



WITNEY PROJECTILE RANGE

RANGE STANDING ORDERS

GENERAL INFORMATION

1. **The Range Facility.** This 25 yard indoor range facility forms part of Witney Town's recreational estate. It is located within the West Witney Recreation Ground site, and is co-located with the West Witney Sports Field Complex, Tennis Club, Bowls Club, and Sports Club clubhouse building.
2. **Range Classification and Use.** This range is classified as a private firing range, but with use restricted to members of Home Office Approved shooting clubs, and other duly authorised personnel (Police/MoD personnel on duty and Cadets).
3. **Ownership.** The range building is owned by Witney Town, and falls under the remit of Witney Town Council's Sport and Play Committee. The Town Council retain responsibility for all maintenance of the building's fabric.
4. **Witney Projectile Range Limited (WPRL).** WPRL is responsible for the range facility, its operation, and for all shooting-related internal maintenance and administration, inclusive of all bookings and hire by clubs and other authorised user groups. A formal rental agreement is in place with Witney Town Council.
5. **Management.** The day-to-day management of the range is undertaken, on behalf of WPRL, by the Witney Projectile Range Users Committee (WPRUC), drawn from the WPRL Board, and representatives from clubs & user groups.
6. **WPRUC Contact.** WPRUC may be contacted as follows:

**Witney Projectile Range Users Committee
c/o Witney Projectile Range Limited
1st Floor
2 Woodberry Grove
Finchley
LONDON
N12 0DR
Email: committee@wpr.org.uk**

REGULATIONS FOR USE

7. **Permitted Use of this Facility.** Use of this indoor range facility is restricted to the following:
- 7.1. **Permitted Firearms.**
- 7.1.1. **Gallery Rifle Centre Fire (GRCF) Rifles**, subject to the following restrictions:
- 7.1.1.1. Maximum Muzzle Velocity: **1710ft/sec** (520m/sec);
- 7.1.1.2. Maximum Muzzle Energy: **475ft/lbs** (644 joules);
- 7.1.1.3. Maximum Calibre: **.455inch.**
- 7.1.2. **Gallery Rifle Smallbore (GRSB) Rifles** [**.22 Rimfire ONLY**];
- 7.1.3. **Long Barrelled Pistols (LBP)** and **Long Barrelled Revolvers (LBR)**
Min overall length: 60cm; min barrel length: 30cm. **LBP**s: **.22 Rimfire ONLY**. **LBR**s: to .45 inch, within para 7.1.1. limits above.
- 7.1.4. **Any other .22 Rimfire Rifle** - Target / Historic / Sporting;
- 7.1.5. **Firearms (FAC) Rated Air Rifles** (>12ft/lbs) if held on the user's Firearms Certificate (FAC); chronograph testing may be applied.
- 7.1.6. **Black Powder (BP) (Muzzle Loaded) Firearms.** Users must adhere the Velocity, Energy and Calibre restrictions at paragraph 7.1.1 above, and to the following additional limitations:
- 7.1.6.1. **MLAGB Code of Practice for Muzzle Loading Arms.**
MLAGB is the UK Governing Body. All users must abide by the national **Code of Practice** for the use of Black Powder firearms (*copy on display*). Firers should also note the MLAGB's **Rules, Bylaws & Regulations** Parts 2 and 3 (*copy on display*).
- 7.1.6.2. **Assessment.** Users should be **certified as competent and safe** by a suitably qualified Assessor. [i.e. Muzzle

Loaders Association of Great Britain (MLAGB) Assessor, or Black Powder qualified National Rifle association (NRA) / National Smallbore Rifle Association (NSRA) Range Conducting Officer (RCO)].

