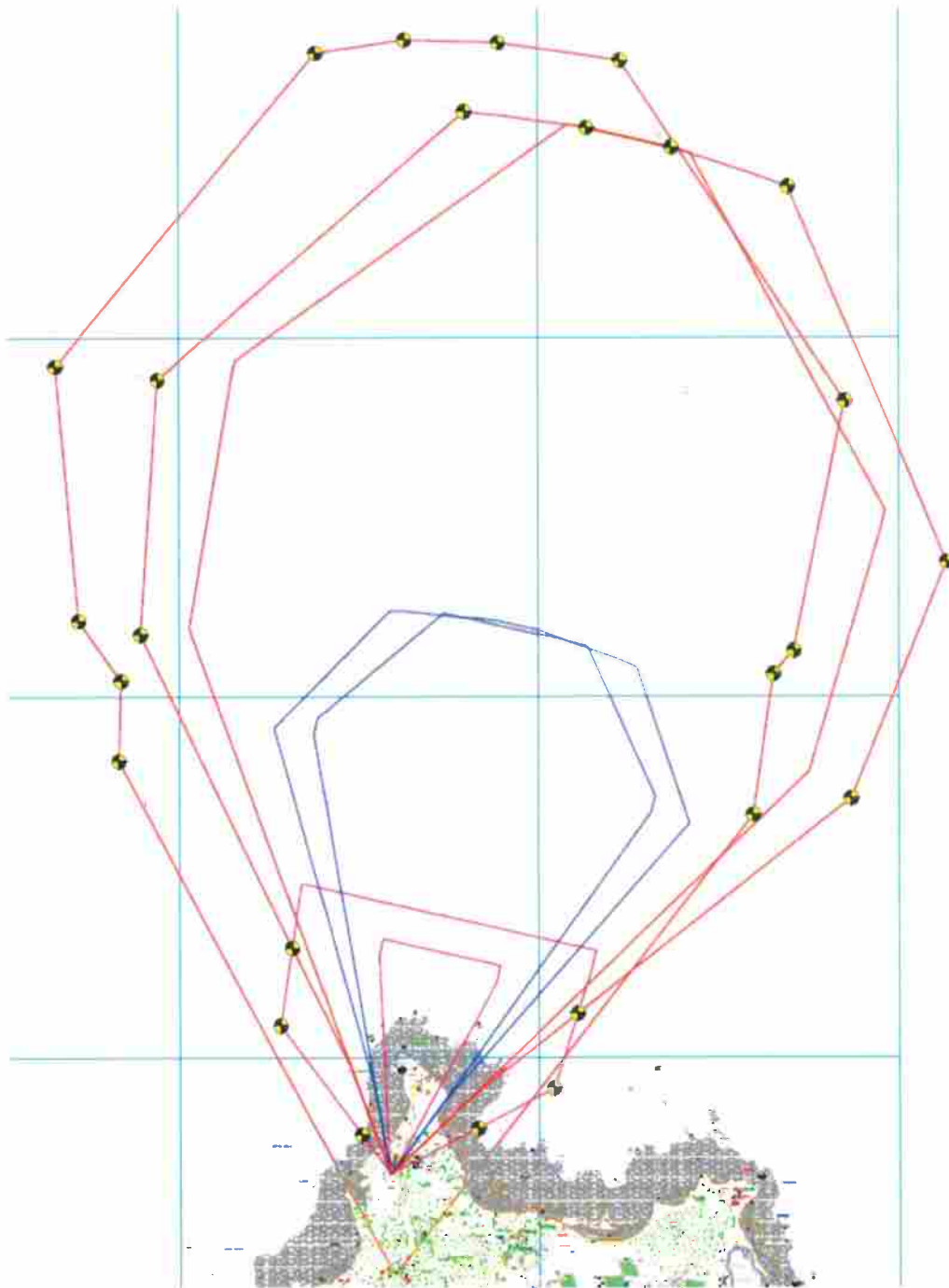
During Firing

- a. In the event of any person or domestic animal about to enter the Danger Area or any vessel about to enter the Danger Area or if any aircraft should approach or enter the area at a height less than 1500 feet the RCO must be informed immediately and all firing must stop. You are to immediately order, "Stop, Stop, Stop" over the radio and/or sound the Air horn in short blasts.
- b. You should make contact with the person and inform them they are about to enter a restricted area and to not do so. If the incursion is by vessel you should make contact with the vessel utilising Channel 16 on the VHF radio, advising them that they are about to entered restricted waters and to leave immediately. Firing cannot commence again until the person / vessel has exited the danger area. If no contact can be made with the person / vessel the RCO must be informed as such.
- c. If part or all of the Danger Area cannot be seen, due to poor visibility the RCO must be informed immediately and all firing must stop. You are to immediately order, "Stop, Stop, Stop" over the radio and/or sound the air horn in short blasts.

