

# Curriculum activity risk assessment

## Shooting, Rifle and Pistol

clever • skilled • creative

### Activity scope

This document relates to student participation in Rifle and Pistol Shooting as a curriculum activity. As a school activity, shooting should be restricted to secondary school programs. Shooting requires strict adherence to safety guidelines. The activity should include instruction in weapon safety and theory of small arms fire.

Teachers **must** observe the requirements of the [Weapons Act 1990](#) at all times.

**Please note: student participation must be voluntary and parental permission must be obtained.**



### Risk level

The actual risk level will vary according to the specific circumstances of the activity and these **must** be considered when assessing the inherent risk level and planning the activity. As a starting point, ask the following questions:

- Which students will be involved?
- What will the students be doing?
- What will the students be using?
- Where will the students be?
- Who will be leading the activity?

Inherent risk level		Action required / approval
<input type="checkbox"/>	<b>Extreme</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Consider conducting an alternative activity.</li> <li><input checked="" type="checkbox"/> A <i>Curriculum Activity Risk Assessment</i> must be completed.</li> <li><input checked="" type="checkbox"/> Principal approval prior to conducting this activity is required.</li> <li><input checked="" type="checkbox"/> Parental permission <b>must</b> be obtained for student participation.</li> <li><input checked="" type="checkbox"/> Once approved, activity details are to be entered into the School Curriculum Activity Register.</li> <li><input checked="" type="checkbox"/> Student participation <b>must</b> be voluntary.</li> </ul>

Teachers/leaders:

Activity description:

Start date:

Finish date:

No of students (approx.):

Class groups:

Supervision ratio (approx.):



Queensland Government

Uncontrolled copy. Refer to HLS-PR-012: Curriculum Activity Risk Management at <http://education.qld.gov.au/strategic/eppr/health/hlspr012/> for master.

Date Modified: 13 August 2010

Young Shooter, File #: 10563841  
iStockphoto © RonBailey

Page 1 of 10

Listed below are the minimum recommendations for this type of activity. For any items ticked 'No', provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity. Some items are indicated as mandatory and **must** be adhered to.

### Minimum supervision

Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity. If an adult other than a registered teacher is engaged for instruction, a registered teacher must be present to take overall responsibility. [Blue Card](#) requirements **must** be implemented.

- Registered teacher with minimum qualifications as outlined below
- OR**
- An adult with minimum qualifications as outlined below, in the presence of a registered teacher

Further information:

### Minimum qualifications

*The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.*

- Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.
- OR**
- If operating more than one hour away from emergency services, current Remote Area first aid
- [Blue Card](#) requirements met

**Extreme** — High chance of a serious incident resulting in highly debilitating injury

Qualifications from and current membership of a club affiliated with one of the following State Sporting Organisations (SSO):

- [Queensland Rifle Association](#) (QRA)
- [North Queensland Rifle Association](#) (NQRA)
- [Queensland Target Sports](#) (QTS)
- [Queensland Amateur Pistol Shooting Association](#) (QAPSA)
- [Sporting Shooters' Association of Australia](#) (SSAA)

Further information:

