

CLAY PIGEON SHOOTING ASSOCIATION

CLUB AFFILIATION & SAFETY DECLARATION



the future of our sport...

Think Safe

Act Safe

Be Safe

Form Completion	
	(Please tick appropriate box)
NEW CLUB APPLICATION	
REGISTRATION & AUDIT	
RE-AUDIT	
OTHER	
Reason:-	

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Safety Declaration and Inspection Overview.

General Information and Compliance

All grounds or clubs on joining the CPSA must complete the CPSA Safety declaration, and provide, with their application:-

- Visual evidence of the land being used. This must include: dimensions, boundaries, footpaths etc. clearly marked, together with an indication of layout plans and direction of fire etc. This can be in the form of an Ordinance Survey Map, Google Earth or similar, and must meet the CPSA's minimum safety requirements.
- Copies of Health & Safety minimum requirements as per the attached check list
- Confirm the name and CPSA membership number of their trained Safety Officer, who must also sign the safety declaration.
- Confirmation Civil Liability insurance, copy of certificate required.

On annual renewal the club Secretary/Principal will sign to confirm there are no changes or provide such updated information if there are. Annually renewed paperwork such as insurance, section 11(6) etc will need to be copied and supplied with each renewal.

Affiliated Clubs

Safety declaration

All 'Affiliated' clubs or grounds will supply all the 'General' details on a self-declaring basis, on the forms provided by CPSA Head Office.

Registered, Premier & Premier Plus Clubs

Safety declaration and inspection

All Registered, Premier and Premier Plus clubs are required on initial application to provide the information as per 'Affiliation' club level, and in addition full details of the layouts they require to be approved for the running of CPSA 'Registered' events on the forms provided by CPSA H.Q.

To facilitate this, all grounds requiring registration of layouts will be visited by an appointed CPSA Senior Safety Officer appointed from their region, to access and record the situation at the ground. The registration process is only completed once the appropriate fees have been paid and the ground/layout has been checked and approved. The ground will also be subject to periodic safety audits to ensure standards are maintained, keeping the records at H.Q. up to date. Premier and Premier Plus grounds will also have relevant facilities inspected and recorded.

Please note that re-inspection will be required whenever there is a layout alteration (other than normal sporting layout course variations within the approved parcel of inspected land), or new layout construction. Clubs with registered layouts who hold registered shoots are agreeing to apply CPSA regulations and rules to the running and operation of those shoots. (published in current versions of *Booklet No 5 CPSA General Rules & Regulations* and *Booklet No 7 General Technical Rules*).

The CPSA recognizes that it has a "*Duty of Care*" to its members attending CPSA registered events, including events where the Association has an involvement, such as training courses. The Association's *Duty of Care* extends to both members and participants, together with all persons associated with these events (e.g. members of staff, officials, and spectators).

It is for this reason the Association needs to have records on file to demonstrate that it has taken prudent and adequate steps to ensure CPSA Registered clubs provide a safe environment for CPSA members, associated persons and spectators.



CLUB AFFILIATION & SAFETY AUDIT REPORT



GENERAL DETAILS (Reference notes to assist in the completion of this form can be found on pages 10 – 12)

	Club Name			
A1	Club Address (inc Postcode)			
	Club Ownership	Sole Trader / Partnership / Limited Co / Public Co / Club Committee		
A2	Grid Reference		CPSA Club Reference	C
A3	Club Telephone Numbers	Landline/s	Location if not at ground	
		Mobile/s		
		Fax		
A4	Email:-			
	Website:-			
A5	Secretary's / Principal's name:			
	Correspondence address (if different from club)			
	Telephone:			
	Mobile:			
	Fax:			
	Email:			
A6	CPSA Qualified Club Safety Officer, Name:		CPSA number:	
A7	Qualified First Aider, Name			
A7a	H&S Competent Person		Qualification:	

A site plan of the club/ground is required to be included as part of the Affiliation and Safety Audit report. This should be clearly marked with the shoot boundaries, access points, permanent facilities and buildings, layouts, direction of shooting, arcs of fire and exclusion zones.

