

MOD SHOEBURYNESSE RULES FOR NON-OPERATIONAL SHOOTING

Copy Number of

N Uden

SHB/NONOPSHOOTINGPOLICY/003/0523

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List of Contents

Section	Content	Page/s
1	Introduction	3
2	Why it is important to have rules for Non-operational Shooting	3
3	To whom do these rules apply?	3/4
4	Recreational Shooting overview	4
5	Documentation, safety briefing and communication requirements	5/6
6	Information and requirements for Recreational Shoot Organisers	7/8
7	Clay Pigeon Shooting - specific requirements	7
8	Pest Control on tenanted farm land - requirements	9/10
9	Pest Control during operational hours	10/11
10	Pest Control outside of operational hours	11/12
11	Rules for QinetiQ employees and contractors	12
12	References	12/13
13	Useful contacts	13
Appendix A	5 Day Shoot Plan Form	14/15

1 Introduction

- 1.1 This document describes the rules and requirements for conducting non-operational shooting at MOD Shoeburyness. Non-operational Shooting is the collective term for recreational shooting and pest control on the tenanted estate and at authorised locations.

2 Why it is important to have rules for Non-operational Shooting

- 2.1 As the Ministry of Defence (MOD) Site Operator at Shoeburyness, QinetiQ has a duty of care to all site users, whether employees, contractors, tenants, invited guests or recreational visitors.
- 2.2 Operational activities (i.e. those carried out by QinetiQ in pursuit of its business objectives) are executed under a comprehensive framework of procedures and control measures which ensure that QinetiQ meets the Health and Safety Executive (HSE) legislation and security regulations under which it is required to operate.
- 2.3 QinetiQ also has a duty of care to ensure that any non-operational activities undertaken at MOD Shoeburyness (referred to as 'the Range'), are conducted in a manner which ensures that a safe environment is maintained for all parties.
- 2.4 The various Non-operational Shooting activities that are permitted to take place on the Range potentially carry the greatest risk. This document details the limitations and regulations under which personnel engaged in organising such activities are required to operate, in order to minimise, mitigate or eliminate that risk, and support QinetiQ in meeting its' responsibilities towards all site users.
- 2.5 This document has been endorsed by the MOD Establishment Manager (MOD EM) and the Defence Infrastructure Organisation (MOD DIO), which is the tenanted land owner and licensing authority for Non-operational Shooting activity on the tenanted estate.

3 To whom do these rules apply?

- 3.1 The requirements and guidance set out in this document applies to all individuals and groups, including shooting clubs, residents and Tenant Farmers who arrange or participate in shooting activities on the Range for the purposes of recreation, commercial gain or agricultural pest control.

3.2 Any amendments to these rules will be disseminated by QinetiQ to all relevant parties.

4 Recreational Shooting overview

4.1 Recreational Shooting is the collective term used to describe Non-operational Shooting including Game, Wildfowl and Clay Pigeon for pastime and/or commercial gain. The following details the rules and process which **MUST** be followed by all MOD tenants/approved organisations that are licensed, or have been given the right to conduct Recreational Shooting on any part of the Range by MOD DIO.

4.2 All Recreational Shooting activities must comply with UK Law specifically: the Firearms (Amendment) Acts 1997, the Wildlife and Countryside Act 1981 and COVID-19 regulations. They must also comply with MOD DIO licensing requirements, Military Land Byelaws, Artillery Ranges Byelaws, all current or future MOD and QinetiQ site regulations and instructions, and all guidance issued by the British Association for Shooting and Conservation. References are listed in this document at section 12.

4.3 For reasons of Health and Safety, Recreational Shooting (of any type) is **NOT** permitted to take place on weekdays (Mon to Fri). See 4.5 Exemptions.

4.4 On occasion, specific Land Areas may be active at weekends resulting in all members of the public (including shoot parties/individuals), being excluded from entering. When these circumstances arise, the QinetiQ Community Liaison Officer (QQ CLO) will inform all shoot organisers that they are not permitted to use the affected area/s.

4.5 Exemptions:

- Friday afternoons: Recreational Shooting is permitted on Friday afternoons **when QinetiQ has ceased all activity** (this is defined as a time when all live activity and ammunition movements around the site have ceased). Permission to open fire on a Friday afternoon must be obtained from Range Control which will only give that assent when all QinetiQ personnel are out of pre-informed shoot areas.
- Bank Holidays (England): Recreational Shooting is permitted on Bank Holidays and other days when the Range is closed for mandated holidays (i.e. between Christmas and New Year). Any shoots requested for these days will be treated as organised Recreational Shoots and will be subject to all of the requirements detailed in this document.

