**Statement of General Policy:**

CURPC is strongly committed to encouraging our members to take part, whilst seeking to ensure that the health, well-being and safety of each individual is managed effectively and that the safety of all external parties is considered and managed. The club conducts its operations in accordance with the regulations set out by the Home Office.

**Safety Responsibilities and Arrangements:**

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| **Responsibility** | **Officer Responsible** | **Specific Safety Arrangements** |
| **General Oversight of club safety management** | **Club FAC Holder** | Keep up to date with changes in regulations from the Home Office and any changes to the Firearms Law.  Ensure safety arrangements and procedures are up to date, and student committee members can conduct sessions accordingly.  Update legal documents as needed and maintain the club’s legal status with the Home Office.  Contact Phone Number |
| **Regular oversight of club safety management** | **Captain** | Undertake regular, recorded risk assessment of all activities undertaken by the club.  Create a safe environment by putting health and safety measures in place as identified by the assessment.  Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness (as a minimum once per year at the AGM).  Keep up to date with changes in regulations from the Home Office and any changes to the Firearms Law.  Make arrangements for the training and completion of the assessment of Range Conducting Officers.  Reviewing handover documents to make sure all details are correct and up to date.  Update contact details for safety incidents. Phone Number |
| **Clear communication with club members on safety matters** | **All Committee members** | Ensure that all members are given the safety induction and the appropriate level of training and competition, by regularly assessing individual ability depending on age, maturity and development.  Ensure all shooters are not prohibited from possessing a firearm by Section 21 of the Firearms Act.  Ensure that all members are aware of, understand and follow the club’s health and safety policy.  Ensure that club members are able to raise safety concerns.  Ensure that normal documented operating procedures and emergency operating procedures are in place and known by all members. A paper copy should be kept inside the range for reference with digital copies available through email and chat. |
| **Effective continuous management of safety arrangements** | **All Committee members, led by Safety Officer** | Review safety procedures, arrangements and information at committee meetings.  Monitor and ensure members do not breach safety conduct during training and competitions. |
| **Provide appropriate mitigation control measures for injuries** | **Safety Officer / Secretary** | Provide access to adequate first aid facilities, telephone and qualified first aider at all times.  Report any injuries or accidents sustained during any club activity or incidents that may have led to injury/ill health whilst on the club premises to the Sports Service and investigate when necessary.  Ensure the club has valid liability insurance for its activities. |
| **Uphold a culture that supports the safety policy** | **All club members** | Take reasonable care for your own health and safety and that of others who may be affected by what you do or not do.  Act in line with the Code of Conduct.  Co-operate with the club on health and safety issues.  Correctly use and store all equipment provided by the club.  Not interfere with or misuse anything provided for your health, safety or welfare. |
| **Ensure that Equipment is safe** | **Armourer** | Maintain equipment inventory and ensure that the firearms are stored in accordance with the regulations set out by the conditions on the CURPC Firearms Certificate.  Ensure that equipment inspections are carried out, and that formal inspections are carried out and recorded at least quarterly.  Ensure that all damaged equipment is marked and quarantined and repaired as soon as possible.  Oversee the transportation of equipment and firearms and storage in other competition venues in accordance with the conditions on the CURPC Firearms Certificate.  Phone Number |
| **Upholding the safe and secure operation of the firing range** | **Appointed Keyholders** | Have appropriate understanding of the operations of the range, with regards to opening and locking up of the range and armoury.  Account for all equipment and firearms, and ensure they are stored appropriately before closing the range.  Ensure the cleanliness of the range after use.  Record the locking up of the range and armoury, and submit recording to committee for verification.  Ensure that the fire exit paths are not obstructed.  Ensure all members have appropriate understanding of the Code of Conduct, fire evacuation procedures, or other temporary procedures in place.  Name and phone numbers displayed inside the range. |