

Chapter 3

USE OF LAND RANGES

INTRODUCTION

0301. **General.** This Chapter lays down the policy for the use of land ranges. In particular the following is covered:

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| c. | Use of foreign design land ranges in the UK and overseas. | 0311 - 0312 |
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0302. **Authorisation For Use.** The responsibility for bringing a MOD land range into use on a permanent basis lies with the appropriate RAO from the Service or MOD organisation that has raised the User Requirement Document (URD). A copy of the Range SO, the Land Range Safety Certificate (MOD Form 905) and the Land Range Log (MOD Form 906/906A/906B) must be available on the range when it is in use. The issue of the Land Range Authorisation Certificate (MOD Form 904) authorises the use of the range. Further details on authorisation are in Chapter 6.

0303. **Range Safety Risk Assessment.** The Safe System of Training (SST) relies in large part upon generic risk assessments derived from constants applicable to all range users. However, each range facility is unique and a site specific risk assessment is required in every case. At a range used for training purposes the RAU is to produce a written range safety risk assessment¹, taking into account the live firing activities that will be permitted there, to establish what is necessary to make it a safe place for users and, where appropriate take into account the safety of the general public. Guidance on the steps to be followed in producing a site specific range safety risk assessment is at Annex F. The Range SO are subsequently derived from this assessment and form part of the SST. The CO/Head of the RAU is responsible for ensuring that the site specific range safety risk assessment remains current and that it is reviewed annually at the same time as the Range SO.

0304. **Range Orders.** Before issuing a MOD Form 904 for a MOD land range, the RAO is to ensure that Range SO are in place. The questions in Section 2 of the appropriate MOD Form 907B, appended to Chapter 8, are an indication of the subject matter that should be included in the orders. Where a contractor is responsible for all or part of the daily range operation the instructions pertaining to this are to be approved by the CO/Head of the RAU and are to be referenced in the Range SO. The RAO is to approve the Range SO before they are first issued, and is responsible for ensuring that they are signed by the CO/Head of the RAU. Once issued, the Range SO are binding on all users of the range. The CO/Head of the RAU is responsible for ensuring that the Range SO remain current and that they are reviewed at least annually for this purpose. The date of issue and the date of each review of the Range SO together with the name and signature of the reviewing officer are to be recorded on a review sheet kept with the copy of the Range SO that is held on the range. When there is a change of detail or of CO/Head of the RAU the Range SO must be revised as necessary, signed by the CO/Head of the RAU and re-issued. Any changes affecting safety are to be notified immediately to the RAO.

0305. **Safety Certificate.** The original of the Land Range Safety Certificate (MOD Form 905) is always to be available on the range for the RCO to check its currency before firing commences. If the certificate is not current or has been withdrawn by the RAO or RAU the range is not to be used.

0306. **Land Range Log.** The Land Range Log (MOD Form 906/906A/906B) is always to be available to the RCO/DCO/TCO whenever the range is in use and it is to be completed by the RCO/DCO/TCO before and after firing.

0307. **Inspections.** Following the issue of a MOD Form 904 and 905 by the RAO, in addition to the RCO/DCO/TCO check before each use, ranges are to be inspected as laid down in Chapter 8.

¹ JSP 375, Volume 2, Leaflet 11.

USE OF SERVICE AND DTE LAND RANGES BY A SERVICE

0308. **Requirements.** Before permission is given for a single Service controlled range to be used by another Service or for a DTE controlled range to be used by a Service, the appropriate authority must be satisfied that the weapons or devices to be used, their WDA templates/HIATs and the firing exercises to be carried out comply in all respects with the MOD Form 904 and the Range SO. All technical details of the weapon systems and the practices to be fired must conform to the safety criteria for the specific range allocated to the prospective user. These details are to be checked by the RAA at the time a firm bid is made for use of the range. Once approved, range practices must be conducted by a properly qualified RCO/DCO.

0309. **Doubt or Disagreement.** Where there is any doubt or disagreement over the use of a range which cannot be resolved by those exercising management control over the range, the matter is to be referred to the appropriate MOD Staff indicated in the chain of command annexes in Chapter 2.

0310. **Procedures.** Instructions and procedures for using a range are laid down by the DTE or Service controlling the range. As a general principle the user Service should follow the DTE or controlling Service Range SO, instructions and procedures. Where there is a difference from normal user Service procedures the safer of the two is to be adopted unless a dispensation is granted by the responsible RAO.

USE OF FOREIGN DESIGN LAND RANGES UNDER MOD CONTROL IN THE UK AND OVERSEAS

0311. **Safety Principles.** MOD personnel may have a requirement to conduct live firing on a range in the UK or overseas which is located on MOD controlled property but which has not been built to UK designs, e.g. a United States Air Force range built on a RAF Station in the UK or a German design range inside a British controlled facility in Germany. Any such range on which foreign and/or MOD personnel conduct live firing should as a minimum conform to the safety and licensing requirements laid down in this JSP before it can be authorised for use. Where the foreign design introduces a difference from normal user Service, MOD agency or organisation procedures the foreign range safety control measures should be examined to ensure that they provide at least the same level of safety. If there is any doubt technical advice should be sought before the range is authorised for use.

0312. **Authorisation.** Before a foreign design range located on MOD controlled property is first authorised for use by MOD personnel on duty, the prospective RAO should arrange for it to be inspected by a member of his staff competent to do so. Failing that, he should arrange for the range to be independently inspected. If the range is assessed to be at least as safe as the requirements laid down in this JSP, the responsibility for authorising its use lies with the appropriate RAO of the Service, MOD agency or organisation that controls the site. The MOD Form 904, 905, is to be issued to authorise the use of the range by MOD personnel whilst they are on duty.

USE OF HOST NATION LAND RANGES BY MOD PERSONNEL

0313. **Safety Principles.** Personnel stationed, visiting or on training overseas may have a requirement to fire on a range which is not on MOD controlled property, has not been built to UK designs and whose use is controlled by the Host Nation. Any such range on which MOD personnel will be live firing should as a minimum conform

to the safety requirements laid down in this JSP, and the procedures for conduct should be in accordance with the appropriate Service, MOD agency or organisation regulations for that type of range. Where the safety requirements of the Host Nation differ from those stipulated in this JSP and in the appropriate Service, MOD agency or organisation regulations, the more stringent requirements must be observed unless dispensation has been agreed with the Host Nation and granted by the responsible RAO.

