

Activity Risk Assessment

Activity	Air Rifle Shooting				
Address of premises	Hesley Wood Activity Centre, White Lane, Chapelton, S35 2YH				
Author of this risk assessment	Megan Hughes				
Issue Date	15/07/2024				
Review	This document is reviewed annually. We can review it sooner if needed.				
Reviewed by	Alyssa Jordan	Date	14/11/2024	Changes?	Yes, see reviews page
Reviewed by	Luke Joseph / Alyssa Jordan	Date	10/11/2025	Changes?	Yes, see reviews page
Checked by Operations Director	 Andy Moore	Date	10/11/2025		

Explanation of Risk Rating: Risk Rating = Probability x Severity			Probability			Rating	Actions resulting from Risk Rating
			Unlikely 1	Likely 2	Certain 3		
Severity	1	Minor injury or damage	1	2	3	1-3	Low Risk: Carry on, ensuring controls are in place. No further controls required.
	2	Major injury or damage	2	4	6	4-6	Medium Risk: Implement extra controls if practical to reduce risk to low. Monitor risk level to ensure no increase.
	3	Severe injury or damage, Serious illness or death.	3	6	9	7-9	High Risk: Stop activity immediately. Implement further controls to reduce risk if possible. Find alternative method.

The Hesley Management Team will monitor and review the controls to reduce risk in accordance with South Yorkshire Scouts Health & Safety Policy.

The information contained within this Risk Assessment should be taken as the minimum requirement and is not to be considered exhaustive.

What is the hazard? How might people be harmed?	Risk Level (with existing control measures)			Who is at risk?	What are the control measures?
	Probability	Severity	Rating		
Hazards arising from the actions of the instructor(s).	1	2	2	All involved	Instructors must hold an approved qualification e.g. NSRA and have completed the site induction.
Hazards arising from Overcrowding and Disorderly Behaviour.	2	2	4	All involved	<p>The Group Leader needs to be present during sessions.</p> <p>If a group members behaviour becomes dangerous follow the Emergency Action Plan (EAP) for Disorderly Behaviour.</p> <p>To avoid overcrowding at the shooting line, there must only be 1 shooter per target.</p> <p>On sessions where help is required to reload the rifles there may be 1 helper per participant along with instructor overseeing the overall safety on the range.</p> <p>One Hour Sessions: Maximum 12 participants, with 2 observers.</p> <p>90 Minute Sessions: Maximum 15 participants, provided additional observers are available to maintain effective oversight and participant safety throughout.</p> <p>During events where no set time sessions take place maximum capacity of the building (i.e. 40) must not be exceeded.</p>
Equipment failure.	1	2	2	Participants	<p>Only Hesley Wood equipment to be used on sessions run by Hesley Wood Staff.</p> <p>Qualified external instructors can also use Hesley Wood equipment if they choose to do so.</p> <p>The centre's equipment is inspected and logged in accordance with its current inspection policy.</p>

Equipment failure groups own equipment.	2	3	3		If a participant books to use the shooting range as a self-led activity and wishes to bring their own equipment it is up to the qualified instructor leading the activity to ensure the equipment they are using meets the current inspection policy and all legal requirements
Hazards arising from the actions of non qualified assistants.	2	2	4	All involved	Staff responsible for leading the sessions to delegate responsibility appropriately to competent persons whilst still overseeing general safety.

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	Probability	Severity	Rating		
Structure failure.	1	3	3	All involved	The building is constructed in compliance with building standards regulations of it's day. Monthly inspections for structural movement are conducted, along with passive pre-use checks before each session.
Rifles aimed away from the targets.	2	3	6	All involved	Participants must be told to always point rifles down the range towards targets – instructor to remind participants as needed. Anyone pointing a rifle with intent away from target to be removed from session.
Trapping finger in breach.	2	2	4	Participants	Instructor to clearly demonstrate how to safely load a rifle. Young participants will be observed on their first shot on a one-to-one ratio. Adult participants can be observed on a one-to-two ratio. Continued monitoring from instructor throughout session. Anyone posing continual risk to themselves shall then be assisted by a completed person.

Accessing 'live' area of the range while the range is 'live' i.e. when shooting is still taking place.	1	3	3	All involved	<p>Restricted access to live area, either by line of tables or visual indicator of line on floor of range.</p> <p>Participants told to take a step back away from tables once they've finished shooting and to wait there until told to collect their target.</p> <p>Participants informed of "STOP" command, instructor to use this command as necessary.</p>
Unauthorised access to the range when session is in progress.	2	2	4	All involved	<p>Doors to be kept closed during sessions.</p> <p>Notices placed on doors.</p>
Injury from pellet ricochet.	2	1	2	All involved	<p>Everyone in the rifle range to wear goggles or approved safety rated glasses when range is 'live'. Anyone continually removing glasses will be asked to leave the activity.</p>
Rifles being left unattended.	1	3	3	Intruders	<p>Range should be locked when not in use and rifles present.</p> <p>Rifles removed from range when not in use.</p> <p>Breaks between rifle session lasting more than an hour, rifles to be locked away in rifle cabinet.</p>
Handling pellets i.e. lead pellets.	2	1	2	All involved	<p>All participants are told at the end of the session that the pellets are made of lead and informed that they must wash their hands before they touch anything or put their fingers in their mouths. On session where participants are more likely to put their finger in their mouths, decision to be made to whether participant will be safe to touch pellet or if assistance would be required to load pellets for them.</p> <p>No eating allowed in the range.</p>

Related Risk Documents

Standard Operating Procedure (SOP) for Rifle Shooting, Review Log – Rifle Shooting, Inspection and Replacement Policy, EAP for Overcrowding, EAP for Structural Failure and EAP for Disorderly Behaviour

Review Log

Reviewed by:	Date of review:	Reason for review:	Changes made:	Actions required:	If actions have been completed insert date completed:
Alyssa Jordan	14/11/2024	Standardise and quality control	See History Review Log for full details: Page numbers added to improve document navigation. Common risks that apply across target activities are now highlighted under green heading. Session-specific risks are placed under blue heading. Language throughout document simplified for accessibility.	Reissue RA to all qualified instructors.	20/12/2024
Luke Joseph / Alyssa Jordan	10/11/2025	Annual review	Insert reference to legal requirements for rifles. Clarify building standards statement. Insert section on unauthorised access.	Update notification.	

See Review Log – Rifle Shooting for previous reviews and changes

Version 2 publication date: 10/11/2025