After Firing

- a. You must not leave you post until directed to do so by the RCO
- b. When firing has finished for the day you will ensure your post is clean and tidy. You can lower the public warning flag, 5 minutes after firing has finished. All equipment must be returned to the RCO.

Appendix 2 to Annexe A
Dated 18/12/18



GUERNSEY POLICE FORT LE MARCHANT RANGE COMPLEX
RISK ASSESSMENTS

1. **Composition of Fort Le Marchant Ranges**
 - a. 6 lane 50 m High Velocity Full danger area Pistol Range with sand bullet catcher.
2. **Coverage.** This Risk Assessment covers the use of Live Firing Range only.
3. **Purpose.** The purpose of this site specific Training Risk Assessment is to record the hazards, likelihood of risk, consequences and the application of Risk Management measures to discharge the duty of care to those who work, train on or enter Fort Le Marchant Police Range.
4. **Application.** These Risk Assessments apply to:
 - a. **Students:** Those who come to train at Fort Le Marchant
 - b. **Controlled Personnel.** Those persons whose entry to Fort Le Marchant is authorised and who are to be briefed on the risks and management measures pertaining to the Range. They are to sign that they have been so warned. They include; Employees, Contractors and Persons authorised by the Guernsey Police.
 - c. **The Public.** Including those who deliberately disregard warnings and signs.
5. The Risk Assessment covers the whole area of Fort Le Marchant Range , details of which are attached at the following Enclosures:
 - a. Appendix 1: Ranges Risk Assessment.
6. **Activity Assessment.** Some activities not included in the General Risk Assessment on Fort Le Marchant may require individual Risk Assessments. Users of these activities should consult the Chief Firearms Instructor and then complete a Risk Assessment.
 - a. The following points should be assessed:
 - (1) Identifying the activity/hazard
 - (2) Review existing safety measures/controls.

(3) Consider the residual risks.

(4) Is the risk acceptable (Yes or No).

b. Recommend additional controls to reduce risks.

c. Record, sign and submit to Chief Firearms Instructor for agreement, retaining a copy on the master file.

7. **Emergency Plan.** The emergency procedure described in this document is the guide to incidents involving a threat to life or limb at the Fort Le Marchant Range.

8. **Action by Personnel Training at Fort Le Marchant.** These Risk Assessments are an essential part of Fort Le Marchant Range SOPs and are to be read and complied with by visiting users who should include these assessments in their instructions and briefings as part of their preparation and usage of Fort Le Marchant Ranges. These Risk Assessments are applicable for all training activities, including those of visiting users.

9. **Common Terms.** The following Common Terms are relevant to the Risk Assessments :

a. **Angle of Sight (AofS).** The acute angle between the Line of Sight (LofS) and the horizontal plane

b. **Backsplash.** Ammunition fragmentation or target debris thrown backwards at any angle towards the firing point by projectile impact.

c. **Burst Safety Distances (BSD).** Hazard distances away from a fragmenting weapon.

d. **Clear Range Procedure.** A procedure followed by the Administrators and users of a Range to ensure that the Range and Range Danger Area is clear of unauthorised persons before firing commences and that it remains clear throughout the time firing is in progress.

e. **Clear Vision Line (CVL).** Lines projected from above and below the firer to the target to ensure there are no distracting protrusions within the firer's peripheral field of vision in all firing postures.

f. **Cone of Fire.(CofF).** The distribution of fired projectiles within a margin of error in the vertical and horizontal planes. The Cof F accounts for differing firer standards of marksmanship, machining or manufacturing weapon tolerances and an allowance for unacceptable firer error.

g. **Danger Area (DA).** The space in which there may be a hazard which could result in risk to personnel, equipment or property.

h. **Line of Fire (LofF).** An imaginary straight line from the barrel of the weapon delivery system to the target.

i. **Line of Sight (LoS).** An imaginary straight line passing through the aiming device (sight) of the delivery system and the point of aim on the target so that the firer can see the target he is engaging.

