

Shooting Australia Domestic Endorsed Events Risk Assessment Policy



Version: 1.0 Version Effective: 14/11/2025

1. PURPOSE AND SCOPE

The purpose of this Endorsed Events Risk Assessment Policy (**Policy**) is to ensure that all events that comprise the Shooting Australia (SA) Domestic Endorsed Event Series (**Events**) are conducted safely, minimising risk to participants including the event delivery team, athletes, officials, coaches, volunteers and spectators.

This Policy aims to provide a structured approach to identifying, assessing, managing, and mitigating risks associated with the planning and delivery of Events while protecting the safety and wellbeing of all participants.

2. RESPONSIBILITY AND DUTY OF CARE

It is the responsibility of the Event Hosts (the Member Organisation, State Association, Club or range tasked with the delivery of the Events) in conjunction with SA, to identify any risks that might be present or foreseen prior to the commencement of competition, that may impact the Event and in an extreme case result in a delay, postponement/rescheduling or abandonment.

Responsibilities of Participants might include:

Event Hosts: Ensure risk assessments are completed and documented leading into and during the Events and communicate all procedures to participants

Shooting Australia: Work closely with Event hosts to ensure risk assessments are completed and documented leading into and during the Events, support the Event Hosts with the communication of procedures, assist with risk control measures and emergency procedures

Coaches: Follow safety procedures implemented by Event Hosts and report any hazards, ensure all athletes adhere to procedures in place and are alert to all communications during the Events

Officials: Follow safety procedures implemented by Event Hosts, report any hazards and assist with risk control measures and emergency procedures

Participants (including athletes, volunteers and spectators): Adhere to safety procedures and be alert to any communication during the Events that the Event Host may publish that impacts the continuation and/or delivery of the Events

3. RISK ASSESSMENT PRINCIPLES

- Identify potential hazards associated with the Events
- Evaluate the likelihood and severity of risks
- Implement control measures to eliminate or reduce risks
- Monitor and review risks and risk controls throughout the Events
- Provide clear and timely communication to Participants when required



4. RISK ASSESSMENT PROCESS

Step 1 Identify Hazards

Consider equipment (range, athlete, officials), facilities, accessibility, weather, participants skill levels, participant involvement, emergency access and sports integrity (including Child Safeguarding for Junior Participants).

Step 2 Evaluate Risks

Assess the potential impact and likelihood of each hazard.

Step 3 Control Measures

Implement actions such as safety briefings, emergency plans including emergency evacuation, first aid, training of officials and volunteers, sports integrity education and e-learning, protective wear (e.g. ear and eye protection), consideration to adjustment of program including start and/or finishing time, increased breaks, access to shade and water.

Step 4 Record and Communicate

Document findings and communicate risks and controls to all participants.

Step 5 Review and Monitor

Review the risk assessment prior to commencement of Events, during and post, to adjust as required and to determine future improvements.

5. AUTHORITY

Prior to the commencement of the Event, or during the Event, the Host, in consultation with SA and the appointed Technical Delegate (TD), has the authority to make any decisions relating to abandonment, postponements, rescheduling or delays in the best interests of all participants.

6. COMMON RISKS IN EVENTS

- Sports Integrity
 - Child Safeguarding
 - Bullying
 - Match fixing

- Range Accessibility
 - Trip, slip or fall hazards
 - Resulting injuries
 - Emergency evacuation ability
 - Amenities accessibility
- Weather
 - Heat resulting in heat exhaustion and dehydration
 - Adverse weather including lightning, extreme wind, rain, hail or flooding
 - Fire
- Equipment Failure
 - Electronic targets
 - Clay Target Traps
- Emergency Medical Situation
- Utilities and Outages e.g. Electricity
- Spectator Management
- Illness including global pandemic
- Law Enforcement or Government Body enforced disruptions

7. EMERGENCY PROCEDURES AND RESPONSES

- Establish clear emergency response protocols including clearly signed emergency evacuation procedures outlining evacuation routes and assembly points.
- Ensure there is access to first aid equipment (including first aid kit and defibrillator) and trained first aid personnel available at all times.
- Communicate emergency plans to all participants.

8. ABANDONMENT, POSTPONEMENT, RESCHEDULING, DELAYS

If the Event is deemed unsafe to continue due to an identified risk, it may be abandoned, postponed, rescheduled or delayed. In such case, the Event Host in collaboration with SA and the TD, will work through the most suitable scenario for the completion of the impacted Event. Appropriate communication will be provided to all Participants including verbal, official Event noticeboard, SA and Host websites, and social media platforms.