7.1.6.3. **Minimum Black Powder charge.** A minimum charge level is needed to prevent dangerous projectile bounce-back from the Linatex curtains:

Calibre of Firearm	Minimum Black Powder Charge
.31 inch	8 grains
.36 inch	12 grains
.44 inch	15 grains

7.2. **Permitted Non-Firearms.**

7.2.1. **Non-FAC Rated Air Rifles** (<12ft/lbs [16 joules], with ANY pellet it can fire);

7.2.2. **Air Pistol** (<6ft/lbs [8 joules], with ANY pellet it can fire);

7.2.3. **BB Guns** (4.5mm/.177 inch) smoothbore, CO2 or compressed air powered, firing plated steel or lead balls;

7.2.4. **Airsoft Guns** (6mm/.24 inch) smoothbore, CO2 or Green Gas powered, subject to the following additional limitations:

7.2.4.1. **Power Limits.** Must not exceed UK power limits:

Fully Automatic	1.3 joules
Semi-automatic / Single Shot	2.5 joules

7.2.4.2. Hand-held small-arms only (no grenade launchers);

7.2.4.3. Items classed '**Realistic Imitation Firearms**' under the Violent Crime Reduction Act (VCRA) 2006 must have a valid defence in law under Sections 36-38 of that Act.

7.3. **Other Permitted Use.** These facilities may be used for other shooting-related activity (i.e. Club AGMs, Firearms Safety Training, etc.); any other use is strictly by prior arrangement with WPRUC.

8. **Ammunition and Explosives.**

8.1. **Ammunition.** Only ammunition / projectiles for firearms specified at paragraph 7.1 above (non-firearms see paragraph 7.2) may be brought to the range. **Inert & Drill Ammunition are NOT allowed.**

8.2. **Authorised Natures.** All firearms ammunition must be as specified on the firearms owners FAC, and within authorised holding limits.

8.3. **Commercial ammunition.** Commercial ammunition is preferred as this guarantees a uniform performance within the specified range limits.

8.4. **Hand Loaded ammunition.** Must conform to limits specified at paragraph 7.1 above. ALL USERS must provide the RCO with a written certificate of conformance prior to use.

8.5. **Black Powder.** Commercially manufactured percussion caps ONLY.

8.6. **Chronograph.** Chronograph testing may be used to check conformance.

9. **Firing Distances & Positions.** Shooting may only take place from the following ranges and positions:

Range	Firing Position	Calibre
25 yds	Prone	.22 Rimfire ONLY
	Table (Benchrest)	.22 Rimfire / Air
	Shooting Benches	GRCF, BP, .22RF, Air
20 yds	Standing/Kneeling	GRCF, BP, .22RF, Air
10 yds/m	Standing	Air Pistol

10. **Targetry.** All Clubs/User Groups must provide their own targetry.

10.1. **Target Materials.** Metal targets, and targetry likely to cause a ricochet, are strictly prohibited.

10.1.1. **Firearms.** The following target materials are approved for use in this facility:

10.1.1.1. Paper;

10.1.1.2. Card;

10.1.1.3. Thin wood (maximum thickness: 6mm).

10.1.2. **Air Arms.** To prevent risks caused by Linatex bounce-back, all air rifle/pistol or BB gun targets must be backed with material (such as corrugated card or carpet) sufficient to absorb/retain any pellet or BB.

10.2. **Target Positioning.** With the sole exception of Airsoft Gun users, all targets must be positioned as follows:

10.2.1. Targets may ONLY be placed at the bullet catcher;

10.2.2. Targets should be positioned within the designated area, as indicated by the black lines;

10.2.3. Targets MUST NOT be fixed to the fabric of the building or the structural woodwork.

11. **Range Operation.** The following rules are to be observed by Clubs / User Groups, but all individuals should be reminded that SAFETY is an individual, as well as group, responsibility:

11.1. **Club Room.**

11.1.1. **Firearms (other than Black Powder).** All Firearms must be unloaded, and either cased or shown to be unloaded using one of the following methods:

11.1.1.1. **Breech Flag inserted** (all detachable magazines must be removed);

11.1.1.2. **Rifle Bolt removed**;