0314. **Authorisation.** The responsibility for authorising the use of a Host Nation controlled range by MOD personnel on a permanent basis lies with the RAO of the Service, MOD agency or organisation that has the majority of users. In most cases, this will be the officer at 1* level or above who has ordered the live firing to take place. Before the range is first used by MOD personnel on duty, the prospective RAO is to arrange for it to be assessed. If the range is assessed to be at least as safe as the requirements laid down in this JSP, it may be authorised for use by MOD personnel whilst they are on duty. Where the range is to be used on a temporary exercise basis the provisions of paragraph 0637 are to be applied. There may be instances when MOD personnel are required to be on a Host Nation controlled range in an advisory or supervisory capacity during Host Nation live firing training. Such a requirement must be detailed in the Memorandum of Understanding (MOU) with the Host Nation. Provided the MOD personnel are not firing as part of the range activity there is no requirement for the range to be authorised for use in accordance with this JSP.

0315. **Air to Surface Use.** There are some overseas ranges used for air to surface firing on an occasional and irregular or opportunity basis by MOD personnel on training. Provided that there is an Agreement or Memorandum of Understanding (MOU) in place and that the safety requirements of the Host Nation are no less stringent than those for an equivalent UK range there will be no need to establish the full authorisation and range documentation, stipulated in Chapter 6, for such occasional use. It will be sufficient for the RAO to issue a MOD Form 904 to cover the occasional use and to review that use whenever there is a change to the Agreement/MOU or safety requirements.

USE OF SERVICE AND DTE LAND RANGES BY THE DE&S, DSTL, DSG, THE MDP, FOREIGN FORCES AND THE NORTHERN IRELAND PRISON SERVICE

0316. **Requirements.** Before permission is given for a Service or DTE controlled range to be used by the DE&S, Dstl, DSG, MDP, foreign force or Northern Ireland Prison Service (NIPS), the appropriate authority must be satisfied that the weapons or devices to be used, their WDA templates/HIATs and the firing exercises to be carried out are within the parameters authorised for the range. All technical details of the weapon systems and the practices to be fired must meet the safety criteria for the specific range allocated to the prospective user. These details are to be checked by the RAA at the time a firm bid is made for use of the range. Once authorised, all firings and range practices must be conducted by a properly qualified TCO/RCO/DCO.

317. In cases of doubt or disagreement about safety regulations to be applied the HQ concerned is to consult the Service/DTE focal point for range safety, who may ask the DOSG, when appropriate, for range safety advice. In the case of foreign forces wishing to use a range, the appropriate authority should establish through the

chain of command if any special agreement, e.g. a Memorandum of Understanding, is necessary. Any charges will be set by the DE in agreement with the RAU.

USE OF DE&S, DSTL, DSG AND MDP CONTROLLED LAND RANGES BY A SERVICE OR BY FOREIGN FORCES

0318. **Requirements.** Before permission is given for a DE&S, Dstl, DSG or MDP controlled range to be used by one of the Services or by foreign forces, the Dstl/DSG/MDP appointed appropriate authority, or in the case of DE&S T&E ranges the MOD RPO, must be satisfied that the weapons or devices to be used, their WDA templates/HIATs and the firing exercises to be carried out are within the parameters authorised for the range. All technical details of the weapon systems and the practices to be fired must meet the safety criteria for the specific range allocated to the prospective user. These details are to be checked by the RAA/TSM at the time a firm bid is made for use of the range. Once authorised, all firings and range practices must be conducted by a properly qualified or authorised RCO/DCO.

0319. In cases of doubt or disagreement about safety regulations to be applied the agency or organisation concerned should consult the DOSG, when appropriate, for range safety advice. In the case of use by foreign forces, the Dstl/DSG/MDP appointed appropriate authority, or in the case of the DE&S the TEST PT T&E RM, should establish through the appropriate channel if any special agreement, e.g. a Memorandum of Understanding (MOU) or Internal Business Agreement (IBA), is necessary.

USE OF MOD LAND RANGES FOR TRIALS AND DEMONSTRATIONS

0320. Trials and demonstrations may be carried out on MOD land authorised as a land range where the RAO/RAA is satisfied that the weapon systems or devices to be used, their WDA templates/HIATs and the events to be carried out are within the parameters authorised for the range, and where the sponsor's instructions for range safety conform in all respects to the safety criteria laid down for the range. In cases of doubt or disagreement about safety regulations to be applied the unit, agency or organisation sponsoring the trial or demonstration must be referred to the DOSG for range safety advice. Any matter of doubt or disagreement which cannot be resolved by the RAO is to be referred through the chain of command to the appropriate MOD Staff as indicated in the annexes to Chapter 2. Research trials involving equipment or weapons, ammunition natures or explosive stores, knowledge of whose performance is limited, should be subject to particular scrutiny. Where appropriate, legal and financial aspects such as the licence to use the range and indemnities will be in accordance with the guidance laid down in the Defence Lands Handbook JSP 362, Local Purchase Regulations (Rev 1994) JSP 332 and the Financial Guide to Repayment JSP 368.

0321. Low level development work and trials on new or improved materials intended for general MOD use on fixed structure training ranges may be carried out on a range provided the RAO/RAA is satisfied that events can be kept within the safety criteria laid down in this JSP and in other relevant Service/MOD Agency publications. In cases of doubt or where such trials can not be kept within current safety criteria they are to be referred to the LRWP or DLRSC, as appropriate, before commencement; in all instances a specific risk assessment, safety case and trials plan is always required before approval can be considered.