- Pest control: shooting for legitimate, agricultural pest control is controlled separately (see sections 8-10).

5 Documentation, safety briefing and communication requirements

5.1 ANNUALLY BY 1 AUGUST

All Recreational Shoot Organisers and their designated Deputies must participate in a Health & Safety refresher. Shoot Organisers are responsible for ensuring that these briefings take place within their organisation. The QQ CLO will supply a briefing pack and request written confirmation that all relevant personnel have received and understood the briefing.

All Recreational Shoot Organisers must provide the following:

- *A list of proposed shooting fixtures for the forthcoming season/year to the **MOD DIO** and the **QQ CLO**. This will be used by QinetiQ for de-confliction, Health and Safety and booking-in purposes.
- Evidence of appropriate event insurance to the **MOD DIO**.
- Suitable and sufficient Method Statements and Risk Assessments for scheduled shoots to the **MOD DIO**.
- A list of regular attendees on scheduled shoots to the **QQ CLO** and the **QGS** (Landwick Gate).
- **Maps showing approved game shoot drives and the associated start point for each drive to the **MOD DIO** and the **QQ CLO**.
- **Maps showing the location of any proposed wildfowling shoots to the **MOD DIO** and the **QQ CLO**.

*Foulness Clay Club must provide this information by 1 December for the forthcoming calendar year.

**Clay Pigeon Shoot Organisers do not need to supply this information as the authorised shoot location is static.

5.2 5 DAYS PRIOR TO EACH SHOOT

All Recreational Shoot Organisers must submit a completed Shooting Plan by email (see form at Annexe A) to the **QQ CLO**, and the **QGS** which must include:

- *Confirmation of the shoot location/s
- Proposed start and finish time for the shoot

- Name and contact details of the authorised, responsible Shoot Leader
- A list of all invited attendees. Any changes to the list of shoot attendees must be supplied to the **QGS** (Landwick Gate) prior to the commencement of the shoot

*Clay Pigeon Shoot Organisers do not need to supply this information as the authorised shoot location is static.

5.3 ON THE DAY OF THE SHOOT

The Recreational Shoot Leader must do the following:

- Contact Range Control 01702 383211/12 to request permission to open fire (this only applies to Friday afternoons – see 3.6 Exemptions); or
- Contact Landwick Gate on 01702 383385 to advise that shooting activity is about to commence (weekends and holidays).
- Contact Landwick Gate if the shooting party moves from one previously informed location to another (i.e. a change to the location advised in the shooting plan).
- Contact Landwick Gate to confirm when all shooting activity has ceased for the day.

6 Information and requirements for Recreational Shoot Organisers

- 6.1 Recreational Shoot attendees are not regarded as sponsored residents' visitors and will not have a pass permanently held at Landwick – they must book in on every occasion.
- 6.2 All shoot attendees will have their identity verified by photographic ID on arrival for each scheduled shoot. Failure to comply will result in access being denied.
- 6.3 Shoot attendees will be allowed unescorted access from Landwick Gate to the activity location only. Any deviation from a direct route will be regarded as an intrusion and will be treated as such.
- 6.4 Wherever possible, QinetiQ will plan to avoid impacting on Recreational Shoots, it is therefore in the interests of Shoot Organisers to provide their fixture schedule as requested. Should an operational requirement arise, it will be given priority over a scheduled Recreational Shoot and the Shoot Organiser will be informed as soon as possible.
- 6.5 Bank Holiday and other holiday shoots (see 4.5 Exemptions), will be regarded as organised shoots, and are subject to same requirements as other Recreational Shoots.
- 6.6 Shoot parties must remain within the boundary of their licensed or tenanted land area at all times whilst shooting.
- 6.7 In addition to those in their party, Shoot Organisers must ensure that their activities do not present a risk to other Range users including Range employees and contractors, residents and their visitors, authorised groups (e.g. wildlife/bird observation volunteers); members of the public using Public Right of Way routes (PROWS).
- 6.8 QinetiQ has no control or jurisdiction over persons entering the Range via, and using Public Right of Way routes (PROW). Their safety must be accounted for by Shoot Organisers who must obey all relevant legislation and guidance for conducting their activity safely.
- 6.9 There is no access to any operational areas.
- 6.10 There must be no trespassing on farmland or the foreshore.
- 6.11 The Shoot Organiser is responsible at all times for complying with all information and communication requirements set out in this document (see section 5).