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	Yes	No	CPSA Only
A8 I confirm that the club has control of the 275m exclusion zone/s and that the boundaries are outside the area that constitutes the shooting area.			
Or if 'NO' I enclose copies of written consents from the land owner to overshoot onto that land.			
A9 I enclose a copy of our club/grounds Certificate of Civil Liability Insurance			
A10 I enclose a copy of our Certificate of Employers Liability Insurance			
I confirm there is no requirement for Employers Liability Insurance			
A11 I enclose a copy of my Section 11(6) police permit, and confirm that we record all non license holders who attend our shoot.			
I confirm there is no requirement for a Section 11(6) police permit			
A12 I confirm I have carried out all Risk Assessments (First Aid, Fire, Young persons, Working at Height, Work place, etc), and enclose a copy.			
A Risk Assessment is required by law for workplaces, and will include details of the shoot equipment, traps, cages, layouts, in fact all areas of the club or ground. It will contain details of the hazards and risks associated, and the control systems used to minimise risk. Specific sections of assessment should refer to First Aid, Fire, Young Persons, Working at Height etc. For full and further details on Risk management please refer to the Health & Safety Executive website at: www.hse.gov.uk			
A13 I confirm that we have a competent person appointed as our First Aider, and enclose a copy certificate, as identified by our First Aid assessment.			
I confirm that there are First Aid facilities available on site			
A14 I confirm that an Accident Report book is present and maintained , and that a current (2009 issue) H&S law poster is on display.			
A15 We have produced both a written Health & Safety policy detailing responsibilities, and a Safety Policy statement which we have on display. A copy of both are enclosed.			
A16 I confirm that all machinery used at the club/ground is maintained according to manufacturers' recommendations, (including PAT testing) and that a machine maintenance log is recorded, as per PUWER (The Provision and Use of Work Equipment Regulations 1998)			
A17 I enclose a copy of our Emergency Response Procedures, which is also on public display.			
A18 I confirm there is no public access to the shoots 275 metre exclusion zone/s i.e. No footpaths, bridleways, roads, etc.			
A19 I confirm that ground is not within the boundary of one of the designated Sites of Special Scientific Interest (SSSI) that are subject to the ban on the use of lead shot.			
A20 I confirm that there has never been a RIDDOR reported accident at the club/ground. Or if so, details of the date and nature, copy of any conditions or compliance notices served are enclosed.			
A21 I confirm there has never been a Noise Abatement Notice served on the ground. Or if so, details of the, date and nature, copy of any conditions or compliance notices served are enclosed.			

	Yes	No	CPSA Only
A22 The level of planning permission at our club/ground is; 28 days GDO			
Established use			
Conditional Planning consent			
Full planning			
I enclose copies of the conditions, limitations and consents agreed.			
A23 Name of relevant Planning Authority:			
A24 I confirm that Food Handling regulations are complied with, and that we have suitably qualified staff.			
I confirm that no food is prepared or served.			
A25 I confirm that no shooting stands are within 50 feet (15.38m) of the centre of a public highway			
A26 I confirm that all hazardous waste is disposed of at a licensed waste site, by an approved waste carrier, and that any appropriate CoSHH assessments have been made.			
A27 I confirm that all and any persons under 18 years old, and below school leaving age employed at or by the ground have the necessary employment licences and that all aspects of child employment legislation are complied with, and that special risk assessments have been produced where required.			
A28 I confirm the ground has considered the implications of both the Equality Act and Disability Act and made any suitable arrangements deemed necessary under the evaluation of the needs of disabled persons.			
A29 I confirm the club/ground has considered and recorded the implications of Section 21 of the Firearms Act (1968) – persons banned from shooting.			
A30 I confirm the ground has an Explosives Licence if storing in excess of 10,000 shotgun cartridges.			
A31 I confirm the club/ground has implemented a Child Protection Scheme. (See the Policies section on the CPSA website for further details) Please apply to HQ for NCRB checks on personnel.			