USE OF MOD LAND RANGES BY CIVIL POLICE FORCES FOR MARKSMANSHIP AND TACTICAL TRAINING

0322. **General.** The paragraphs in this section should be read in conjunction with the Director of Operations 'Instructions on Training and Logistic Assistance to the Police'. The term 'Police Forces' refers to civil police officers carrying out official marksmanship or tactical training during a tour of duty. Police Forces does not refer to police rifle or pistol clubs, which are subject to exactly the same conditions as other civilian clubs. The following definitions are applied to Police Force training activities on MOD ranges:

- a. Marksmanship Shooting. Static practices where the firer and the weapon, when made ready, are at all times pointed down range at the specified target in the allocated firing lane (i.e. no cross lane firing). Such practices may be conducted on NDA and LDA ranges (e.g. Barrack and Gallery). No weapon is to be made ready unless it is pointing down range at the specified target.
- b. Tactical Shooting. Practices on an appropriate FFA range where free movement can take place and targets can be engaged within an allocated arc of fire. Such practices are not permitted on NDA and LDA ranges (e.g. Barrack and Gallery) unless the ranges have been specifically designed, constructed and authorised for tactical shooting.

0323. **Indemnity and Licence.** Police forces wishing to use a MOD land range to carry out official marksmanship or tactical training should apply to the Service, DE&S, DTE, MDP, Dstl or Reserve Forces and Cadets Associations (RFCA) RAA. The MOD and RFCA must be fully indemnified against all damage to the premises and claims from third parties for personal injury or death resulting from the Police forces use of a range. If the application to use a range is approved, a duly authorised official on behalf of the Police Forces must complete the licence DE Form 5665 the MOD form of indemnity. Specific insurance to support the indemnity will not be required. Police Forces are to apply annually for renewal of licences, and, if granted by the RAU, are to be copied to the regional DE office for information, if appropriate.

0324. **Restrictions.** Use of Non-Service Pattern Weapon (NSPW) and ammunition which are inappropriate to the design of a range could lead to shot falling outside the Range Danger Area (RDA), thereby endangering the public. Police Forces weapons and ammunition must not be used on MOD land ranges (indoor and outdoor) unless they are within the performance limits laid down in Volume II of this JSP.

0325. **Conditions of Use.** It is essential that Police Forces observe the safety regulations and procedures which are required by the Range SO for use of the range, including the adoption of any 'clear RDA procedure'. In particular the following points are to be noted:

- a. Police Forces may use a range for a non-standard practice or item provided that:
 - (1) There is a Training Imperative based on a police Operational Requirement (TIOR) which can not be met by any other practicable means.

(2) The police write a site specific risk assessment covering the particular firing practices/items to be used on that range to identify the controls necessary to ensure all rounds will be contained within the RDA.

(3) The Chief Constable signs the risk assessment having assured himself that the training imperative exists and that all practicable steps have been taken to ensure that any hazard generated reduces the risk to the ALARP condition.

(4) If non-standard practices or items are required on the range, the Chief Constable personally signs the necessary authorisation. The format to be used is at Annex B. .

(5) The 1* or 2* RAO endorses the MOD Form 904 for use of the range by the Police Force solely for the specific practices covered by the Chief Constable's dispensation.

b. If a range is covered by Military Byelaws, members of a police force, as constables, are able to make an arrest under the byelaws in accordance with the powers set out in Section 24 of The Police and Criminal Evidence Act 1984 and therefore can remove members of the public who trespass into the range danger area.

c. When MOD users and a Police Force on marksmanship training are firing on adjacent Gallery ranges the 200 mils reduction in safety angle (see 'Safety Angle Reduction' definition in Volume IV) may be applied where the criteria is met in full.

0326. **Range Documentation.** It is the responsibility of the RAU or RFCA controlling the range, or, in the case of DE&S (contractor operated) ranges, the TSM to ensure that the MOD Form 906/906A/906B is correctly completed by Police Forces before and after firing.

USE OF MOD LAND RANGES BY CIVILIAN CLUBS

0327. **General.** The following are Home Office approved associations:

a. The National Rifle Association (NRA) is the Home Office approved national association charged with the safe conduct of full bore rifle target shooting.

b. The National Small Bore Rifle Association (NSRA) is the Home Office approved national association charged with the safe conduct of small bore rifle target shooting.

c. The Clay Pigeon Shooting Association of Great Britain (CPSA) and the United Kingdom Practical Shooting Association (UKPSA) are Home Office approved national associations charged with the safe conduct of shotgun target shooting.

d. The Muzzle Loaders Association of Great Britain (MLAGB) is the Home Office approved national association charged with the safe conduct and use of black powder muzzle loading firearms for target shooting.

The conditions under which civilian clubs affiliated to the NRA, NSRA and other MOD approved bodies may use Service, DE&S, Dstl, MDP, DTE or RFCA controlled ranges in the UK, and can be given certain other assistance, are set out in this section.

0328. Dispensation Range. Civilian clubs are permitted to use a MOD range which operates under a 2* dispensation provided the 2* RAO who granted the initial dispensation because of a Service/Agency need is satisfied, as a result of a risk assessment and any subsequent controls put in place, that the level of risk from the civilian rifle club use is no greater than on a Compliant Range. Where there are controls and limitations or restrictions to be applied to the civilian rifle club these must be detailed on the schedule of the MOD Form 904 for the range and included in the Range Standing Orders. They are likely to include, inter alia, the standard of marksmanship required, the level of safety supervision required, distances and lanes which can be used, number of firers and the maximum calibre, muzzle velocity and muzzle energy permitted. The fact that one civilian rifle club is authorised to use a certain Dispensation Range does not mean that other clubs automatically have the same permission. Each case is to be assessed individually and only named clubs with a demonstrated competence and affiliated to MOD approved national bodies are to be authorised.

0329. Eligibility. To be eligible to use a MOD land range, a civilian club must:

- a. Be affiliated to one of the approved national associations at paragraph 0327 and must be able to produce written confirmation that its affiliation fees are paid.
- b. Consist of at least 10 members.
- c. Be approved by the Home Office on application by one of the approved national associations at paragraph 0327.
- d. Be able to provide a national association approved and qualified RCO.

0330. Licences. Civilian clubs wishing to use a MOD land range should ideally approach the Service, DE&S, MDP, Dstl, DTE or RFCA RAU before the beginning of the appropriate financial year. DE should be consulted about any special requirements that may need to be included in the licence DE Form 5665. If the request for a licence is granted the following procedures are to be adopted:

- a. Civilian clubs are to be asked to submit a MOD licence request form for MOD controlled ranges and a RFCA licence request form for RFCA controlled ranges to the RAU.
- b. Licences are to be copied to the regional DE office by the RAU.