j. **Qualified.** To be deemed “**Qualified**”, an individual must have successfully completed an appropriate qualifying Course relating to the delivery of Police Firearms Training.

k. **Current.** To be deemed “**Current**”, an individual must be **Qualified**, familiar with the most up-to-date rules and regulations contained in those documents that govern the regulations of planning, conduct and supervision of firing including associated publications as applicable to the training taking place, for which an individual has responsibility. An individual must undergo and pass an annual assessment to remain current.

l. **Competent.** To be deemed “**Competent**”, an individual must be **Qualified**, **Current** and possess the necessary knowledge, attitude, training and experience to participate in live firing as a **Range Conducting Officer (RCO) and/or Supervisor**.

m. **Range Conducting Officer (RCO).** The individual who is responsible for the overall safety of the practices being fired and all personnel on the Range at that time. He/she is to be **Qualified, Current and Competent**. He/she may also be the Senior Range Conducting Officer (SRCO) working with other RCOs on a dynamically operated multi-Range Complex. If this is the case all other RCOs must also be **Qualified, Current and Competent** and the SRCO is not to run a Range himself but is to be in overall control of other RCOs. In addition, where the training involves a “Specialist” firearm role, (i.e., Rifle / Protection Officer), the RCO must be Qualified and Current in the relevant specialism.

n. **Safety Supervisor.** Safety Supervisors are responsible for the safe supervision of firing and firers as stipulated in written instructions. The ratio of Supervisors to firers should not be greater than 1:4. Safety Supervisors in all forms of live firing are to be **Qualified, Current and Competent**.

o. **Normal Safety Precautions (NSPs).** A safety check of all firers that is conducted by the RCO, on arrival at the Range, after firing and before movement to the next location. Before final departure from the Range it is necessary to ensure that firers and supervisors are not in possession of unauthorised ammunition or fired ammunition cases. During final NSPs (before departure) the RCO, assisted by the Supervisors should ensure all firers show their weapon chambers and magazines empty. “A Personal Integrity Statement” should then be taken from all personnel stating

“I HAVE NO LIVE ROUNDS OR EMPTY CASES IN MY POSSESSION “.

Appendix 1 to Annex B
Dated: 18/12/18

| RISK ASSESSMENT | | | | | | FTU 10 V1.0 |
|---|------------------------------|-------------------------|--|------------|--|---------------------|
| Date of Assessment | | 17/12/18 | Department | | TFU | |
| Assessor | | PC 15 Slann | Location | | Guernsey Police HV 50m Outdoor Range | |
| Others Involved | | N/A | Activity Assessed | | Use of Venue | |
| Persons / Group | | Police Officers / Staff | Reference Number | | TFURA/NS/25/18 | |
| Other relevant Risk Assessments (See Range SOP's) | | | | | | |
| Activity Description | | Hazard | Persons At Risk | Risk H-M-L | Control Measures | Residual Risk H-M-L |
| 1 | Live Firing use of the Range | Firearms Training | Students, Instructors, Controlled Persons & Public | M | Firearms training and Range SOPS will be adhered to at all times All firearms instructors will be competent with the completion of risk assessments and the management of safety as accredited by the CFI in their individual portfolios All training events will be approved by the CFI and will be delivered as per the training packages The activity safety briefing will be given by the Range Conducting Officer (RCO) Prior to the delivery of training The RCO will conduct a dynamic risk assessment prior to the delivery of this training | L |

| | | | | | | |
|---|------------------------------|---|--|---|--|---|
| 3 | Live Firing use of the Range | Injury due to fired ammunition defeating range defences | Students, Instructors, Controlled Persons & Public | M | <p>The Range is constructed and maintained to best practice ballistic criteria, so that ammunition that is within the limits stated on the Range License (904) will be defeated and captured by the Range defences.</p> <p>The Range is inspected at regular intervals by a competent person to ensure that construction and maintenance standards are maintained.</p> <p>The type and use of authorised weapons and practices are covered in the Range SOPs.</p> <p>Range SOPs clearly state the additional control measures required to ensure that all ammunition fired arrives in, and is defeated and contained by, the bullet catcher</p> <p>Range SOPs and these Risk Assessments, are revised and updated annually.</p> <p>The range is a Full Danger Range, with strict controls regarding entry to the Danger Area. Even is a round were to defeat the bullet catcher it would remain within the Danger Area template.</p> | L |
| 4 | Live Firing use of the Range | Injury due to being shot while using the range | Students, Instructors, Controlled Persons | M | <p>A range safety briefing will be given prior to all live fire sessions. This will include 1st aid / emergency procedures</p> <p>All training will be carried out in accordance with the Range SOPs</p> <p>No firing will take place without the direction of the RCO</p> <p>No weapons will be loaded or made ready without the direction of the RCO</p> <p>Shoot details include an explanation of relevant safety issues</p> <p>Weapons will remain holstered or be carried in one of the approved carriage position</p> | L |