Safety and Compliance Declarations

We, the undersigned declare that we are satisfied that the club/shooting ground and our procedures comply with relevant legislation, regulation, consents and common law obligations required for the safe operation of a shooting ground. If there are any material changes to the ground or its operation that materially affect any of the answers or documentation supplied, then we will inform the CPSA without delay and provide current and updated documentation where appropriate.

We, the undersigned, agree that when operating a CPSA 'Registered' events, they will be on CPSA approved layouts and will be conducted in accordance with the current CPSA rules and regulations.

Signed:..... Print name:.....

Capacity in which signed:..... Date:.....
(Club Secretary, Owner, Principal, Other.)

Signed:..... CPSA Club Safety Officer CPSA No:.....

Print name..... Date:.....

All clubs should complete the following general ground information

LAYOUTS & DISCIPLINES

What is the total number of disciplines available at the ground, and how many of each is available. Please indicate in the boxes below the number, alongside which could you also place either an 'R' or a 'P' to indicate whether they are Registered or Practice layouts.

Trap Disciplines	
1	1.1
2	2.1
3	3.1
4	4.1
5	5.1
6	6.1
7	7.1
8	8.1
9	9.1
10	10.1
11	11.1
12	12.1
13	13.1
14	14.1
15	15.1
16	16.1
17	17.1
18	18.1
19	19.1
20	20.1
21	21.1
22	22.1
23	23.1
24	24.1
25	25.1
26	26.1
27	27.1
28	28.1
29	29.1
30	30.1
31	31.1
32	32.1
33	33.1
34	34.1
35	35.1
36	36.1
37	37.1
38	38.1
39	39.1
40	40.1
41	41.1
42	42.1
43	43.1
44	44.1
45	45.1
46	46.1
47	47.1
48	48.1
49	49.1
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51	51.1
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88	88.1
89	89.1
90	90.1
91	91.1
92	92.1
93	93.1
94	94.1
95	95.1
96	96.1
97	97.1
98	98.1
99	99.1
100	100.1

G1	DTL (10)	Double Rise (12)	A.B.T (40)	O.Trap (60)	Double Trap (80)	U.T (90)	ZZ (110)
	Skeet Disciplines			Sporting & Other Disciplines			
	English (20)	Doubles (21)	Olympic (70)	English (30)	FITASC (10)	Sportrap (3)	All/R (50)

Additional Information:-

CPSA Only

Are there any conflicts or constraints in using any of the above layouts simultaneously?
If so please specify:-

Please confirm the days of the week and the times the shoot operates:-

G3	Start	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Close							

Further information (Floodlighting etc.)

		Yes	No	CPSA Only
G4	Are there any wad/shot size restrictions, including steel shot?			
G5	Does the club have a permanent clubhouse?			
G6	What are the overall dimensions?metres xmetres orsq metres What is the seating capacity (meals) ? G7 Numbers:-.....			
G8	Are hot and cold meals and beverages available			
G9	Is the clubhouse suitable for use by disabled shooters			
G10	Are there permanent male and female toilets available			

	Yes	No	CPSA Only
G11 Do the toilets have hot and cold running water?			
G12 Additional facilities available e.g. gun shop, meeting rooms etc			
G13 Are there suitable areas available for trade stands?			
G14 Is there an area available for a marquee, if required?			
G15 Are flag poles available?			
G16 Is there a scoreboard large enough to display a full events entry list and results?			
G17 Is there a squad sequence board of a size that can clearly display the whole entry list and start times?			
G18 Are all shooting stands and layouts clearly marked and identified?			
G19 Is the route between stands and layouts clearly identified?			
G20 Is there clear signage from the main road clearly indicating the access and route to the club.			
G21 Is there sufficient off-road parking for all attendees to the club/ground?			
G22 Are CPSA qualified referees used at all 'registered' events?			
G23 Do you offer tuition at the ground?			
G24 Are CPSA qualified instructors or coaches used for all tuition, and do they all have NCRB checks completed?			
G25 All Ground staff and visitors are supplied with PPE as required (Ears, Eyes, Heads & Hands) and ground staff are provided with welfare facilities for their use.			

