

**SOUTH AUSTRALIAN FIELD and GAME ASSOCIATION
Inc.
DUTY OF CARE – RISK ANALYSIS**

COMMITTEE

The Committee, as elected on an annual basis, has a duty to perform their tasks according to the Constitution and to benefit all Members and particularly the sport of Shooting. They also have the requirement to provide a **DUTY of CARE** to all Members and Visitors whether shooting or not whilst they are present on the Club Range.

A **Public Officer** must be named on an annual basis.

A **Privacy Policy** must be applied to all Members and Committee.

Financial management is required to meet audit purposes and to meet Business and Consumer Affairs requirements such as Annual Financial Reports and Committee changes from time to time.

Generally, the Committee ensures the operation of the Club is financially viable and that legislative requirements are met, providing care that the Constitution is adhered to.

RANGE OFFICERS

The Range Officer is trained and certified to meet the requirements for each shooting discipline. Any instruction or command **MUST** be adhered to immediately. He/She has absolute control of the Members at the Range, whether range set up, shooting, practice, competing or just observing at the Range at any time..

SAFETY OFFICERS

All Members should act in the capacity of Safety Officers to ensure the safe operation of any day whether competition or practice. Any breach of safety by any Member or Visitor **MUST** be brought to the attention of the offender immediately. This will include any safety breach whether it involves a firearm or not.

MEMBER SHOOTERS

See SAFETY OFFICERS

NATURAL RISKS

There are a number of natural risks that must be considered for any operation at the Range. These might be unimportant but will need to have some form of response if they occur, even to the point of closure of shooting for the period or for the rest of the day. These include:

- FLOOD
- FIRE
- WIND
- STORM
- HEAT STRESS

MAN MADE RISKS

The nature of the operation at the Range are subject to man made risks, and each will require certain responses to reduce the risk of injury to our Members and Visitors. This may occur within the Kitchen or the Store Sheds or on the open range. Every Member should make themselves aware of the placement of Fire Extinguishers, water

Knapsacks, sand and Fire Blanket The duty First Aid Officer of the day will be named on the notice board at every competition day.

EXPLOSION – GAS, EXPLOSIVES

Explosions can occur at any time at any location on or near the range. It may involve or be in the vicinity of Gas Bottles or the armourer's boxes or out on the Range involving Members equipment. Once again this is highly unlikely but must be considered when protecting Members and Visitors on the Grounds.

If this does occur the Range Officer must be informed and members and visitors moved away from the threat. (500 metre from Gas bottles) Wait for guidance from the Range Officer as to recovery of injured persons. Every care must be undertaken to ensure no further injuries are inflicted on persons involved or assisting with first aid etc.

COLLISION

Vehicle accidents must be considered as a risk for Members and Visitors when visiting the Range. Speed limits must be adhered to – Persons being carried as passengers must be inside a vehicle not riding on the tray of Utilities or on extremities of tow bars etc.

VANDALISM/ SABORTAGE/ BREAK INS

The isolation of the Range, and our weekly or fortnightly visits permit the buildings and grounds to be subjected to attack by Vandals, Break in, or destruction by misinformed persons. Any such incident must be reported to the President immediately. Do not interfere with any equipment, keep location secure and await instructions from President as to Police notification etc

SALE OF BEVERAGES & FOOD

Every care must be undertaken to ensure safe food handling practices are in place. Food once thawed must be eaten or destroyed and not refrozen.

Refrigeration must be used to maintain even temperatures of food items. Out of Date items must be destroyed and not sold. One person is identified as the Caterer and it is his or her responsibility to maintain clean food preparation areas, the hot water system is working and sufficient clean water is available and that the Refrigerator and Freezer is operating correctly.

SALE OF ARMOURER'S EQUIPMENT

The Armourer is responsible for all sales of Bullets, Cartridges, Projectiles, Powder and that all items sold are within 'use by' dates. Storage is to be in approved containers and locked in a Safe fixed to floors or building as per the Firearms Branch requirements.

INCORPORATION – PROVIDES SOME PROTECTION TO INDIVIDUALS – CLASS ACTION POSSIBLE AGAINST COMMITTEE.

The COMMITTEE must undertake REASONABLE STEPS to provide Members and Visitors with a 'DUTY OF CARE' as outlined in this document.

We have attempted to cover all possible scenerios but there will always be some incident that may cause distress to someone that has not been identified in this document. We have undertaken a 'RISK ANALYSIS' to produce this document by using EXPECTED RISKS and OUTCOMES but with the requirement of PLANNING and employing the needs for TRAINING and SAFETY as our goal.