

Risk assessment

Name of activity, event, and location	Air Rifle Shooting The Canyon Stevenage District Activity Centre	Date of risk assessment	24th February 2026	Name of person doing this risk assessment	Huw Williams
		Date of next review	23rd February 2027		

What hazard have you identified? What are the risks from it?	Who is at risk?	How are the risks already controlled? What extra controls are needed?	What has changed that needs to be thought about and controlled?
A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment, or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Unauthorised access to Range/store Unauthorised use of rifles	All unauthorised users	<ul style="list-style-type: none"> All access points locked and secured when activity not supervised. Rifles to be secured in Store when not in use. Locker in range to be used for temporary storage of rifles and ammunition only. Store/locker to be locked at all times when rifles stored. 	3 rd April 2022 – new lockable doors placed onto the range. Locker for temporary storage removed as no longer needed.
Manual handling – moving equipment in / out of store.	Instructors / Helpers	<ul style="list-style-type: none"> Ensure equipment is stored safely and appropriately. Use correct manual handling guidance when lifting. Carry rifles from store to range in gun slips(bags). Don't carry too much at once. 	
Mechanical failure of rifles	All participants	<ul style="list-style-type: none"> Instructors to check that rifles are in full working order prior to start of activity. Not to use faulty rifles. All equipment to be checked at conclusion of activity. 	

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Instructor qualifications	All participants	<ul style="list-style-type: none"> Lead instructor/Range Conducting Officer to hold correct and in date qualifications of National Smallbore Rifle Association (NSRA) Youth Proficiency Scheme (YPS) Tutor or higher. If any of those shooting is under the age of 14, the Range Conducting Officer or another person supervising participants in the activity must be aged not less than 21. For self-led "Own Instructor" sessions a valid permit or certificate to be sent over prior to activity date. 	
Improper or inappropriate use of equipment	All in range	<ul style="list-style-type: none"> Full safety briefing to be given prior to activity starting. To include correct handling and use of equipment. 	
Range safety and use of equipment	All in range	<ul style="list-style-type: none"> Full safety briefing prior to activity starting. Misbehaving means no shooting. Max group size of 16. Max 4 shooting at once. Number of shooters to be reduced at Instructors discretion should additional needs be identified. At least one other adult helper present, more as required needs identified. Rifles to be laid on counter and broken whilst not in use. Clear explanation of range commands especially the "START" & "STOP" commands. Clear explanation of "WAITING LINE" & "SHOOTING LINE". No one to cross safety line and enter the range until instructed by the range officer. 	

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		<ul style="list-style-type: none"> Rifles must NEVER be pointed at others, weather loaded or not. Rifles to be pointed down range at all times. 	
Correct paperwork and permission slips	All participants	<ul style="list-style-type: none"> Activity Information and parental permission form to be signed prior to activity. Section 21 Declaration covered on above form. No permission forms no shooting Group leader to confirm they are happy they have all forms and permissions. 	
Previous or current medical condition	All participants	<ul style="list-style-type: none"> Ensure that participants have no injuries that would be made worse by shooting. Anyone who feels unwell must be monitored and decision made if to shoot or not. Stop if feeling unwell during activity. 	
Impact from spring back of barrel during cocking rifle	All Participants and helpers	<ul style="list-style-type: none"> Clear instructions and demonstration at start of session. Ensure sufficient helpers for cocking and loading guns. 	
Fingers caught in rifle during cocking	All Participants and helpers	<ul style="list-style-type: none"> Clear instructions and demonstration at start of session. Ensure sufficient helpers for cocking and loading guns. 	
Noise of activity	All participants	<ul style="list-style-type: none"> Ear defenders available to be worn by shooters and waiting participants should they wish to. Helps with noise distraction from non-shooters also. 	Ear defenders are not a mandatory requirement due to the low output from the rifles used but are offered as some participants prefer to wear them.

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Contact between shooters and nonshooters	All in range	<ul style="list-style-type: none"> • Non shooters to remain in designated waiting area. • Physical barrier between waiting area and shooters. • Helpers to stand in safe position behind shooters when not helping. 	
Weight of gun	All participants	<ul style="list-style-type: none"> • Younger shooters may find guns heavy, ensure sufficient helpers to load where required. • Gun supports available to rest barrels on. 	
Arm Strain	All participants	<ul style="list-style-type: none"> • Be aware of session lengths. • Monitor number of pellets used. • Gun supports available to rest barrels on. 	
Shoulder damage from shooting	All participants	<ul style="list-style-type: none"> • Clear instructions and demonstration of how to hold rifle at start of session. • Close observation of participants during activity. 	
Unintentional discharge	All in range	<ul style="list-style-type: none"> • Safety on at all times until ready to take shot. • Care when loading rifle. • Finger kept outside of trigger guard until ready to take shot. • Only handle rifle when shooting. 	

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Injury from direct hit of pellet	All in range	<ul style="list-style-type: none"> • NEVER point a rifle at anyone. • Range rules to be followed at all times. • Safety on until ready to shoot. • Not to put finger on trigger until ready to shoot. • Access to range is controlled. • Safety glasses to be worn by all past the waiting line. • Ideally one supervising adult per two shooters. (Not including the Range Officer/Instructor) 	Note: safety glasses are not a mandatory requirement as the range has been tested for ricochets/rebounds and is safe. Glasses available should the instructor wish to use them within their sessions.
Rebounding pellets	All in range	<ul style="list-style-type: none"> • Range purpose built as per recommendations. • Safety glasses to be worn by shooters and all helpers in front of waiting line. • Ensure pellet catchers are in place, secure and in good state of repair. • No deliberate shooting off target. 	Note: safety glasses are not a mandatory requirement as the range has been tested for ricochets/rebounds and is safe. Glasses available should the instructor wish to use them within their sessions.
Spectators	Spectators	<ul style="list-style-type: none"> • To remain in waiting area. • Not to pass designation waiting line. 	
		<ul style="list-style-type: none"> • Not shout out to shooters to avoid distraction. 	
Rifle being stored loaded Rifle being left loaded	All in range	<ul style="list-style-type: none"> • Rifle to be stored in gun bag/slip in broken position with supplied wire passed through barrel for ease of identification. • Rifles to be left on counter in broken position when not firing. • Shooters to prove rifle at end of each shoot. 	

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Lead poisoning	All Participants and helpers	<ul style="list-style-type: none"> • Lead can be poisonous if ingested in large quantities. Ingestion of small quantities can cause sickness. • No eating on the range • Wash hands with soap and water after sessions. 	
Horseplay	All Participants	<ul style="list-style-type: none"> • Safety briefing at start. • Dangers of horseplay explained. • Leaders to monitor group • Warnings given if required. 	
Slips, Trips and Falls	All in range	<ul style="list-style-type: none"> • Instruction that no running is allowed in the activity area. • Range to be kept tidy and free from trip hazards. • No unauthorised equipment past the waiting line. • Coats and bags to be stored in areas provided or under seats. • First aider present at all times. 	
Incident involving first aid Or Medical emergency	All present	<ul style="list-style-type: none"> • Ensure suitably trained and in date First Aider present. • First Aider to carry out primary survey. • First aid kit available in range. • Administer first aid. 	
		<ul style="list-style-type: none"> • Complete correct accident/injury paperwork. • In Emergency – 999. • If available adult to walk up to Valley Way to meet ambulance as entrance to site can be easily missed. • Follow the purple card guidance. 	

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| | | <ul style="list-style-type: none">• Complete correct accident paperwork.• Event/group leader to follow in touch procedure.• Inform site manager of incident. | |
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