



Brisbane Mariners' Rifle Club

1. Risk Management Policy- Children

2. Risk Management Strategy -Children

REVISION: April 2021

BRISBANE MARINERS' RIFLE CLUB

RISK MANAGEMENT POLICY- CHILDREN

Governance Overview

Brisbane Mariners' Rifle Club Inc. ("BMRC" or the "Club") is a recognised sporting club affiliated with the Queensland Rifle Association ("QRA") and conducts long-range target rifle shooting at the Belmont Rifle Range.

Under the Commission for Children and Young People and Child Guardian (CCYPCG) Act and Regulations, all adults, both paid employees and volunteers, are required to hold a Blue Card if they work in sport and recreation activities with children aged under 18 years. From 1 January 2007 employers and businesses must have a written risk management strategy in place which complies with the Act. Detailed information can be found at www.bluecard.qld.gov.au.

Under the Queensland Weapons Act and Regulations, children must be a minimum of 11 years of age to use firearms.

Vision

Our vision includes having a culture of safety among our Club members and an environment where children are protected from harm and can enjoy shooting.

Statement of Commitment

The Management Committee ("the Committee") and members of BMRC are committed to providing an environment which protects the safety and wellbeing of children (and young people) participating in the sport of target rifle shooting under the auspices of this Club. The health and safety of our members and visitors is a key priority for BMRC and we will endeavour to eliminate preventable incidents through the systematic management of risk. Safety is everyone's responsibility and a dedicated effort by all BMRC members will ensure the Club meets its legal and moral responsibility to protect children.

Risk Management Strategy

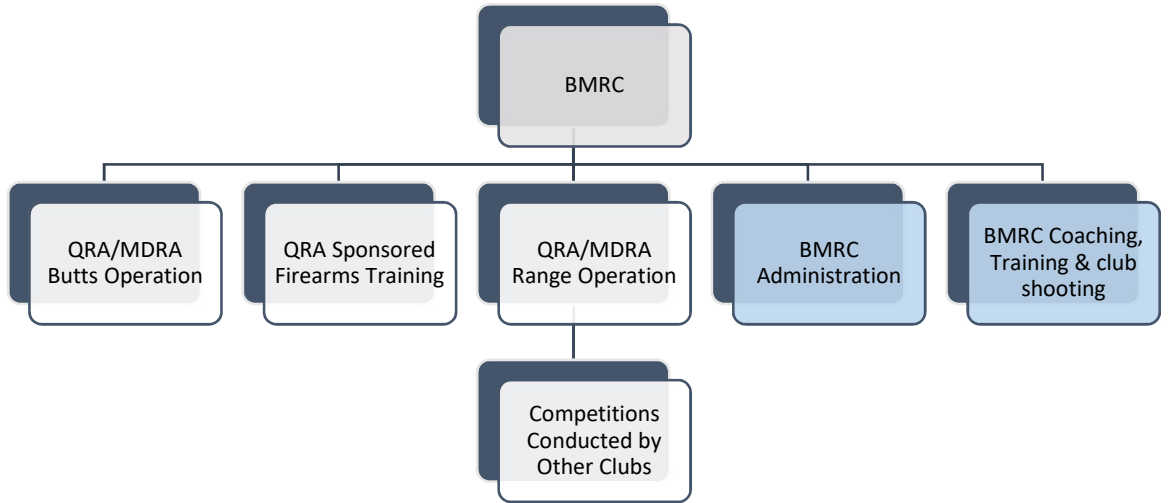
To demonstrate our commitment, BMRC will implement the following risk management strategy:

1. **Assess.** We will communicate and consult with Club members to establish the context and assess the risks to children in our Club's sporting environment.
2. **Plan.** We will develop a 'Risk Management Strategy – Children' to document the process of:
 - a. identifying hazards, and
 - b. analysing and evaluating key risk activities.
3. **Action.** We will document and implement corrective actions to treat risks viz:
 - a. avoid,
 - b. train,
 - c. control,
 - d. finance, or
 - e. transfer.
4. **Review.** We will regularly monitor the environment and review the corrective actions to

BRISBANE MARINERS' RIFLE CLUB

maintain a safe working environment.