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
First aid kit suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>
Communication system The following communication equipment should be carried as appropriate for the activity and area of operation:		
<input type="checkbox"/> marine whistle	<input type="checkbox"/> phone-line at location	<input type="checkbox"/> mobile phone
<input type="checkbox"/> satellite phone/UHF radio	<input type="checkbox"/> walkie talkie	<input type="checkbox"/> student/adult messenger
Other:		
Sun safety equipment (hat, sunscreen, shirt etc)	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient drinking water (students should have individual drinking containers, each student should be carrying two to three litres of water/per day)	<input type="checkbox"/>	<input type="checkbox"/>
Hearing protection — ear plugs or muffs minimum Class Four	<input type="checkbox"/>	<input type="checkbox"/>
Enclosed footwear	<input type="checkbox"/>	<input type="checkbox"/>
To be legally authorised, the range <b>must</b> have been issued with either:		
<input type="checkbox"/> A current range approval certificate from Queensland Police Service (QPS), Weapons Licensing Branch, Ranges and Galleries Section <b>OR</b> <input type="checkbox"/> A Department of Defence safety certificate from the Inspector of Rifle Ranges, Defence Support – South Qld, Gallipoli Barracks, Enoggera		
<input type="checkbox"/> Special conditions, included in the approval and range standing orders <b>must</b> be met before shooting starts. A copy of the approval <b>must</b> be displayed at the range.		
<input type="checkbox"/> To be legally authorised as a range operator, a club or association <b>must</b> have been issued with a current Club Approval from the Queensland Police Service. The leader <b>must</b> consult with the Range Operator before use. A copy of the approval should be displayed at the range.		
<input type="checkbox"/> If schools intend to establish a school range, they <b>must</b> apply to the Queensland Police Service (please see contact details below). Prior approval is required from the Department of Education and Training, QPS Weapons Licensing Branch, Ranges and Galleries Section 46 Charlotte St, Brisbane GPO Box 892, Brisbane 4001 <a href="mailto:weaponslicensing@police.qld.gov.au">weaponslicensing@police.qld.gov.au</a> <a href="http://www.police.qld.gov.au">www.police.qld.gov.au</a> Ph 07 3015 7777		
<input type="checkbox"/> The range operator is responsible for appointing suitably qualified range officers and safety staff, all of whom should hold a current licence authorising them to use the category of firearms being used for the activity. The name of the range officer should be prominently displayed at the range.		
To be eligible to participate in shooting activities under the Act:		
<input type="checkbox"/> All participants <b>must</b> be aged 11 years or older and a secondary student.		
<input type="checkbox"/> A minor aged 11-17 years must be under the direct and immediate supervision of a range officer licensed for the category of firearm when using single shot rifles and shotguns (Category A and B) and pistols (Category H) on an approved range.		
Unlicensed persons aged 18 or older <b>must</b> :		
<input type="checkbox"/> produce photographic identification		
<input type="checkbox"/> sign form <a href="#">20a</a> , <a href="#">20b</a> or <a href="#">20c</a> range register, depending on the type of weapon used		
<input type="checkbox"/> sign <a href="#">form 33A Declaration by Unlicensed Person to Possess a Weapon at an Approved Range</a>		

- be supervised by a range officer licensed for the category of firearm being used
- in the case of pistol shooting (Category H), meet the additional regulations that apply. The teacher **must** consult with the range operator prior to the activity.

Particular persons are excluded from using firearms under the Act:

- (see [Form 33A Declaration by Unlicensed Person to Possess a Weapon at An Approved Range](#))  
Examples of excluded persons include those with convictions for murder, manslaughter, armed robbery, unlawful wounding, grievous bodily harm or an offence involving drugs, weapons or violence; those subject to a domestic violence order or subject to an involuntary assessment order

Further information:

## Governing bodies/associations

The operation of civilian firearms and ranges in Queensland is governed by the [Weapons Act 1990 \(Qld\)](#) and [Weapons Categories Regulation 1997 \(Qld\)](#) and [Weapons Regulation 1996 \(Qld\)](#). The operation of military firearms and ranges in Australia is governed by the [Defence Act 1903 \(Cth\)](#). Have these been considered during the planning of this activity?

Further information:

## Hazards and suggested control measures

All persons engaging in this activity should:

- identify the hazards, including any additional hazards not mentioned here
- assess their significance
- manage the potential risks.

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. After checking these, add details of any other identified hazards/risks and additional controls you intend to implement.