0331. Indemnity and Insurance. The MOD and RFCA must be fully indemnified against all damage to the premises and claims from third parties for personal injury or death resulting from the licensee's use of a range. In addition to the signed indemnity contained in the licence DE Form 5665, it is necessary that the civilian club provides evidence of insurance cover to support the indemnity. The insurance cover

required to meet third party claims will be a minimum of £5M per incident and be unlimited as to the total number of incidents it covers.

0332. **Payment.** Civilian clubs will be required to pay for the use of MOD land ranges. Charges will be set by DE in agreement with the RAU.

0333. **Restrictions.** Use of Non-Service Pattern Weapon and ammunition which are inappropriate to the design of a range could lead to shot falling outside the Range Danger Area (RDA), thereby endangering the public. Civilian owned weapons and ammunition may only be used on MOD land ranges (indoor and outdoor) within the parameters laid down in Volume II of this JSP for each range. Civilian clubs are not permitted to use any automatic weapon system on MOD land ranges, or to fire tracer on any range other than a FFA.

0334. **Priority.** At all times the use of MOD land ranges by civilian clubs is to be subject to the requirements of the Services (which includes Reserve Forces and cadet units) and Police Forces on official marksmanship or tactical training, all of which take priority.

0335. **Conditions of Use.** It is essential that civilian clubs observe the safety regulations and procedures which are required by the Range SO for use of the range, including the adoption of any 'clear RDA procedure'. In particular the following points are to be noted:

- a. If a range is covered by Military Byelaws, non-MOD civilians using the range cannot enforce the byelaws by means of either arrest or removal if an individual enters the danger area either inadvertently or deliberately.
- b. Civilian clubs may not apply the 200 mils reduction in safety angle (see 'Safety Angle Reduction' definition in Volume IV). When civilian clubs are firing on an adjacent range MOD users of a Gallery range may not apply the reduction either.

0336. **Range Documentation.** Whenever a police or civilian club uses a MOD land range it is the responsibility of the RAU or RFCA controlling the range, or, in the case of DE&S (contractor operated) ranges, the TSM to ensure that the MOD Form 906/906A/906B is correctly completed before and after firing.

0337. **Civilian RCO.** The qualification requirements for civilians to control firing on MOD land ranges are at Annex A to this chapter.

0338. **MOD Personnel in Civilian Clubs.** If MOD personnel shoot as members of a civilian club they are not on duty and any liability lies with the club and the individuals. The club takes responsibility for ensuring the safe running of the range and firing practices by its members, whether they are civilians or MOD employees. Service issue weapons may not be used in civilian club competitions, unless fired as a "duty".

0339. *Spare.*

USE OF MOD LAND RANGES BY CIVILIAN CONTRACTORS

0340. **General.** There will be occasions when civilian contractors are specifically required by their contract to fire weapons or explosive stores on a MOD land range.

To be eligible to use a MOD land range a civilian contractor or company must have a written authority from the HQ of the RAO.

0341. **Requirements.** Before firing takes place the following should be verified by the HQ of the RAO:

a. A Home Office licence must be held by the company and must cover the individual(s) from that company who will have possession of the weapon(s) and ammunition or explosive stores. A company with a contract to provide the armourer function should obtain a 'dealer' licence for a named individual in the company which can then be used to cover other specified employees having possession of the appropriate weapons and ammunition. If an 'individual' licence is held for each civilian armourer any change in personnel will require the acquisition of a new licence.

(1) Where a 'dealer' licence is held by a named individual in the company fulfilling the armourer contract he/she is responsible for maintaining a list of those employees permitted to handle and test fire weapons and for certifying that each is competent to do so. The competency of each of the named employees is to be verified and certified annually by the licence holder and a statement of compliance to JSP 403 with an updated list of competent personnel is to be passed to the RAO.

(2) The CO/Head of the RAU is responsible for checking at least annually that the list of certified employees held by the contractor accurately reflects the armourer(s) in post.

b. The MOD and RFCA are fully indemnified against all damage to the premises and personal injury or death resulting from the civilian contractor's use of a range.

c. There is adequate insurance cover to support the indemnity.

d. Any civilian RCO/TCO appointed to control firing on a range has the appropriate qualification for the type of range and practice (see Annex A to this chapter).

0342. **Duty of Care.** Where a contractor, with or without any sub-contractors, operates a range on behalf of the MOD, the MOD still retains over-arching duty of care owed to employees and the general public. While the contractor, and any sub-contractors, may also have a duty of care under these circumstances, this will not exonerate the MOD from exercising its responsibilities. It is unlikely that the presence of MOD observers at the activities of a contractor or sub-contractor will give rise to

any additional duty of care on the part of the MOD, provided the observers have no involvement in any of the activities constituting operation or use of the range by the contractor or sub-contractor.

0343. **Conditions of Use.** It is essential that civilian contractors observe the safety regulations and procedures which are required by the Range SO for use of the range, including the adoption of any 'clear RDA procedure'. However, if a range is covered by Military Byelaws, non-MOD civilians using the range cannot enforce the

byelaws by means of either arrest or removal if an individual enters the danger area either inadvertently or deliberately.

0344. **Restrictions.** Use of weapon systems, ammunition and explosive stores which are inappropriate to the design and capacity of a range could endanger the general public. Weapon systems, ammunition and explosives stores which are not in-Service must not be used by civilian contractors on MOD land ranges unless they are within the performance limits laid down for each range on the MOD Form 904. The RAO may need to seek DOSG advice, through the appropriate Service/Agency chain of command, before authorising the use of a non-Service pattern weapon or explosive store on a MOD land range.

USE OF CIVILIAN RANGES BY MOD PERSONNEL ON DUTY

0345. **General.** Before a civilian range (this includes a civil police range) is first used by MOD personnel on duty, it is to be inspected with the agreement of the civilian owner(s) and occupier(s) by a Board of Officers as arranged by the prospective RAO. The acceptance criteria are to be no less stringent than those applicable to an equivalent MOD controlled range.