ORGANISATIONAL ACTIVITY CHART



Activities that may involve BMRC providing services to children



Range activities that may involve services to children not supervised by BMRC

RISK MANAGEMENT STRATEGY - CHILDREN

References:

Risk Management Guidelines, Companion to AS/NZS 4360:2004

Playing It Safe, A Guide to Risk Management for Sport and Recreation Organisations, Office of Sport and Recreation Qld, Department of Emergency Services, 1998

Safe Environments for Young People, Child Protection - Managing the Risks, Commission for Children and Young People and Child Guardian, 2006

Working with Children (Risk Management and Screening) Act 2000 (“the Act”)

Working with Children (Risk Management and Screening) Regulation 2020

Definitions

Hazard: *A potential source of harm*

Risk: *The chance of something happening that will have an impact on objectives.*

Regulated Activity: *Sport and recreation is a regulated activity under the Act, irrespective of whether the service or activity provided is for profit or not for profit.*

1. Assessing the Environment

Belmont Rifle Range Operating Environment

- Shooting is a sport in which participants are highly regulated by law. Persons convicted of serious criminal offences and/or subject to Domestic Violence Orders are not eligible to hold a firearm’s license or participate in shooting activities.
- Shooting and training activities are usually conducted outdoors during daylight hours, on open ranges in groups, closely supervised by experienced range officials who must hold a Firearms License under the Queensland Weapons Act 1990.
- Children must be a minimum of 11 years of age to participate in shooting activities and, in practice, there is a low participation rate by children under 18.
- Unlicensed people, including children not in possession of a minor’s license, must be supervised one on one by a licensed person.
- Children are most likely to attend shooting activities with an adult parent or guardian due to a perceived high level of risk associated with the use of firearms.

Hazards

Hazards, identified by the Committee, as relevant to Club activities, are set out below:

Environmental Hazards	Equipment Hazards	Human Hazards
Physical injury caused by:	Physical Injury caused by:	Physical, emotional, sexual harm or neglect caused by:
<ul style="list-style-type: none"> • Snake bites and insect stings • Extremes of hot and cold temperatures. • Slips and falls. 	<ul style="list-style-type: none"> • Firearms and projectiles. • Loud noise. • Handling the Club's and other range equipment. 	<ul style="list-style-type: none"> • Unlawful behaviour including self-harm • Behaviour inconsistent with the Club's Code of Conduct

2. Identify and Analyse Risks

The following table will be applied by the Committee to evaluate risks in the Belmont Shooting Range environment, specifically child related activities, where human interaction with adults presents a risk of harm to the safety and wellbeing of children and young people.

Evaluation of Risk	Consequences of Risk		
Likelihood of Risk	Catastrophic	Moderate	Minor or Insignificant
Almost Certain	IMMEDIATE ACTION Avoid. Train. Transfer	IMMEDIATE ACTION Avoid, Train, Transfer	HEIGHTENED ACTION Control
Likely or Possible	IMMEDIATE ACTION Avoid, Train. Transfer	HEIGHTENED ACTION Transfer, Control	BUSINESS AS USUAL Control
Unlikely or Rare	HEIGHTENED ACTION Transfer	BUSINESS AS USUAL Transfer. Control	BUSINESS AS USUAL Control

The particular activities identified by the Committee are set out below:

Setting	Activity	Risk Likelihood	Risk Consequence
BMRC Clubhouse & environs	Administration	Unlikely	Moderate
	Social	Unlikely	Moderate
	Training	Unlikely	Moderate
Zeroing Range	Rifle calibration and testing	Possible	Moderate
Belmont Rifle Range	Coaching	Possible	Minor
	Shooting Practice	Possible	Moderate
	Club competition	Possible	Moderate

Setting	Activity	Risk Likelihood	Risk Consequence
	Mound preparation	Possible	Minor
	Butts Preparation	Possible	Minor

3. Risk Management Action Plan

Risk treatment strategies are detailed in the Risk Management Action Plan below.