| | | | | | | | | |
|---|------------------------------|---|--|---|--|--|--|--|
| | | | | | | Weapons and ammunition will not be left unattended All firearms will be unloaded at the end of each shooting session A full 1 st aid kit is available on the range and a trained Medic present. All weapons are inspected and maintained in accordance with National Standards All instructors and students are to comply with training SOPs All persons at risk to wear PPE as documented in the SOPs and safety briefings All instructors and students are familiar with weapon function checks and the checking of weapons for serviceability Range and Training SOPs will be adhered to at all times No unauthorised use of the range is permitted All approved practices are within the limits of ammunition that the range is approved for Only those activities authorised by the CFI are permitted All down Range ricochet objects are appropriately clad to prevent ricochet and splash back. Prior to use, no ricochet inducing plates will be placed in front of target turning systems to prevent the risk of ricochet The range is inspected at regular intervals by a competent Police Range Safety Inspector (PRSI) to ensure that maintenance standards are maintained. The bullet catcher is subject of regular maintenance and inspection, including de-leading of the sand | | |
| 5 | Live Firing use of the Range | Injury as a result of weapon malfunction | Students, Instructors, Controlled Persons | M | | L | | |
| 6 | Live Firing use of the Range | Injury as a result of unauthorised practices and procedures | Students, Instructors, Controlled Persons & Public | M | | L | | |
| 7 | Live Firing use of the Range | Injury as a result of Ammunition Ricochet / fragmentation | Students, Instructors, Controlled Persons | M | | L | | |

| | | | | | | |
|-----------|------------------------------------|--|---|---|--|---|
| | | | | | Persons at risk will wear ear and eye protection and body armour while live firing is taking place | |
| | | | | | Only frangible ammunition is to be used against steel plate targets, such as the duelling tree and firers must be a minimum of 3 metres back from it | |
| 8 | Live Firing use of the Range | Risk of noise induced hearing loss by exposure to high levels of noise | Students, Instructors, Controlled Persons | M | <p>The range is a hearing protection zone and signs are displayed at the entrance to the bunker and entry point to the range</p> <p>Persons at risk are provided with hearing protection consisting of inner ear plugs and outer ear defenders. The wearing of these during live firing is mandatory</p> <p>The RCO is responsible for ensuring hearing protection is worn, prior to any live fire taking place</p> <p>Firearms officer are subject to annual hearing tests as part of ongoing health monitoring</p> <p>Noise exposure levels have been examined and results show that the issued hearing protection is suitable for the levels found and the exposure durations</p> | L |
| 9 | Use of Fort Le Marchant Range Area | Injury/illness from lead ingestion | Students, Instructors, Controlled Persons | M | <p>Covered in safety briefs – Persons at risk to wash hands prior to eating or drinking to minimise risk of infection.</p> <p>Hand wash facilities are provided within the portable toilet cabin. Hand sanitiser is available.</p> | L |
| 10 | Use of Fort Le Marchant Range Area | Injury due to use of Martello Tower Lookout Point - Fall from height | Students, Instructors, Controlled Persons | M | <p>Range is an outdoor facility so subject of good natural ventilation</p> <p>During firing there is a requirement to have a Lookout on duty at the top of Martello Tower No 4. Access is via two ladders. Roof area is surrounded by 1m high wall.</p> <p>The Martello Tower is to subject of regular inspections as part of the range inspection to ensure serviceability of ladders and other fittings.</p> | L |