- 6.12 The Shoot Organiser is responsible at all times for the conduct of the event and the behaviour of their guests.
- 6.13 Failure to comply with any of the requirements and stipulations stated in this document will result in shoots being delayed or cancelled.
- 6.14 The emergency telephone number for the site is 2222 (from an internal telephone). This number can be reached externally from 01702 383202. Yellow emergency phones are also located around the Range. The external services emergency number (999) should only be called if no response is received from the numbers above.

7 Clay Pigeon Shooting – specific requirements

- 7.1 All Clay Pigeon Shooting activities must comply with UK Law specifically: the Firearms (Amendment) Acts 1997, the Wildlife and Countryside Act 1981 and COVID-19 regulations. They must also comply with DIO licensing requirements, Military Land Byelaws, Artillery Ranges Byelaws, all current or future MOD and QinetiQ site regulations and instructions and all guidance issued by the Clay Pigeon Shooting Association (CPSA). References are listed in this document at 10.0.
- 7.2 All Clay Pigeon Shooting activities must be confined to the approved, licensed and controlled area/s.
- 7.3 *The Shoot Organiser is to provide a qualified Range Conducting Officer (RCO) who will be authorised by the MOD DIO. Each RCO must have satisfactorily completed a CPSA Safety Officers' Course. They will also be required to participate in the annual Site Health & Safety briefing.
- 7.4 The Shoot Organiser will be held totally responsible for the conduct and behaviour of all guests whilst taking part in a Clay Pigeon Shoot on the Range.
- 7.5 All invited attendees are required to provide photographic ID on arrival at Landwick Gate, for each scheduled shoot.
- 7.6 If any shoot invitee is a Foulness Island or Havengore Farm resident, the Shoot Organiser must include them on the invitee list for the relevant fixtures.
- 7.7 The Shoot Organiser must comply with all of the communication, information, briefing, and 'on the day' conduct requirements set out in sections 4-6.

*Applies to Foulness Clay Club and Rugwood Clay Shoot only.

8 Pest Control on tenanted farm land - requirements

- 8.1 Pest Control is the term used to describe the use of shotguns, firearms and other legal methods to kill, or attempt to do so, the pest bird species listed on the relevant general licences, (such as woodpigeon, corvids) and pest mammals (including deer, foxes, rabbits and squirrels) under the Agriculture Act 1947 & Wildlife and Countryside Act 1981. It is the legitimate culling of species identified as vermin because they are deemed a threat to agriculture. Pest control is not categorised as a commercial activity for sponsors (i.e. pest control sponsors cannot generate income from the activity), or Recreational Shooting and as such, has different compliance requirements.
- 8.2 All Pest Control shooting activities must comply with UK Law specifically: the Firearms (Amendment) Acts 1997, the Wildlife and Countryside Act 1981 and COVID-19 regulations. They must also comply with MOD DIO licensing requirements, Military Land Byelaws, Artillery Ranges Byelaws, all current or future MOD and QinetiQ site regulations and instructions. References are listed in this document at section 12.
- 8.3 Only Tenant Farmers themselves or individuals personally sponsored by a Tenant Farmer and notified to the MOD DIO will be authorised to conduct Pest Control on tenanted farm land. Sub-tenants, farm employees and residents are not permitted to sponsor Pest Controllers.
- 8.4 A list of sponsored Pest Controllers will be held by the MOD DIO, the MOD EM, the QQ Operations Manager and Landwick Gate. Tenant Farmers are responsible for sending an updated list to MOD DIO annually and for informing the MOD DIO of any withdrawal of, or additional sponsorship in the intervening period.
- 8.5 All personnel involved in Pest Control shooting on tenanted farm land must comply with the instructions issued to (and by) their sponsoring Tenant Farmer.
- 8.6 Tenant Farmers are responsible for obtaining suitable and sufficient Risk Assessment and Method Statement documentation from their sponsored Pest Controllers.
- 8.7 Tenant Farmers are responsible for briefing their sponsored Pest Controllers on the 'Known Hazards' associated with the Range, the general Health & Safety and access requirements and all of the applicable rules set out in this document.
- 8.8 Sponsored Pest Controllers are only permitted to shoot on land within their sponsors' tenancy and with the appropriate shooting authorisation within the tenancy agreement.