9. REFERENCES / RESOURCES

Extreme Heat Index

This policy references the Heat Index from [Sports Medicine Australia's Extreme Heat Policy v1.0 February 2021](#), under Sport Risk Classification 2.

To predict the heat risk associated with participation in a relevant sporting classification, the temperature and humidity for the location where competition or practice will be taking place needs to be acquired. It is essential that the peak temperature during the time of play is used **with the accompanying relative humidity at that specific time**. If the peak relative humidity is used for a particular day, which usually occurs when temperature is lowest, heat stress risk will be over-estimated and competition unnecessarily disrupted or cancelled.

To obtain a forecast of temperature and humidity for the upcoming 72 hours:

1. Visit: <http://www.bom.gov.au/places/> and enter your location/post code.
2. Click on: "DETAILED 3-HOURLY FORECAST"
3. Select the specific day/date of enquiry
4. Identify the column with the nearest time to the planned competition/practice
5. Note the "Air Temperature (°C)" value
6. AND IN THE SAME COLUMN, note the concurrent "Relative Humidity (%)" value found towards the bottom of the entry for that date

ISSF Rules

[ISSF Rule Book](#)

9.11.1.2 Programme Interruptions: Once shooting has started it must continue without interruption according to the programme, except for safety reasons, mechanical breakdowns, poor lighting conditions, extreme weather conditions, or other enforced delays in the programme that would seriously affect the quality of competition. Only the Chief Range Officer may interrupt the shooting, with the Jury's approval, in the event of heavy rain, storm or lightning.

Sport Integrity Threats to sports integrity include competition-manipulation, doping, and behaviours that impact people's positive experience of sport, such as discrimination or abuse. Integrity in sport means that athletes, supporters and fans can participate and celebrate sport, confident in the knowledge that they are part of a safe, ethical and inclusive environment. All our members and participants have an obligation to protect and maintain the integrity of sport, as well as the health and wellbeing of our athletes.

Shooting Australia takes integrity seriously.

[Sport Integrity and National Integrity Framework](#)

Risk Management Tools

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
	Likely	Low	Low Med	Medium	Med Hi	High
	Possible	Low	Low Med	Medium	Med Hi	Med Hi
	Unlikely	Low	Low Med	Low Med	Medium	Med Hi
	Very Unlikely	Low	Low	Low Med	Medium	Medium

Consequence Scale

RATING	POTENTIAL CONSEQUENCE
Severe	Death, permanent injury
Significant	Serious bodily injury
Moderate	Casualty treatment
Minor	First Aid only
Negligible	Very small impact

Likelihood Scale

RATING	LIKELIHOOD
Severe	Will probably occur, could occur several times a year
Significant	High probability, likely to occur in a year
Moderate	Reasonable likelihood that it may occur
Minor	Plausible, could occur
Negligible	Very unlikely, but not impossible

ENDORSED EVENT RISK ASSESSMENT FORM

This Risk Assessment Form is to be completed in accordance with the Shooting Australia Endorsed Event Risk Assessment Policy

Event Details

Event Name (<i>eg State Titles</i>)	
Event Date/s (<i>inc Pre Event Training</i>)	
Event Host (<i>eg State Association</i>)	
Event Location (<i>the range</i>)	

Contact Details (*person completing this form and preferably someone who will be on-site during the event*)

Name	
Phone	
Email	

Will you be on site during the event? ALWAYS / PARTIALLY / NOT AT ALL

If only partially available, please provide details _____

If NO, please provide alternative details

Name	
Phone	
Email	

Event Host Confirmation

The Event Host confirms that they have read and understand the Shooting Australia Endorsed Event Risk Assessment Policy

YES / NO

The Event Host believes that the range is in a safe and suitable condition to conduct the Event

YES / NO

Risk Assessment Principles

Through the Risk Assessment process and using the Risk Management Matrix (page 3), I can confirm on behalf of the Event Host that:

1. We have identified potential hazards associated with the Event YES / NO
2. We have evaluated the likelihood and severity of risks YES / NO
3. We have implemented control measures to eliminate or reduce risks YES / NO
4. We will monitor and review risks and risk controls throughout the Events YES / NO
5. We will provide clear and timely communication to Participants when required YES / NO

Risk Assessment

Identified Risk	Potential Impact of Risk
Control Measures and Contingencies	Methods of Communicating the Risk and Measures

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Signed: _____

Dated: _____

Shooting Australia Comments

Signed: _____

Dated: _____

Risk Management Matrix

		Impact →				
		Negligible	Minor	Moderate	Significant	Severe
Likelihood ↑	Very Likely	Low Med	Medium	Med Hi	High	High
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	Very Unlikely	Low	Low	Low Med	Medium	Medium