- 11.1.1.3. **Lever Action & Other Types.** Action Open (must be proved to RCO), and/or breech flag inserted.
- 11.1.2. **Black Powder Firearms.** Black Powder **uncapped and unprimed**, breech flags inserted where appropriate; pistol cylinders removed if possible.
- 11.1.3. **Non-Firearms.** All non-firearms must be either cased or shown to be unloaded using one of the following methods:
 - 11.1.3.1. **Air/Airsoft Pistols:** **Magazines removed** and **actions open**;
 - 11.1.3.2. **Air/Airsoft Rifles:** **Magazines removed** and **bolts open, underlever disengaged, break-barrel unlocked**;
- 11.1.4. **Loading of Magazines in the Club Room.** ONLY allowed when detached from the Firearm/Non-Firearm and the **Firearm/Non-Firearm is cased, in the Range rifle rack, or on the firing point.**
- 11.2. **Range.**
 - 11.2.1. **Supervision.** All shooting should be supervised by a duly appointed RCO, or qualified club / user group official;
 - 11.2.2. **Before Firing.** Prior to the commencement of firing:
 - 11.2.2.1. Close inner and outer doors connecting the Club room to the range;
 - 11.2.2.2. Switch on Fans;
 - 11.2.2.3. Switch on the Red Light This indicates firing is in progress, and hearing/eye protection should be worn . [**Mandatory for MILITARY / CADET UNITS**; Optional for other users]

- 11.2.3. **Drills.** **Loading / Unloading / capping / priming may ONLY take place on the firing point.** 'Fire with Movement' is NOT allowed, unless SPECIFICALLY AUTHORISED by WPRUC;
- 11.2.4. **Muzzles.** All firearms / non-firearms must be pointed in a **SAFE DIRECTION** at all times, preferably towards the target;
- 11.2.5. **Movement.** No movement forward of the firing point at any time until instructed by the RCO (after all firing has ceased and firers have laid down their arms). Where appropriate, a breech flag should be inserted to indicate that the firearm is clear of ammunition.
- 11.2.6. **'STOP-STOP-STOP'.** If anyone (not just the RCO) sees anything that they believe is unsafe, they MUST shout loudly and clearly **'STOP-STOP-STOP'**, at which point all firers must put their firearms/guns down, and move to the rear of the range to await further instruction.
- 11.2.7. **Proving Clear.** All firearms should be proved clear to the RCO, and breech flag inserted (or actions open) prior to removal from the range into the Club room.

12. **Health and Safety.** The following safety measures / procedures are a condition of using this facility:

12.1. **Hearing Protection.** Hearing protection MUST be worn on the range at all times when firearms of any type are being used, and irrespective of the fitment of a sound moderator to a rifle / LBP.

12.2. **Eye Protection.** Eye protection is recommended for all arms but MUST be worn on the range when using the following:

12.2.1. Black Powder arms;

12.2.2. Air Arms;

12.2.3. BB Guns.

- 12.3. **Mixed Firing Details.** RCO's may specify that eye protection is to be worn by all firers during mixed details.
- 12.4. **Fans.** The range has a system of circulatory and extraction fans. These provide firers a degree of protection against the effects of dust, unburned propellant, lead contamination, fumes and smoke, and reduce respiratory risk to firers. Range fans should be used as follows:
- 12.4.1. **Black Powder arms:** Extractor fans;
 - 12.4.2. **Other Firearms:** Circulatory and Extractor fans;
 - 12.4.3. **Other Arms:** RCO's discretion.
- 12.5. **Summary of Hazards.** All rifle ranges carry a danger of death, in addition to which users must note the following specific hazards:
- 12.5.1. **Noise.** **Hearing protection must be worn when firearms are being used.** Firearm noise can cause significant hearing loss; firearms use in enclosed spaces (indoor range) further amplifies noise and increases potential risk.
 - 12.5.2. **Linatex Curtain Bounce-back.** A Linatex curtain hangs behind the target area, in front of the steel plates protecting the range wall. This is a ballistic material intended to absorb projectile energy and prevent ricochets, but requires a minimum projectile mass and velocity. **Eye protection must be worn to prevent potential injury when air pellets are used,** as these are below the minimum and can cause bounce-back.
 - 12.5.3. **Smoke.** Smoke generated during firing (especially Black Powder arms) both causes target obscuration and may contain chemicals that act as an eye and respiratory irritant. Range extractor fans reduce the effects but anyone experiencing irritation should leave the range until the atmosphere has cleared.