- 8.9 A Pest Controller can be sponsored by more than one Tenant Farmer but **all** sponsoring Tenant Farmers must notify MOD DIO that they are sponsoring the individual.
- 8.10 All sponsored Pest Controllers must hold a valid shotgun or firearms certificate and Tenant Farmers must be able to provide evidence of that to the MOD DIO on request.
- 8.11 Authorised Pest Controllers may have a sponsored visitors' pass, sponsored by the appropriate Tenant Farmer and held at Landwick Gate. Passholders must declare their intent to conduct pest control on arrival at Landwick Gate.
- 8.12 All non-resident, sponsored Pest Controllers must book in at Landwick Gate. Those without a sponsored visitors' pass must be booked in by the hosting Tenant Farmer in advance and bring photographic ID on each visit. Those with a sponsored visitors' pass must book in and collect their pass.
- 8.13 Sponsored Pest Controllers that live on the Range must follow the shoot notification procedure at sections 9 and 10.
- 8.14 Pest Control may take place whilst the Range is active, as well as during non-active hours in accordance with the following procedures.

9 Pest Control during operational hours

- 9.1 If any Pest Control activity will be conducted during a visit (it is acknowledged that some Pest Controllers also make social visits), the Pest Controller must declare this intent on arrival at Landwick Gate. The guards will verify that they are on the authorised Pest Controller list.
- 9.2 Once permitted to proceed, the Pest Controller must report to Range Control to discuss their area/s of interest;
- 9.3 If the authorised Pest Controller is a resident of Foulness Island or Havengore Farm, they must contact Range Control to inform of their intent to shoot for Pest Control purposes and discuss their area/s of interest prior to opening fire (01702 383277/12);
- 9.4 Range Control will de-conflict the areas of interest with operational activities and either reject the requested activity, give permission for the Pest Control to proceed or authorise a limited area for Pest Control to take place;
- 9.5 If Range Control cannot agree a solution, they will defer to the Range Control Manager (RCM) who will make the final decision;

- 9.6 Once a Pest Control area is agreed, Range Control will inform any relevant Range personnel involved in work close to the agreed area/s;
- 9.7 It is incumbent on the Pest Controller to remain within the agreed area/s. Any deviation may result in that controller being denied future authorisation to work on the Range;
- 9.8 When the Pest Control activity has been completed on each occasion, the Pest Controller must contact Range Control, who will notify all stakeholders that the activity is complete.

10 Pest Control outside of operational hours

- 10.1 If any Pest Control activity will be conducted during a visit (it is acknowledged that some Pest Controllers also make social visits), the Pest Controller must declare this intent on arrival at Landwick Gate. The guards will verify that they are on the authorised Pest Controller list.
- 10.2 If the sponsored Pest Controller is a Foulness Island or Havengore Farm resident, they must contact Landwick to inform of their intent to shoot for Pest Control purposes and discuss their area/s of interest prior to opening fire (01702 383385).
- 10.3 The guards will ensure that the agreed route will not conflict with any QinetiQ (QQ contractor), activity and will advise of any other non-operational activity scheduled (e.g. Recreational Shooting, wildlife observation activity etc). The area and start time of the shoot will be entered into the Landwick Occurrence Book.
- 10.4 It is incumbent on the Pest Controller to remain within the agreed area. Any deviation may result in that individual being denied future access to the Range.
- 10.5 The guards will advise any other visitors arriving at Landwick and requiring general access to the Range that there is Pest Control shooting underway in the agreed area.
- 10.6 Pest Controllers must ensure that their activities do not present a risk to other Range users including Range employees and contractors, residents and their visitors, authorised groups (e.g. wildlife/bird observation volunteers); members of the public using Public Right of Way routes (PROW).
- 10.7 QinetiQ has no control or jurisdiction over persons entering the site on, and using Public Right of Way routes (PROW). Their safety must be accounted for by the Pest Controller who must obey all relevant legislation and guidance for conducting their activity safely.

- 10.8 When the Pest Control activity has been completed on each occasion, the Pest Controller must contact Landwick Gate and the guards will register completion in the Occurrence Book.