0346. **Authorisation.** If the design, maintenance and control of the civilian range meets the current criteria for MOD ranges, the responsibility for authorising its use by MOD personnel lies with the appropriate RAO of the Service, MOD agency or organisation that has the majority of users. A copy of the Range SO, the Land Range Authorisation Certificate (MOD Form 904) and Land Range Safety Certificate (MOD Form 905) must be retained with the Land Range Log (MOD Form 906). The issue of the MOD Form 904 only authorises the use of the range by MOD personnel whilst they are on duty.

0347. **Range Orders.** Before issuing a MOD Form 904 for the MOD use of a civilian range, the RAO must appoint a RAU and ensure that the Range SO produced by the RAU are no less comprehensive than those required for a similar MOD controlled range. The RAO must approve the Range SO before they are issued by the RAU. Whenever there is a conflict between the RAU Range SO and the civilian range orders, the RAU Range SO are to be followed by the Service/MOD Agency RCO. Prior agreement must be reached with the officials of the civilian range for the RAU Range SO to be implemented whenever the range is being used by MOD personnel on duty. Without such agreement the range is not to be used.

0348. **Restriction.** When MOD and civilian users are firing on adjacent Gallery ranges the 200 mils reduction in safety angle may not be applied.

0349. **Inspections.** Following the issue of a MOD Form 904 and 905 by the RAO, in addition to the RCO mandatory check before each use, civilian ranges are to be inspected with the agreement of the owner(s) and occupier(s) as specified in Chapter 8. However, a monthly range inspection need only be carried out during those months when MOD users fire on the range.

0350. If during an inspection the range fails to match MOD safety criteria, the owner(s)/occupier(s) must be informed, the MOD Form 905 is to be withdrawn and all MOD personnel are to be barred from using the range until a satisfactory inspection has been completed.

USE OF MOD LAND RANGES FOR SHOTGUN SHOOTING

0351. **Military Shotgun Shooting.** Training as specified in writing by the Service Competent Authority may be carried out on any suitable range using Service issue shotguns and ammunition providing this has been authorised by the RAO.

0352. **Clay Pigeon, Clay Target and Practical Shotgun Shooting.** MOD and Service, and civilian clubs may use MOD land ranges and training areas for this type of shooting with privately owned shotguns and ammunition provided that:

- a. **RCO.** Clubs provide an RCO who is certified by the officer in charge of the club as having qualified on the appropriate course, the Services Clay Target Shooting Association (SCTSA), the British Association for Shooting and Conservation (BASC) or the UK Practical Shooting Association (UKPSA) Safety Officer's Course.
- b. **RCO Certificate of Authorisation.** A certificate (see Appendix 1 to Annex A) for each authorised RCO is lodged by the club with the RAU and the certificate is signed by the CO of the RAU. The club is to notify the RAU of the RCO's name on each occasion before the club fires and the RAU is also to check the RCO's credentials.
- c. **Conduct.** The conduct of shooting practices is in accordance with the appropriate Associations regulations which may be modified as necessary by a Service Association for its use.

0353. **Duty Status.** MOD and Service clubs must publish their activities as official in appropriate routine orders to give 'on duty' status to MOD personnel taking part.

0354. **Individuals.** MOD personnel and civilians, as individuals, may use privately owned shotguns for game and vermin shooting on MOD land ranges and training areas with the permission of the CO of the RAU. Vermin shooting may also be carried out by MOD personnel as a duty using Service issue shotguns and ammunition. In all cases the CO of the RAU is responsible for ensuring that the activity is conducted safely and that each person using a privately owned shotgun is in possession of a current shotgun certificate and has adequate 3rd party insurance.

0355. **Licensing.** Game shooting on MOD land ranges and training areas is to be licensed by the regional DE office in accordance with JSP 362 Chapter 15. Club members and individuals must be in possession of a valid shotgun certificate. These requirements do not apply for military shotgun shooting (paragraph 0351 above) or for vermin shooting carried out as a duty using Service issue weapons and ammunition (paragraph 0354 above).

DEER MANAGEMENT ON THE DEFENCE ESTATE

0356. The MOD as the owner of the Defence Estate, is required¹ to manage the wild deer population present in accordance with legislation. As part of the sustainable management of the population it is necessary to conduct an annual cull.

0357. The Home Office National Recognised Body for deer management is the British Deer Society (BDS) and deer management of the Defence Estate is conducted by the Defence Deer Management (DDM) in accordance with the practices and procedures endorsed by the BDS and under the MOD Policy set out in JSP 362 Volume 3 Leaflet 5 and controlled by DDM Procedures issued by DE.

0358. DDM authorised personnel are approved users of MOD Land Ranges and are subject JSP 403 when using Land Ranges for DDM purposes. Deer management can only be conducted by DDM members who have achieved the specified level of competence.

0359. All DDM personnel charged with the planning and conduct of DDM range practices are to be properly qualified and competent to discharge their duties as the Range Conducting Officer on MOD Land Ranges.

USE OF MOD LAND RANGES TO GENERATE INCOME

0360. Government departments are encouraged to generate additional income through the best use of available assets. Within the MOD this extends to range facilities being made available to paying customers for private venture activities which might include weapons, munitions and explosives research and development or the training of non-governmental organisations and individuals in the use of firearms and explosives, e.g. bodyguards and security operatives.

0361. The important principle in any income generating initiative involving live firing and explosive events on MOD land ranges is that the MOD and individuals within it must not be exposed to avoidable risks in the course of carrying out a non-core activity or by permitting a non-core activity to take place. Before entering into any form of agreement with a customer a full written risk assessment of the proposed activity is to be made. This will require a sufficiently detailed proposal to be submitted by the potential customer so that the assessment can be conducted. Approval for private venture use of a range must be given in writing by the 1* RAO. It is the responsibility of the RAO to specify controls that are necessary to eliminate risk to people not directly participating in a range event conducted by the paying customer. The RAO has a duty to provide appropriate information to the paying customer dependent upon the nature of the activities on the range and the potential risks to which they might be exposed. Failure to do any of these could constitute vicarious liability. Before approval is given the 1* RAO must be satisfied that a safe system is in place and the details written into the contract with the customer. If the 1* RAO is not satisfied that a safe system is in place the proposal should be rejected or, in exceptional circumstances, referred to the appropriate 2* level or above. Non-MOD civilians using a range cannot enforce military byelaws by means of either arrest or removal if an individual enters the danger area either inadvertently or deliberately.