| | | | | | | |
|-----------|------------------------------------|---|---|---|---|---|
| | | | | | <p>Covered in safety Brief – Officers to use care when climbing ladders to access lookout point and are to ensure that all internal hatches are secured to prevent falls.</p> <p>Barriers are fitted around open hatch used for flag pole storage.</p> <p>Officers not to climb on outer wall of Martello tower.</p> | |
| 11 | Use of Fort Le Marchant Range Area | Injury due to use of Martello Tower Lookout Point - unsanitary conditions | Students, Instructors, Controlled Persons | M | <p>The Martello Tower is a historic building, which is situated on an area of common land and subject of, and requires, minimal maintenance. It is however likely to be subject of rodent / bird activity</p> <p>Mesh is fitted to the various opening to prevent birds getting into the tower.</p> <p>The tower is subject of regular inspection and cleaning, where necessary</p> <p>Persons at risk to exercise good hygiene, washing their hands on completion of lookout duties.</p> <p>Hand wash facilities are provided in the portable toilet cabin. Hand sanitiser is available.</p> | L |
| 12 | Use of Fort Le Marchant Range Area | Injury due to use of Martello Tower Lookout Point – moving & placing Radar. Use of Radar | Students & Instructors | M | <p>The specific type of radar being used does not pose a radiation risk to users.</p> <p>A minimum of three officers will be used to lift the radar up and down through the hatch, utilising the lifting system in place. Two officers will be positioned below the radar and one above to guide it through the hatch door.</p> <p>A minimum of two officers will lift and place the radar on its mount and ensure that all four bolts have been tightly fastened.</p> | L |

| | | | | | | |
|-----------|------------------------------------|---|---|---|--|---|
| 13 | Use of Portable Generators | Injury / illness as a result of carbon monoxide poisoning | Students, Instructors, Controlled Persons | M | Portable generators to be sited in outdoor, well ventilated area Generators not to be started or run within the bunker | L |
| 14 | Use of Portable Generators | Injury caused by refuelling whilst hot | Students, Instructors, Controlled Persons | M | Generators to be refuelled at the start of the day, prior to being run Refuelling to be carried out using petrol can and funnel to minimise the risk of spillage Where refuelling is necessary during the working day, caution to be exercised to avoid spillage, with refuelling carried out after a period of down time, where possible, to allow generator to cool There are fire extinguishers present on site. | L |
| 15 | Use of Fort Le Marchant Range Area | Injury of lifting/moving of range equipment (Manual Handling) | Students, Instructors, Controlled Persons | M | Covered in Safety Brief – Identified numbers of officers are to move items of equipment using correct lifting techniques. Sack truck and trolley provided for movement of heavy items Heavy items to be stored so as to require minimum amount of movement Any heavy items requiring moving further than the confines of the range, such as the generator to the tower, to be moved by vehicle. | L |
| 16 | Use of Fort Le Marchant Range Area | Slips, Trips and Falls | Students, Instructors, Controlled Persons | M | Range is an outdoor area fully accessible to members of the public. The ground is uneven in certain areas and police will need to access all areas to ensure range is clear. Persons at risk to wear footwear which provides support, namely police issue boots or civilian footwear, such as training shoes. | L |

| | | | | | | |
|-----------|------------------------------------|---|---|---|---|---|
| | | | | | <p>Covered in safety brief - safety briefing to highlight risk of slips trips and falls and need for all to exercise caution.</p> <p>Range floor to be kept clear of obstructions, with spent cases being regularly cleared between shooting details</p> <p>First Aid equipment is available at all times when training on the range.</p> | |
| 17 | Use of Fort Le Marchant Range Area | Lack of On-site facilities resulting in unsanitary conditions | Students, Instructors, Controlled Persons | L | <p>There are no on-site facilities however portable toilet facilities will be provided on allocated training days.</p> <p>There is no drinkable running water and any drinking water to be transported to the site in container provided for boiling in hot drinks.</p> <p>Cold drinks need to be provided by individuals.</p> | L |
| 18 | Use of Fort Le Marchant Range Area | Insect sting or bite | Students, Instructors, Controlled Persons | L | <p>First Aid equipment available at all times when training on the range.</p> <p>Clothing specified includes the coverage of exposed skin where possible.</p> <p>All officers are First Aid trained.</p> | L |
| 19 | Use of Fort Le Marchant Range Area | Exposure to Elements | Students, Instructors, Controlled Persons | L | <p>Persons at risk officers to wear clothing appropriate for the weather conditions.</p> <p>Weather conditions to be monitored by trainers, suitable shelter is provided on site, in the form of a maintained bunker.</p> <p>Persons at risk to be warned about dangers of exposure to the elements where necessary</p> <p>Persons at risk to be provided with appropriate breaks during the course of training</p> | L |
| 20 | Use of Fort Le | Use of Adjacent land | Students, Instructors, | L | Hand wash facilities are provided within the portable toilet cabin. Hand sanitiser is available. | L |