- 12.5.4. **Black Powder.** Close supervision is critical to avoid a flash/explosion hazard caused by unused powder spilt during the loading/charging process and unburned powder discharged from the barrel during firing. MLAGB rules/guidance must be adhered to.
- 12.5.5. **Slip Hazard.** All users should be aware that a slip hazard exists, and care must be taken, especially in the club room, during rain/ice/snow conditions when the floor becomes wet.
- 12.5.6. **Lead Contamination.** Lead poisoning is cumulative, its health effects acute and chronic. Firearms and most pellet-firing air arms discharge small amounts of lead into the air as part of the firing process; Black Powder / muzzle-loading arms discharge more than other firearms. Poisoning occurs through inhalation, ingestion and absorption (skin contact). Range fans reduce levels of risk; wearing gloves and/or face mask provides additional protection.
- 12.5.7. **Fire.** Notices detailing the **FIRE DRILL** procedure are posted throughout the facility. The User Group leader or RCO must ensure that all users are conversant with it, and are to hold a practice fire drill prior to range use or, for regular users, a minimum of once a year.

13. **Safeguarding.** Shooting as a sport is open to all. It is an excellent medium through which participants, especially younger shooters, can learn and enhance their physical and mental skills, discipline, teamwork, technical understanding. etc. It should be a supportive and safe working environment, free from any form of intimidation or discrimination.

- 13.1. **Safeguarding Policy.** All clubs/user groups are required to have a nominated **Safeguarding Officer**, and their own **Safeguarding Policy**.

- 13.2. **Supervising Adult.** Where required to meet legal or safeguarding requirements, a parent or authorised adult may be allowed access to the range whilst a designated minor is present. Where that adult is not a full member of the club, or a qualified FAC holder, the RCO must also allocate a suitably qualified club member to act as safety supervisor.

SECURITY

14. **Security.** Clubs/User Groups should regularly remind members that they/their firearms are potential targets for both terrorists and organised crime, and that security remains a personal responsibility. Range users are advised to take the following precautions to minimise risk:
- 14.1. **Range Access.** Range access must be controlled throughout any period of use, with the entrance door kept shut when the range is in use.
- 14.1.1. **Keys.** Range keys are a Club/User Group responsibility, and must be kept securely at all times. Keys must not be duplicated (i.e. issued to individual members). The **Secretary WPRUC must be notified immediately of any loss.**
- 14.1.2. **Prospective/Provisional/Probationary Members.** Clubs/User Groups are reminded that until individuals have been instructed in the safe handling and use of firearms, and have completed the requisite period of probation (minimum of 3 months with regular attendance), a suitably qualified / experienced full club member must be allocated as supervisor.
- 14.1.3. **Visitors.** Clubs/User Groups may host any visiting shooter on the production of a valid Firearm Certificate and proof of insurance. Visitors without an FAC (i.e. firers family member) may only be allowed access at the discretion of the RCO.

14.2. **Personal Security.** The police advise that the most likely place for firearms and ammunition to be stolen is either on a firearm owners driveway, en-route to/from a range practice, or outside the range itself. This is especially easy when club practices occur routinely at the same time and place. Clubs should regularly remind their members of the security threat, and to remain vigilant at all times when travelling to and from range practices, and report anything suspicious.

14.2.1. **Travel to/from the Range.** Club members should take care when transferring firearms or ammunition into/out of their vehicles, especially if parked in public view. Be aware of unusual vehicles and individuals. Try to vary routes to/from the range; watch for following vehicles. Club members should always do a visual check for potential threats before entering or exiting their vehicle.

14.2.2. **Parking.** Parking is provided on site but can get busy at peak times. Range users should park as close to the range as possible, preferably with the boot of the vehicle facing the range building. Users should be discrete when transferring firearms and ammunition to/from their vehicles.

14.3. **Equipment security.** Clubs / User Groups must regularly remind members of the need to keep their Firearms and Ammunition secure. Firearms and ammunition must never be left unattended. On occasions when individuals leave the club room to shoot, visit the clubhouse toilet, etc. they must ensure that all items left behind are in the safekeeping of a club official or other trusted / authorised person.