Hazards/risks	Control measures	Mandatory	Yes	No	Implementation plan / Additional controls
<b>Manual handling</b> <ul style="list-style-type: none"> <li>• Lifting and carrying heavy objects</li> </ul>	<ul style="list-style-type: none"> <li>• Undertake a risk management process in order to prevent or minimise the risk of injuries caused by manual tasks.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	
<b>Hazardous substances</b> <ul style="list-style-type: none"> <li>• Solvents used for barrel cleaning</li> <li>• Lead in spent cartridges and projectiles lying around the range</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that students avoid handling spent shells and other materials.</li> <li>• Ensure that students wear personal protective equipment when cleaning firearms.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Biological material</b> <ul style="list-style-type: none"> <li>• Bodily fluids (e.g. blood, sweat, saliva)</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with <a href="#">HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions</a> and <a href="#">Infection Control Guideline</a>. Students with open cuts and abrasions are to be removed from the activity and treated immediately. If bleeding cannot be controlled completely, the participant should not be allowed to return to the activity.</li> <li>• All clothing, equipment and surfaces contaminated by blood should be treated as potentially infectious.</li> <li>• Personal items such a mouthguards, towels and drink bottles should not be shared.</li> <li>• Have sufficient and suitable containment material (bandages etc.) readily available.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	







<b>Submitted by:</b>	<b>Date:</b>
List the names of those who were involved in the preparation of this risk assessment.	

Approval	
<input type="checkbox"/>	Approved as submitted:
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reasons(s):
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	Reference no.

<b>Monitor and review</b> <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

## Important links

- HLS-PR-003: First Aid  
<http://education.qld.gov.au/strategic/epr/health/hlspr003/>
- HLS-PR-005: Health and Safety Incident Recording and Notification  
<http://education.qld.gov.au/strategic/epr/health/hlspr005/>

**Uncontrolled copy.** Refer to *HLS-PR-012: Curriculum Activity Risk Management* at <http://education.qld.gov.au/strategic/epr/health/hlspr012/> for master.

- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
- HLS-PR-013: Developing a Sun Safety Strategy  
<http://education.qld.gov.au/strategic/eppr/health/hlspr013/>
- Infection Control Guideline  
[http://education.qld.gov.au/health/pdfs/healthsafety/infection\\_control\\_guideline.pdf](http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf)
- Queensland School Sport Unit  
[www.schoolsport.qld.edu.au](http://www.schoolsport.qld.edu.au)
- Queensland Police Service  
[www.police.qld.gov.au](http://www.police.qld.gov.au)
- Queensland Police Service – Forms  
<http://www.police.qld.gov.au/programs/weaponsLicensing/forms1.htm>
- Health and Safety Fact Sheet: Hearing Protection for Manual Arts, Industrial Technology & Design Teachers and Teacher-aides  
<http://education.qld.gov.au/health/pdfs/healthsafety/hearing-protection-factsheet.pdf>
- Noise Code of Practice 2004  
[http://www.deir.qld.gov.au/workplace/resources/pdfs/noise\\_code2004.pdf](http://www.deir.qld.gov.au/workplace/resources/pdfs/noise_code2004.pdf)
- Weapons Act 1990 (Qld)  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WeaponsA90.pdf>
- Weapons Categories Regulation 1997 (Qld)  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WeaponsCatR97.pdf>
- Weapons Regulation 1996 (Qld)  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/W/WeaponsR96.pdf>
- Defence Act 1903 (Cth)  
[http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/54831D7FB5085902CA2576080022D505/\\$file/Defence03\\_WD02.pdf](http://www.comlaw.gov.au/ComLaw/Legislation/ActCompilation1.nsf/0/54831D7FB5085902CA2576080022D505/$file/Defence03_WD02.pdf)
- Explosives Regulation 2003 (Qld)  
<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/ExplosivesR03.pdf>
- Queensland Rifle Association (QRA)  
<http://www.qldrifle.com/>
- Queensland Target Sports (QTS)  
<http://www.targetsports.org.au/>
- Queensland Amateur Pistol Shooting Association (QAPSA)  
<http://www.qapsa.org/>
- Sporting Shooters' Association of Australia (SSAA)  
<http://www.ssaa.org.au/>
- HRM-PR-010: Working With Children Check – Blue Cards  
<http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/>
- Commission for Children and Young People and Child Guardian  
<http://www.ccypcg.qld.gov.au/employment/index.html>

### Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Assessment Guidelines](#). (See: <http://education.qld.gov.au/strategic/eppr/health/hlspr012/index1.html>)

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.