| | Marchant Range Area | – risk of infection due to outdoor land area | Controlled Persons | | | |
|-----------|------------------------------------|--|---|---|--|---|
| 21 | Use of Fort Le Marchant Range Area | Use of Bunker Risk of striking head | Students, Instructors, Controlled Persons | L | Covered in safety briefs – Bunker has low doorways and officers are to use care when moving inside bunker. Low doorways have head protection material fitted and lighting is provided throughout. Warning signs are placed in prevalent locations within the bunker identifying the low doors as a hazard. | L |
| 22 | Use of Fort Le Marchant Range Area | Use of Bunker Risk of fire | Students, Instructors, Controlled Persons | L | No naked flame appliances to be used within the bunker Combustible material is minimal, with structure and floors all being concrete Fire extinguisher to be sighted in prominent position on approach to exit Prohibition warning signs are placed in prevent locations within the bunker stating “no naked lights” & “no smoking” | L |
| 23 | Use of Fort Le Marchant Range Area | Use of Bunker Risk of Carbon Monoxide Poisoning | Students, Instructors, Controlled Persons | L | No fuel type heating sources to be used within the bunker No cooking or food warming to take place within the bunker A Carbon Monoxide detector is in position within the bunker, which will alarm if there is a build-up of Co2. Prohibition warning signs are in place stating “no naked lights”, “no smoking” & and “no use of fuel heaters or cooking stoves” | L |
| 24 | Weapon Cleaning | Risk of Injury / illness from | Students, Instructors, | L | All weapons to be proved clear at completion of shooting detail | L |

| | | | | | | |
|--|--|---------------------|--|--|---|--|
| | | cleaning of weapons | | | <p>Weapons to be checked and confirmed as clear by users prior to cleaning</p> <p>Gloves to be used during cleaning process to avoid exposure cleaning products</p> <p>Cleaning products to be stored within the armoury</p> <p>Cleaning to be conducted in a well ventilated area.</p> <p>A suitable cleaning bench is provided in the rear garage area of police headquarters.</p> <p>There are emergency eye wash and first aid facilities in the cleaning area.</p> | |
|--|--|---------------------|--|--|---|--|

| | | | | | |
|--|--|--------------|--------------------------|-------------|-------------------|
| Sign: Risk Assessor |  | Print | Nathan Slann DCFI | Date | 18/12/2018 |
| Sign: Chief Firearms Instructor |  | Print | PS Sacha Yabsley | Date | 18/12/18 |
| Sign: Health & Safety |  | Print | CI J-P Le Breton | Date | 18/12/18 |

Quality Assurance / Authorisation

Authorisation of this version

| Version 1.1 | Name | Signature | Date |
|------------------|------------------|---|------------|
| Prepared: | PC Nathan Slann |  | 18/12/2018 |
| Quality assured: | PS Sacha Yabsley |  | 18/12/18 |
| Authorised: | DCO Nigel Taylor |  | 24/12/18 |

Version Control

Review

| | |
|--------------------------------------|------|
| Review following change to procedure | Date |
| Reviewed | |

| | |
|-------------------|---------------|
| Review of Purpose | |
| Reviewed Date | 18/12/18 |
| Reviewed by | PS 10 Yabsley |

| | |
|-----------------|---------------|
| Next Review Due | December 2019 |
|-----------------|---------------|

Version History

| Version | Date | Reason for Change | Amended by |
|---------|----------|--|---------------|
| 1.1 | 18/12/18 | Minor amendments following annual review | PS 10 Yabsley |
| | | | |
| | | | |

Document History

| | |
|--------------------------|---------------------------|
| Portfolio Holder | DCO Nigel Taylor |
| Document Owner | Chief Firearms Instructor |
| Owning Department | TFU |
| Version 1.0 Approved by | A/DCO Nigel Taylor |
| v1.0 Approval Date | 14/12/2017 |
| v1.0 Implementation Date | 14/12/2017 |
| Version 1.1 Approved by | DCO Nigel Taylor |
| v1.1 Approval Date | 1/1/2019 |
| v1.1 Implementation Date | 1/1/2019 |