Activity / Risk / Staff	Risk Evaluation	Risk Treatment Approach to be Adopted (Action)
<p>ACTIVITY Coaching Shooting practice & competition Mound and butt activities</p> <p>RISK</p> <ul style="list-style-type: none"> • <i>Unlawful and unacceptable behaviour</i> • <i>Firearms safety and injury</i> • <i>Noise</i> • <i>Exposure</i> • <i>Bites/Stings</i> <p>STAFF Coaches Approved Members Parents & Guardians</p>	<p>Risk considered Possible to Unlikely with Minor to Moderate consequences, therefore the overall Risk Level is considered LOW to MODERATE</p>	<ul style="list-style-type: none"> • The Committee is to appoint adult Coaches and ensure that they hold current Blue Cards and Firearms Licenses. • The Committee is to identify and maintain a register of other Club members who may assist in the supervision of children, ensure they hold current Blue Cards (where required by the Act) and Firearms Licenses, and identify such activities in which they are approved to participate (“Approved Members”). • The Committee is ensure the Range Standing Orders are readily available to all Club members. • Coaches or Approved Members shall provide a safety briefing to new shooters. • Coaches or Approved Members must ensure ineligible persons, including children less than 11 years of age, are not permitted to use firearms. • Coaches or Approved Members must ensure that adequate and appropriate supervision is given to children lawfully using firearms. • Coaches or Approved Members must ensure that adequate and appropriate supervision is given to children when involved in other Range activities such as preparation of Mounds and Butts. • The Club Captain must ensure at least one First Aid qualified person and a first aid kit is available on site during shooting activities. • Coaches or Approved Members must ensure children use adequate hearing protection and other personal protective equipment as appropriate. • The Committee shall encourage parents or guardians of children to be present during all coaching and shooting activities involving their

Activity / Risk / Staff	Risk Evaluation	Risk Treatment Approach to be Adopted (Action)
		<p>children, including preparation of the range mounds and butts.</p> <ul style="list-style-type: none"> • The Committee must ensure that all Club members comply with the Code of Conduct; • The Committee is to maintain adequate and appropriate insurance.
<p>ACTIVITY</p> <p>Administration & Clubhouse Activities</p> <p>RISK</p> <ul style="list-style-type: none"> • <i>Unlawful and unacceptable behaviour</i> • <i>Exposure</i> • <i>Bites/Stings</i> • <i>Slips/Falls</i> <p>STAFF</p> <p>Committee Members Approved Members Parents & Guardians</p>	<p>Risk considered Unlikely with Minor to Moderate consequences therefore overall Risk Level considered LOW</p>	<ul style="list-style-type: none"> • The Committee is to ensure access to the Clubhouse by children is supervised at all times by Approved Members or the parent or guardian of the child; • The Committee shall encourage parents or guardians of children to be present during all Administration and Clubhouse activities where children may participate; • The Committee is to ensure Emergency contact information is to be displayed on the notice board in the Clubhouse; • The Committee is to ensure that all Club members abide by the Code of Conduct; • The Committee is to appoint a First Aid Officer who is responsible for maintaining First Aid Kits in the Clubhouse; • The Committee is to provide First Aid training for the First Aid Officer every three years, or as required. • The Committee is to maintain adequate and appropriate insurance.

4. Recruitment, Training and Management Procedures

The Committee shall be responsible for implementing and reviewing the Risk Management Strategy and Actions including:

- Establishing a Blue Card Organisational Portal (“Portal”) and appointing an Organisation Administrator to manage the Portal.
- Ensuring Coaches hold Blue Cards.
- Ensuring Approved Members, who may supervise Club activities involving children, hold Blue Cards where required by the Act.
- Assisting applications for:
 - Blue Cards for Club members and Coaches, and
 - Authorisation to Confirm a Valid Blue Card for persons who submitted their Blue Card application through another organisation.

- Ensuring a copy of the Code of Conduct is clearly displayed within the Clubhouse;
- Maintaining :
 - A Register of Blue Card applications and card holders;
 - Maintain a register of Approved Members;
 - An Incident Register - reports of near misses, suspicions, disclosures, incidents and police reports.
- Ensuring emergency management information is displayed on the Club's notice board with contact numbers for fire, ambulance and police.
- Appointing a qualified First Aid Officer.
- Maintaining adequate and appropriate insurance for the Club.
- Reporting disclosures and suspicions of harm to Queensland Police

5. Applying for a Blue Card

Applications forms for Blue Cards are available at www.bluecard.qld.gov.au.

6. Code of Conduct

All members of BMRC are to adhere to the Club's Code of Conduct which is adapted from the Australian Sports Commission Code of Conduct for Coaches. A copy is attached at annex A.