CPSA Safety Officers Comments/Conclusions

Based on the above visit and information gained, would it be recommended that the registration of this ground continue?

YES / NO

Additional comments and recommendations to be added on page 8:-

Signed:-

CPSA SENIOR SAFETY OFFICER

Name:-.....

CPSA Membership No:-.....

In completing this inspection it is required that the inspecting Senior Safety Officer takes a selection of photographs of the club/ground and its facilities, and provides copies to head office along with this report. They are to include:-

	Attached
Entrance from main road	
Access road to club	
Parking area	
Club House	
Entry/Reception area	
Toilets	
Kitchen / Cooking area	
Layouts & shooting stands	
Inter stand walk ways.	
Additional adhoc	

Affiliation and Safety detail - All clubs.

(Numbered references refer to pages 3 to 7 of previous form.)

- A1 Club location address and CPSA club no. for existing affiliations and registrations.
- A2 Used for Emergency Service Response: e.g., TQ 123 456. CPSA HQ can supply if needed.
- A4 Grounds with Registered layouts need an Email address to operate the CPSA shoot program. Preferably, the computer used for the shoot program should have direct access to the specified email so that updates can be downloaded from CPSA.
- A6 Contact CPSA HQ for course dates if a Club Safety Officer needs to be qualified.
- A7 The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces including those with less than five employees and to the self-employed. Detailed information can be found in First aid at work. The Health and Safety (First Aid) Regulations 1981. Approved Code of Practice and guidance.
- A7a You must get help from a competent person to enable you to meet the requirements of health and safety law. A competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to assist you properly. The level of competence required will depend on the complexity of the situation and the particular help you need. Find out more in The Management of Health and Safety at Work Regulations 1999
- A8 CPSA exclusion zone is 275m from firing point in all directions of possible fire [or + 10o either side of intended angle of fire in un-caged situations (i.e. skeet, DTL etc.]. Bunding, topography, and agreed shot size exemptions may reduce this distance - subject to inspection and written agreement by CPSA HQ. The club must own, lease or rent the land in which the exclusion zone is contained, or have written permission to allow fallout on land outside the shoot boundaries if the exclusion zone extends into other ownership or control. Public highways include navigated waterways, railways, public footpaths and bridleways.
- A9 All clubs must have Public Liability Insurance (Civil Liability insurance includes the minimum public liability requirement). It is not sufficient that all members have personal insurance, as club initiated liabilities not caused by a shooter can occur. Specialist ground insurance can be obtained through the CPSA's insurance brokers, Perkins Slade 0121 698 8119.
- A10 A person does not need to be financially rewarded to be deemed as an employee in law. Only syndicate clubs, where the shooters do all the work for each other, may not require Employer's Liability Insurance. Operators should apply the "servant / master" relationship test to determine if unpaid helpers are defined as employees or not. If in doubt contact the CPSA's insurance brokers, Perkins Slade 0121 698 8119.
- A11 Section 11(6) of the Firearms Act 1968 allows the Chief Constable of the club's county to grant a Permit of Exemption allowing non-certificate holders to be in possession of a shotgun and acquire ammunition for use on the ground under supervision. This is essential for any Club that provides tuition or corporate entertainment services or any club where any shooters are not certificate holders. The CPSA does not recommend reliance on Section 11(5) that allows a non-certificate holder to shoot with the landowner's gun in their presence unless the provisions of 11(5) are exactly complied with.
- A12 Please refer to the CPSA documentation for providing a Risk Assessment. A written risk assessment is required under H&S legislation for any workplace with five or more employees. Working at height is defined as any workplace elevated from the ground.