14.4. **Suspicious Behaviour.** Any suspicious behaviour in the vicinity of the range should be reported immediately to the Police, and the Secretary WPRUC.

ADMINISTRATION

15. **Insurance.** It is a condition of Home Office Approval that all approved shooting clubs have '**adequate financial arrangements in place to meet any injury or damage claim**'. It is also a condition of use of this facility that both Witney Town and WPRUC are indemnified against all liability for injury or damage. Users must hold a valid policy of insurance, covering for both personal and public liability. It is a club's or user group's responsibility to ensure that insurance remains current, and that they send a **certificate copy to the WPRUC Booking Officer (booking@wpr.org.uk)**. The following should be noted:

- 15.1. **NRA / NSRA / MLAGB Affiliated Clubs.** Club affiliation fees to governing bodies includes an insurance element covering all full (paid up) club members. **Club policies usually only provide cover to members when participating in organised club events.**
- 15.2. **Unaffiliated Clubs.** Clubs or user groups unaffiliated to a national governing body must either make their own provision to cover members, or ensure that all members have individual shooting insurance (and that this covers them for their activities on the Witney range).
- 15.3. **Individual Insurance Cover.** FAC holders should note that most FACs contain a 'Condition' specifying a requirement to have '**adequate financial arrangements in place to meet any injury or damage claim**'. This can be obtained via membership of one of the governing bodies (NRA, NSRA or MLAGB), the British Association for Shooting and Conservation (BASC), the Sporting Shooters Association (SSA), the British Airgun Shooting Association (BASA), or a wide variety of shooting organisations / bespoke shooting insurance providers. **Always check the type and level of cover as these do differ significantly.**

- 15.4. **Range Booking Requirement.** Details of insurance must be supplied at the time of booking to use this facility.
16. **Range Hire.** To hire the range facility for a purpose specified in para. 7 (above), contact the WPRUC Booking Officer (booking@wpr.org.uk) with the following:
- 16.1. **User Details:** Organisation, to include named contact, and validation details (Home Office Approval number; MoD/Cadet Unit Details; etc.);
- 16.2. **Firers.** Number of firers, coaches, instructors, etc. If parties include those under the age of 18, a Safeguarding Policy must be in place (a copy may be requested to confirm bookings).
- 16.3. **Requirement.** Disciplines/firearms/ammunition/targetry used (user to supply);
- 16.4. **Timings.** Planned time of arrival/departure; note that the standard (4 hour) sessions are as follows:
- | | |
|------------|-------------|
| Morning: | 0800 - 1200 |
| Afternoon: | 1300-1700 |
| Evening: | 1800 - 2200 |
- 16.5. **Insurance details.** A policy number is usually required to make a booking; a copy of the cover note is required before booking confirmation;
- 16.6. **RCO/Firer Qualification** Where appropriate (i.e. MLAGB Assessment details for Black Powder).
17. **Miscellaneous.**
- 17.1. **Toilet Facilities.** Toilet facilities are not available in the Range building but are available within the main Clubhouse.
- 17.2. **Food and Drink.** **No food and drink may be consumed** within the range building.

- 17.3. **Cleaning.** All clubs/user groups **must tidy and sweep the club room and range thoroughly after use.** Failure to do so may lead to cancellation of future bookings, or a cleaning penalty fee being imposed.
- 17.4. **Damage.** Any damage caused to the range building, its fitment/fittings, target frames, shooting stands, club lockers, club room furniture, etc. must be reported to the **Secretary WPRUC** and paid for before any future booking. Damage noted at the start of any hire period should also be reported to the **Booking Officer** so that the previous user can be identified and invoiced for repairs; damage not reported may be billed to the most recent recorded user.
18. **Suggestions, Questions and Queries.** All questions, queries or suggestions regarding this range facility, and ways to improve the user experience, are welcomed. These may be submitted direct to the **Secretary WPRUC**, or forwarded via **Club Secretaries.**

Signed: *(In Original)*

Date: 11 April 2021

Nicholas Irving PhD

Chairman

Witney Projectile Range Users Committee