¹ DEFRA Action Plan for Sustainable Management of Wild Deer Populations in England Dec 2004.

0362. The provisions of paragraph 0320 are to apply when a range event is to be conducted by a civilian company as part of a defence requirement and the event is therefore at the direction of a MOD sponsor. An example of this would be a trial in connection with the procurement of a new munition or weapon system conducted on a Service or DTE range by a civilian company at the direction of a MOD DE&S Project Team.

0363. On ranges where business customers undertaking private venture work are permitted to use facilities on a regular basis, i.e. more than once a year and/or every year, the parameters and description of the use are to be included on the MOD Form 904 Land Range Authorisation Certificate.

USE OF MOBILE PHONES

0364. **Radio Frequency Emission Hazard.** No mobile phone or other personal electrical equipment is to be switched on within 5m of any electrically initiated target, weapon system, munition or explosive store on the range.

Annexes:

- A. The NRA Safe Shooting System.
- B. High Muzzle Energy Procedures.
- C. Club Agreement and Order Form.
- D. Civilian RCO Qualifications Required for MOD Land Ranges.
- E. Civil Police Force Range Safety Dispensation Template.
- F. Site Specific Range Safety Risk Assessment – Steps To Be Taken.
- G. High Muzzle Energy Practices for the Historic Breechloading Small Arms Association and the British Sporting Rifle Club.

Chapter 3 Annex A

THE NRA SAFE SHOOTING SYSTEM

1. The MOD requires all civilian organisations using military ranges to have an auditable system of training based on a specific risk assessment. In response, the NRA has developed a Safe Shooting System (SSS), which has been approved by the MOD. All clubs affiliated to the NRA who use military ranges must adopt the NRA SSS. As of 1st January 2009, civilian shooters must also have an annual certificate of competence signed by their Club Chairman.

2. Organisations with existing MOD-approved Codes of Practice (e.g. BDS and MLAGB) are not required to follow the NRA SSS. Other groups, however, will need to adopt the NRA system or have their system approved by the NRA. The NRA SSS is based on four elements: safe person, safe equipment, safe practice and safe place.

a. Safe Person. The safe shooter is someone who has received the information, training and supervision to enable them to acquire knowledge and develop the skills necessary to demonstrate that they can handle firearms and ammunition safely. The NRA probationary course provides this training.

b. Safe Equipment. The NRA Rules of Shooting, published annually, define the types of firearms and ammunition that may be used for target shooting. The individual shooter is responsible to his Club Chairman for ensuring that his firearm is properly maintained and that the ammunition used is in every way safe and within the range parameters for muzzle velocity (MV) and muzzle energy (ME). Only copper or steel jacketed lead core or solid lead rounds may be fired by civilians on MOD ranges.

c. Safe Practice. The NRA Rules of Shooting contain detailed regulations concerning the conduct of shooting for all its shooting disciplines. Qualified NRA RCOs are responsible for the safe running of MOD ranges for civilian shooters. Additional RCO qualifications are required if Sporting Rifles, Muzzle loading firearms or ammunition developing an ME > 4500J are being used on MOD ranges. A specific zeroing practice will also be required for those using ammunition with an ME > 4500J. In the event of an incident on military ranges involving a civilian shooter a joint MOD /NRA inquiry will take place and the club will be required to assist with the investigation.

d. Safe Place. A safe place is one in which the controls which are necessary to enable shooting to be conducted safely have been identified by a site-specific risk assessment and directed through the Range Standing Orders. All MOD ranges have site specific range standing orders which must be complied with at all times. MOD ranges are maintained by the range administering unit and are subject to regular inspections. The NRA RCO running the range for a civilian club must sign for the range on the MOD Form 906, thus certifying that he is qualified to conduct the shooting practice and that he has read and will comply with the range standing orders. An RCO (High Muzzle Energy) (HME) must annotate the MOD 906 if ammunition with an ME > 4500J is used.

3. The NRA and NSRA have produced guidance material on the Construction of Ranges and the Safe Management of Ranges for clubs which own their own ranges.

Chapter 3 Annex B

HIGH MUZZLE ENERGY PROCEDURES

1. The National Rifle Association (NRA) and MOD approved procedures must be used on MOD ranges when civilians are shooting with firearms where muzzle energy is greater than 4500 joules.
2. The shooter is to be authorised in writing by the Chairman of the appropriate club to fire the specific type of firearm using ammunition generating over 4500J muzzle energy. This will be satisfied by the Certification process.
3. For the Zeroing procedure outlined below, the RCO is to be qualified under the NRA RCO (High Muzzle Energy) (HME) course to conduct civilian shooting on ranges involving firearms and ammunition which generate muzzle energy in excess of 4500J. (Note: no firearm with a muzzle energy exceeding 7000J may be used on a MOD range).
 - a. The RCO (HME) is to record in the MOD Form 906, Land Range Log, when a firearm is being used which generates a muzzle energy of more than 4500J.
 - b. Only the issued NRA / MOD approved target is to be used at 200m or on the Bisley 25m zeroing range.
 - c. The target is to be attached such that the target centre line is set on the target screen centre line.
 - d. The shooter is to clarify to the RCO (HME) the rifle type and technique he is using.
 - e. A spotter must be appointed to observe the initial fall of shot until the initial strike on the target screen is identified:
 - (1) If the strike off the target screen is clearly identified the shooter may adjust and re-fire.
 - (2) If no strike is identified the shooter is to cease fire and report to the RCO who will not allow the shooter to continue until the weapon has been re-collimated or bore sighted to the RCO (HME)'s satisfaction.
 - f. Rounds on target may be adjusted but only the 5 final rounds are to be counted for the group, one of which may include the final adjusting round.
 - g. All 5 rounds of the final group must be within the box before the shooter may move to a different distance.
 - h. The butt marker is to identify clearly and mark those rounds which were used as sighting rounds and which are not to be included in the qualifying group. To prevent any possibility of soft tissue damage from any

light splashback the butt marker is to wear safety glasses in addition to hearing protection.