- A13 Where the employer is responsible for 50 or more persons, or has special risks, the First Aid Assessment should identify the need for a First Aider having a statutory First Aid at Work qualification. All grounds should have a minimum of an Appointed Person noted on their Emergency Response Plan. Contact St. John's Ambulance, Red Cross or Adult Education providers for details of courses in your area.
- A14 All work places are required to have and maintain an Accident Record book. These can be purchased from HSMO and high street bookshops, and the book must comply with the requirements of the Data Protection Act.
- A15 All workplaces are required by law to have a written Health & Safety Policy detailing responsibilities, and a Safety Policy statement displayed.
- A16 Refer to PUWER Regulations, CPSA H&S documentation.
- A17 Refer to Safety in the Workplace H&S documentation. Emergency Response Procedures are not a legal requirement, but represent best practice and the CPSA highly recommends all shoots to have and display an Emergency Response Plan.
- A19 Check for Sites of Special Scientific Interest [SSSIs] with English Nature www.english-nature.org.uk. There are around 300 areas of England with restrictions on lead shot.
- A20 Death, hospitalisation, near miss or persons off work for three days or more following a work related accident require formal reporting under RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrence Regulations).
- A22 Green field sites may operate with deemed planning consent for 28 days in a year. Shoots on other than agricultural land, or those with any permanent facilities, or those that shoot more than 28 days per year will require formal planning consent. Establishments that have been in continuous operation from before 1964 may have established use planning status.
- A24 If the shoot handles fresh food it must be registered with your Local Council and the food handlers must hold current Food Hygiene Certificates that must be displayed in the work place.
- A25 The Sections 137 and 161 of the Highways Act 1980 requires that shooting positions should be 15.38 metres (50 feet) or more from any public place or the centre of a highway.
- A26 Hazardous waste could include spent cartridge cases, plastic wads, used car/leisure batteries, oil and hydraulic fluids, etc.
- A27 Legal employment of Children below school leaving age is subject to legislation and licence controls. It is illegal to employ children without a licence. Contact your Child Employment Protection officer at your county council.
- A28 All businesses with public access need to consider both the Equality and Disability Act implications.
- A29 The CPSA recommended best practice is to have a Section 21 disclaimer form and record system in operation for shooters wishing to use 11(6) to shoot.
- A31 The CPSA can provide full documentation and National Criminal Record Checks for all staff if the club needs to implement a Child and Vulnerable Persons Protection Policy. Please contact CPSA HQ for further details.

General details - All clubs (within CPSA guide lines)

- G2 There must be no restriction of wads or shot load size at Regional and National Championship shoots. Registered grounds may apply a wad and shot restriction at standard registered shoots provided all shooters are notified of the restriction within the fixture notification published in Pull!
- G3 On green field sites a marquee or portable accommodation of adequate dimensions to provide entry desk, shelter and refreshments is acceptable.
- G8/9 Premier grounds are required to have full flush toilets. Chemical sanitation is acceptable provided the units are of manual or electric flush design. Premier Plus must have plumbed toilets with hot and cold running water.
- G22 CPSA Referee courses are regularly being held across the country, with dates and venues being posted in 'PULL' and on the CPSA website. Referee courses can also be arranged at your ground subject to minimum numbers. Please contact CPSA HQ for further details.
- G24 Instructor and coaching courses are available from CPSA HQ, with dates and venues being posted in 'PULL' and on the CPSA website. Ground operators are advised to check their insurance schedule includes tuition if this service is provided. CPSA qualified Instructors and Coaches have personal Professional Indemnity Insurance cover whilst their membership remains current.



Disclaimer

Risk assessment, health & safety advice and information provided in this and other documentation distributed by the CPSA, and any subsequent report is supplied for assistance only, and is given without the intention of creating any legal liability on its part.

The CPSA does not accept any legal responsibility for the advice given, however, if the advice is implemented, it may reduce the opportunities of accident and injury.

It does not obviate the need for you to take your own independent Health and Safety audit, and if appropriate appoint a competent deputy to assist you.