11 Rules for QinetiQ employees and contractors

- 11.1 QinetiQ employees and contractors are **NOT** permitted to shoot on the Range unless they are an invited attendee on one of the MOD DIO authorised, organised Recreational Shoots or have been sponsored by a Tenant Farmer as a Pest Controller. In these circumstances they will be treated as private individuals and all aspects of the rules for Recreational Shooting or Pest Control will apply.
- 11.2 Under no circumstances are QinetiQ employees or contractors permitted to use their QinetiQ security pass to gain entry to the Range for any shooting or other recreational purpose. Entry for non-operational purposes must be arranged separately via the sponsor appropriate to the purpose of the visit e.g. access for Recreational Shooting must be arranged via the Shoot Organiser.
- 11.3 Employees are not permitted to store their firearms anywhere on the Range.

12 References

- Shoeburyness and District, Military Lands Byelaws, 1935
- Shoeburyness Artillery Ranges Byelaws, 1936
- Recreational Shooting Safety Briefing
- Site Safety Information leaflet
- Site Safety video
- MOD Joint Services Publication (JSP) 362, Chapter 15 - Defence Lands Handbook
- MOD Joint Services Publication (JSP) 403, Volume 1, Chapter 3 - Handbook of Defence Land Ranges Safety
- Home Office Guidelines and Firearms and Anti-social Behaviour Acts www.homeoffice.gov.uk
- Department of Environment Food and Rural Affairs (Defra), Wildlife & Countryside licences www.defra.gov.uk
- The British Association for Shooting & Conservation www.basc.org.uk
- Clay Pigeon Shooting Association (CPSA) Guidelines www.cpsa.co.uk
- The Game and Wildlife Conservation Trust (GWCT) www.gwct.co.uk

- The Code of Good Shooting Practice www.codeofgoodshootingpractice.org.uk
- COVID-19 regulations and guidance www.legislation.gov.uk/coronavirus and www.gov.uk/coronavirus

13 Useful contacts

- MOD Defence Infrastructure Organisation (DIO) - John Cooper, 01480 452451 (Ext 4534), john.cooper599@mod.gov.uk
- MOD Establishment Manager (MOD EM) – Phillip Eaves, 07929 827348, philip.eaves100@mod.gov.uk
- QinetiQ Head of Site (QQ HoS) - Gary Hale, 01702 383671, ghale1@qinetiq.com
- QinetiQ Operations Manager (QQ OM) - Rob Addison, 01702 383647, rcaddison@qinetiq.com
- QinetiQ Community Liaison Officer (QQ CLO) - Nicki Uden, 01702 383468, nuden@qinetiq.com
- QinetiQ Range Control Manager (QQ RCM) - Danny Williams, 01702 383545 djwilliams4@qinetiq.com
- QGS Landwick Gate - 01702 383855, qgsshoeburyness@qinetiq.com

Appendix A

MOD SHOEBURYNNESS RECREATIONAL SHOOTING: 5 DAY PLAN

This form must be completed and submitted to the following people **no later than 5 days in advance** of the planned shoot date or the shoot is at risk of being cancelled.

Nicki Uden: nuden@qinetiq.com

QGS: qgsshoeburynness@qinetiq.com

Shoot Name	
Shoot Date	
Location(s) 1. This must be one of the pre-agreed areas.	
Proposed start time	
Proposed finish time	
Shoot Leader for the day	
First Deputy for the day	

<p>Names of all individuals that will be on site under the sponsorship of this shoot</p> <ol style="list-style-type: none">1. This information can be entered manually on this form or sent as a separate attachment.2. This list must include non-shooting individuals and anyone that lives on Foulness/Havengore Island.3. Landwick Gate must be informed of any amendments to this list prior to the commencement of the shoot.	
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Initial Distribution List

External	
John Cooper	MOD Defence Infrastructure Organisation
Phillip Eaves	MOD TEST Establishment Manager
John Burroughs	Tenant Farmer & Rugwood/Havengore Shoot Organiser
Peter Carr (Belton Bros Ltd)	Tenant Farmer
Debbie Rayner	Tenant Farmer & Havengore Shoot Licensee
Roger Burroughs	Tenant Farmer
Neil Threadgold	Tenant Farmer
Kingsley Simmons	Officers' Shoot Organiser
Mark Standen	Secretary, Foulness Clay Club

QinetiQ	
Gary Hale	Head of Site, MOD Shoeburyness
Rob Addison	Operations Team Leader, MOD Shoeburyness
Danny Williams	Range Control Manager, MOD Shoeburyness
Grant Lumsden	Security Manager, MOD Shoeburyness
Guard Service Operatives	MOD Shoeburyness, Landwick Gate

Report Documentation Page

Originator's Report Number		QINETIQ/	
Originator's Name and Location		N Uden, MOD Shoeburyness	
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