4. Guidance is provided on the NRA / MOD approved target for sight adjustment for different distances subject to achieving a successful group.
5. The zeroing procedure is to be carried out on each day the shooter wishes to shoot unless the zeroing is part of an official competition or training where firing is carried out on consecutive days.
6. After qualification the target is to be completed and signed by the shooter and the RCO (HME) and retained by the Club for 12 months.
7. Once zeroed using the procedure in paragraph 3 above, the shooter can shoot under the direction of a qualified NRA RCO who may or may not have the HME qualification.
8. HME procedures and practices for the Historic Breechloading Small Arms Association (HBSA) and the British Sporting Rifle Club (BSRC) are at Appendix 1.

Chapter 3 Annex C

Club Agreement and Order Form

<i>Club Name</i>	<i>Club affiliation no.</i>

<i>Club agreement for the use of MoD ranges</i>	
<p>As Chairman of the club named above, I agree that:</p> <ul style="list-style-type: none"> • Our club will follow the NRA Safe Shooting System. • I will annually certify all members who request to be certified and who I judge to be safe and competent. • I will ensure that anyone shooting with the Club holds a valid certificate from a club affiliated to the NRA except in the case of Probationary members or those listed in Appendix 3 to the MoD agreement. • Any new members to our club will complete the NRA probationary training course (either run by the NRA or by ourselves). If our club wants to use our own course, we will apply for accreditation by the NRA. • I will maintain adequate records of our training and certification systems for possible audit by the NRA or MoD. • I agree that our club will take part in any investigation conducted jointly by the NRA and the MoD following an incident on a MoD range and will require our members to assist fully in any such investigation. <p>Signature:</p>	
Name:	Date:

Chapter 3 Annex D

CIVILIAN RCO QUALIFICATIONS REQUIRED ON MOD RANGES

INTRODUCTION

1. This Annex details the qualifications that the MOD accepts as being the minimum to be held by civilians (police, civilian contractors or members of civilian shooting clubs), before they may be permitted to act as a RCO on MOD ranges.

CIVIL POLICE MARKSMANSHIP AND TACTICAL TRAINING

2. The Association of Chief Police Officers (ACPO) of England, Wales and Northern Ireland has agreed that members of their police forces nominated to conduct live firing on a MOD range will hold a certificate, issued by the Chief Constable in charge of one of the National Firearms Training Centres. The certificate will state that the named police officer has successfully completed a course to qualify him to conduct the appropriate range practices. Similar arrangements apply to civil police forces covered by ACPO for Scotland.

3. A police force using a MOD range is required to provide the RAU with a list of officers qualified to conduct the appropriate range practices.

CIVILIAN CONTRACTORS

4. Once a formal written authority to use a MOD range has been given by the HQ of the RAO, a civilian contractor is responsible, in accordance with that authority, for the safe conduct of firing practices.

5. Before a civilian contractor takes responsibility for the safe conduct of firing practices on a range he must be, or must provide, a person who is competent to act as the RCO. The criteria for qualification are either of the following:

- a. Current or former military service, either regular or reserve, through which a military RCO qualification has been achieved.
- b. Achieving a satisfactory standard on the appropriate Service or MOD agency course.

6. In either case, proof of qualification and competency must be provided by the company to the RAU prior to use of the range.

CIVILIAN RIFLE CLUBS

7. Only those civilian rifle clubs which are affiliated to the NRA, NRSA or MLAGB may be permitted to use MOD ranges in the UK under terms of formal licence agreement – DE Form 5665 or the equivalent RFCA licence issued in respect of RFCA controlled ranges. Clubs are responsible under these licences for the safe conduct of their firing practices; consequently, each club appoints its own RCO for each period it uses a MOD or RFCA range facility.

8. Chairmen wishing members of their club to use a MOD range will nominate to the appropriate national association (paragraph 0327) members who are qualified by

experience and training to act as an RCO; the criteria for training that is agreed between these associations and the MOD is either:

- a. Current or former military service, either regular or reserve, through which a military RCO qualification has been achieved.
- b. Achieving a satisfactory standard on the appropriate national association course.

9. Upon the recommendation of the Club Chairman the appropriate national association will, if satisfied, issue to the club concerned a confirmatory certificate listing by name the members and officials of that club which they accept as being competent to conduct the standard firing practices listed in the rules of the appropriate association. On receipt of the certificate, the secretary of the club concerned will forward a copy, signed by each authorised person, to the RAU.

RCO CARD

10. As soon as is reasonably practicable, each civilian RCO should be issued with a card by the appropriate police force or national association. This card should identify the individual by name and his/her qualification to conduct firing practices.

Appendix:

1. Clay and Practical Shotgun Shooting on MOD Ranges - RCO Certificate of Authorisation.

Chapter 3 Annex D Appendix 1

**CLAY AND PRACTICAL SHOTGUN SHOOTING ON MOD RANGES
RCO CERTIFICATE OF AUTHORISATION**

The person named below has demonstrated, to the undersigned, proficiency in supervising firing on a shotgun facility and is therefore authorised to act as Range Conducting Officer (RCO) at the stated facility.

Name of Facility:

Particulars of RCO:

Rank/Title.....

Name (in Block Capitals).....

Training undertaken: CPSA Safety Officers Course/UKPSA Safety Officers Course.

Date completed:

Certifying Officer:

Rank/Title.....

Name

Officer in Charge of
Shooting Club

Signature.....

Date

Authorising Officer:

Rank/Title

Name

Officer Commanding
.....

Signature

Date (Unit Stamp)

Chapter 3 Annex E**CIVIL POLICE FORCE RANGE SAFETY DISPENSATION****AUTHORISATION FOR < insert force > POLICE FIREARMS TRAINING
DEPARTMENT TO CONDUCT NON-STANDARD LIVE FIRING TRAINING ON
MINISTRY OF DEFENCE RANGES**

References:

- A. Infantry Training Vol IV Ranges, Pamphlet No 21.
- B. Police National Firearms Training Curriculum.
- C. JSP 403 Handbook of Defence Land Ranges Safety Vol 1 Edn 2 – Range Management.

I, < insert rank and name >, Chief Constable of < insert force/constabulary >, subject to final approval of the appropriate Ministry of Defence (MoD) Range Authorising Officer(s) (RAO) authorise members of my Force/Constabulary to conduct the non-standard live firing practice(s) detailed on the attachment(s) to this document, on < insert range name(s) >, in order to meet the requirements of the < insert force/constabulary > Threat and Risk Assessment.