7. Reporting Guidelines and Directions for Handling Disclosures and Suspicion of Harm

The Committee shall adopt the following procedures for managing disclosures and suspicion of harm:

- All disclosures and suspicions of harm are to be referred to Club President/ Captain and the Club's Secretary.
- If the children are part of an organised group, e.g. coaching activity, the adult supervisors are to be advised.
- Details of disclosures are to be written up in Records of Conversation by the Club's Secretary.
 - Adults are to sign the record of conversation.
 - Children making a disclosure are to be supported by an adult of the same sex as the child, whilst their conversation is recorded.
- Reassurance is to be given that any individual under suspicion will be segregated from children.
- The Club President/ Captain is to contact the parents or guardian of the child as soon as possible to advise them of the disclosure.
- If it is likely that an offence has occurred, then the Queensland Police Service is to be informed immediately.
- The Respondent to any disclosure is to be:
 - Informed of the substance of the complaint by the Club President/ Captain in the presence of the Club's Secretary or another person appointed by the Management

Committee.

- Removed from any duties which require contact with children, until an investigation has been completed.
- The Club President/Captain is to brief the Management Committee ASAP by convening a Special meeting of the Management Committee.

8. Policy for Managing Breaches of the Risk Management Strategy

The Committee shall adopt the following procedures for managing breaches of this Risk Management Strategy:

- If BMRC receives a negative Blue Card notice then:
 - i. The QRA is to be provided with copy of the notice,
 - ii. The individual is to be advised that he/she is not permitted to be involved in the following areas which involve or provide services to children:
 - Administration
 - Coaching
- Any Club member who is subject to investigation shall be removed from any duties which require contact with children, until that investigation has been completed.
- An internal audit of procedures is to be conducted by a person appointed by the Committee.
- The Risk Management Strategy is to be reviewed at the next meeting of the Committee.

9. Risk Management Plans for High Risk Activities and Special Events

The Committee shall determine when specific risk management plans are needed for any activities considered to be high risk.

10. Strategies for Communication and Support

Information Sheets on the requirements for Blue Cards are available at www.bluecard.qld.gov.au. Appropriate information is to be provided to new Management Committee members and other persons when they are advised of the requirement to apply for a Blue Card.

This policy is to be available to all members of Brisbane Mariners' Rifle Club.

11. Review

The Risk Management Strategy is to be reviewed annually by the Committee at its first meeting following the AGM and at such other times the Committee considers appropriate.

Annex A: Code of Conduct

QUEENSLAND RIFLE ASSOCIATION CLUBS
CODE OF CONDUCT FOR INTERACTING WITH CHILDREN AND YOUNG PEOPLE
Adapted from the Australian Sports Commission Coach's Code of Ethics

I.	Respect the rights, dignity and worth of every human being.	Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion.
2.	Ensure the athlete's time spent with you is a positive experience.	All athletes time spent with you is a positive experience.
3.	Treat each athlete as an individual.	Respect the talent, developmental stage and goals of each individual athlete. Help each athlete reach their full potential.
4.	Be fair, considerate and honest with athletes.	
5.	Be professional and accept responsibility for your actions.	Language, manner, punctuality, preparation and presentation should display high standards. Display control, respect, dignity and professionalism to all involved with the sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your athletes to demonstrate the same qualities.
6.	Make a commitment to providing a quality service to your athletes.	Maintain or improve your current level of training and qualifications. Seek continual improvement through performance appraisal and ongoing coach education. Provide a training program which is planned and sequential. Maintain appropriate records.
7.	Operate within the rules and spirit of our sport.	The guidelines of the QRA, NRAA and international bodies governing our sport should be followed. Copies of rules and policies are available from the office. Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Anti Doping Agency (ASADA).
8.	Any physical contact with athletes should be: <ul style="list-style-type: none"> • Appropriate to the situation. • Necessary for the athlete's skill development. 	
9.	Refrain from any form of personal abuse towards your athletes.	This includes verbal, physical, and emotional abuse. Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.
IO.	Refrain from any form of harassment towards your athletes.	This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability. You should not only refrain from initiating a relationship with an athlete, but you should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
11.	Provide a safe environment for training and competition.	Ensure equipment and facilities meet safety standards. Equipment, rules, training and the environment need to be appropriate for the age and ability of the athletes.
12.	Show concern and caution towards sick and injured athletes.	Provide a modified training program where appropriate. Allow further participation in training and competition only when appropriate. Encourage athletes to seek medical advice when required. Maintain the same interest and support towards sick and injured athletes.
13.	Be a positive role model for your sport and athletes.	

Attachment; List of Approved Persons