The practice(s) specified on the attachment(s) is/are essential for the operational firearms training of selected members of < insert force/constabulary >.

The police officers planning, conducting, supervising and firing the specified practice(s) are fully qualified and current to do so and are at the requisite stage of training.

All Range Conducting Officers have the appropriate authorisation for the type of ranges and practices to be used from one of the police National Firearms Training Centres.

All live firing practices will be conducted in accordance with References A, B and C.

Written range and practice specific risk assessments have been conducted to ensure that all practicable steps have been taken to mitigate any risk generated by the practice(s) to ALARP condition and to confine the risk to the range(s) used; i.e. there will be no additional risk of hazard to MoD or civilian personnel using any adjacent range(s) or to any member of the general public outside the Range Danger Area(s).

All conditions, limitations and requirements stipulated on the Land Range Authorisation Certificate(s) (MoD Form 904) and in the Range Standing Orders will be applied on the range(s) except where the conduct of the practice(s) specified on the attachment(s) to this document necessitates variation.

This authorisation is valid for a period of twelve months from the date of signature below. I confirm that it will be updated and re-issued if it is necessary to extend the period of validity, at any other time that the circumstances and/or requirements of the practice(s) or range(s) change, and on any change of signatory in the appointment below.

< signature >
< insert name >
< insert rank, appointment and force/constabulary >
< insert date >

Chapter 3 Annex F

SITE SPECIFIC RANGE SAFETY RISK ASSESSMENT – STEPS TO BE TAKEN

Activity (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Risk Acceptable (Step 4)	Additional Controls (Step 5)	Is the residual risk acceptable Yes/No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)
<p>The hazard activity should identify the range facility by its name and DLRSC Range Serial Number and list the type(s) of live firing activity proposed for or permitted on the range.</p>	<p>Identifying and assessing the hazards is the most important, and most difficult, part of the range safety risk assessment. It is from this that the control measures flow. Each hazard on the range should be listed. In line with the SST this can only be carried out by a competent person. As a minimum the following factors should be considered when identifying the hazards:</p> <ul style="list-style-type: none"> a. Range users, authorized military and civilian personnel, visitors and the general public, including their state of training and knowledge of MOD/ Service regulations and procedures. b. Equipment, including types of weapons, ammunition, explosive stores, targets and clothing to be used by range users. c. Infrastructure and material on the range, including potential existence of unexploded ordnance. d. Procedures, including the complexity of the training that can be conducted on 	<p>Any existing control measures to reduce and adequately control the risk posed by the hazard should be listed. They will, for example, include the existence of warning flags, signs, perimeter fences, barriers and the posting of byelaws. The control measures are the main reason for conducting a risk assessment. It is essential that where relevant they are incorporated into the Range SO. Any cross-reference to other Standing Orders or instructions should be made here.</p>	<p>This requires a subjectively assessed 'Yes' or 'No' against each of the hazards listed in column (b) having taken into account any existing controls in column (c).</p>	<p>Where significant risks cannot be adequately controlled by the CO/Head of the RAU, and the live firing activity is deemed essential to meet the requirements of directed training and/or the training imperative, before allowing the training to continue the CO/Head of the RAU is to pursue one or more of the following:</p> <ul style="list-style-type: none"> a. Identify additional controls that can be easily implemented by range users and range staff, e.g. restricting firing arcs. b. RAO HQ to obtain 2* Dispensation for use of the range. c. User to obtain 2* Dispensation for a non-standard practice or item. 	

Activity (Step 1)	Hazards Identified (Step 2)	Existing Controls (Step 3)	Risk Acceptable (Step 4)	Additional Controls (Step 5)	Is the residual risk acceptable Yes/No (Step 6)
(a)	(b)	(c)	(d)	(e)	(f)
	<p>the range and those for medical evacuation.</p> <p>e. The environment, in particular the terrain, the vegetation, the weather and, especially overseas, local factors such as the existence of nomadic people and herds in the danger area. Specifically, the following factors should be considered:</p> <ul style="list-style-type: none"> (1) Land contamination by ammunition/munitions. (2) Unexploded ordnance. (3) Residue from expended ordnance and pyrotechnics. (4) Pollution from fuels, oils and lubricants. (5) Clearance of general litter. (6) Sites of special scientific interest (SSSI). <p>f. Whether the range facility, and the activity for which it is to be used, conforms to the regulations laid down in the relevant MOD and Service publications and instructions.</p>				

Chapter 3 Annex G

HIGH MUZZLE ENERGY PRACTICES FOR THE HISTORIC BREECHLOADING SMALL ARMS ASSOCIATION AND THE BRITISH SPORTING RIFLE CLUB

1. Both the Historic Breechloading Small Arms Association (HBSA and the British Sporting Rifle Club (BSRC) fire weapons which can develop in excess of 4500 joules.
2. The current approved High Muzzle Energy Practices (HMEP), which require zero at 200 metres with 600 metres set before going back up to 1200 metres, are impractical for the HBSA and BSRC practices.
3. When firing HMEP both HBSA and BSRC will zero at 100 metres on a standard BSRC target on the BSRC range at Bisley which the BSRC own on a long lease from the NRA (It is not MOD land). The zeroing must be conducted supported on sticks or from a bench limiting the QE at a height approved by the NRA.
4. Once zero is achieved the HBSA may then continue to fire on the BSRC range or fire at 200 metres only on either Short Siberia or Century Range.
5. The BSRC will continue to shoot on their range but may shoot at either 100 metres or 50 metres according to the practice to be fired. The BSRC may fire using a specific solid shot designed to achieve a single shot kill against big game as approved by the NRA.
6. The BSRC will complete a site specific risk assessment and produce a resultant set of Range Standing Orders which will also include all necessary controls imposed by the Bisley MOD and NRA Range Standing Orders.
7. The BSRC Range Standing Orders will apply to both BSRC and HBSA members and is to be signed off by the Chairmen of both clubs and endorsed by the NRA.
8. Only BSRC and HBSA qualified Range Conducting Officers (RCO) may conduct BSRC and HBSA practices above 4500 joules and an HBSA RCO must be present at all times to conduct any HBSA HMEP on Short Siberia or Century.