



DOCUMENT REFERENCE: NPC-RA-RANGE-001 | APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL) | CL1 — INTERNAL

NEWTEC PISTOL CLUB INCORPORATED
DAILY RANGE OPERATIONS RISK ASSESSMENT
NEWTEC PISTOL CLUB • RANGE OPENING TO CLOSURE

Document ID	NPC-RA-RANGE-001
Version / status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)
Owner	Public Officer/Secretary
Approved by / date	Newtec Committee: 24 / 07 / 2026
Next review	01/10/2027

This is a baseline assessment. The duty RO must complete the daily pre-open check and add site, weather, match, participant and equipment hazards. If an approval condition is uncertain or a critical control is unavailable, the range must not open.

1. Assessment scope and responsibility

Assessment date / reviewer	___/___/___
Range / bays / activity	_____
People exposed	ROs/RSOs, shooters, juniors, members, visitors, contractors, public
Risk owner	Captain; daily implementation by appointed RO
Consulted	ROs/RSOs, Committee, members and venue/range approval holder as applicable

Risk method

Likelihood (L): 1 Rare, 2 Unlikely, 3 Possible, 4 Likely, 5 Almost certain. Consequence (C): 1 Insignificant, 2 Minor, 3 Moderate, 4 Major, 5 Catastrophic. Risk = L × C. Ratings: 1-4 Low, 5-9 Moderate, 10-16 High, 17-25 Extreme.

Consequence → / Likelihood ↓	1	2	3	4	5
1 Rare	1 L	2 L	3 L	4 L	5 M
2 Unlikely	2 L	4 L	6 M	8 M	10 H



NEWTEC PISTOL CLUB INCORPORATED
DAILY RANGE OPERATIONS RISK ASSESSMENT

Consequence → / Likelihood ↓	1	2	3	4	5
3 Possible	3 L	6 M	9 M	12 H	15 H
4 Likely	4 L	8 M	12 H	16 H	20 E
5 Almost certain	5 M	10 H	15 H	20 E	25 E

Response: Extreme - do not start/stop immediately; High - further control and Captain approval before proceeding; Moderate - RO verifies controls and monitors; Low - maintain controls.

Residual ratings are provisional and must be validated against the actual range and approval conditions.

2. Risk register

# / activity	Hazard and possible consequence	Required controls	Initial LxC	Residual LxC	Owner / verification
1 Opening	Activity outside range/club approval; projectile or regulatory breach	RO checks current approvals, conditions, discipline, calibre, ammunition, target, distance, hours and bay before opening. Stop on uncertainty.	2x5 H	1x5 M	Captain / daily RO
2 Site inspection	Damaged backstop, baffle, target frame, boundary, lighting or ventilation; injury/exposure	Pre-open documented inspection; isolate defect; no live fire until competent repair/approval confirmation.	3x5 H	1x5 M	RO / Captain
3 Access control	Person enters danger area or live range; fatal injury	Controlled entry, signs/flags/lights, briefing, headcount, RO visual control and positive range-clear confirmation.	3x5 H	1x5 M	RO/RSO
4 Authority check	Expired, suspended, wrong-category or false authority; unlawful possession/use	Sight photo licence/permit before uncasing; check name, expiry, category and conditions; independent family check; official NSW verification if renewal claimed; refuse if uncertain.	3x4 H	1x4 L	Checking RO/RSO
5 Large calibre	Large calibre pistol used without current permit or approved event/range; offence/injury	Sight current Category H licence and large calibre permit; confirm event, calibre and range approval.	2x5 H	1x5 M	RO
6 PPL supervision	Probationary holder inadequately supervised; unsafe/unlawful use	Identify PPL status; appoint eligible non-probationary Category H supervisor; meet statutory/licence and Club supervision requirements; record supervisor.	3x5 H	1x5 M	RO / supervisor
7 Unlicensed person	Unlicensed person exposed to or possessing firearm/ammunition on live range	No unlicensed person in the live-fire range once firearms are uncased or ammunition is visible; maintain a controlled spectator boundary. No exception is administered under this assessment.	3x5 H	1x5 M	RO/RSO
8 Uncasing/loading	Unsafe muzzle, finger or premature loading; discharge/injury	Uncase one firearm only at designated point on command; muzzle safe, action open, chamber flag where required; load only on command.	3x5 H	1x5 M	RO/shooter
9 Multiple equipment	Extra firearms/ammunition misplaced, confused or left behind	Only required match items at firing point; one firearm uncased; return unused items to lawful transport safe storage.	3x4 H	1x4 L	Shooter / RO
10 Wrong item handling	Person touches firearm, part, magazine or ammunition outside authority; offence/discharge	No touching without category/permit or other lawful authority; RO controls assistance and custody.	3x5 H	1x5 M	RO/all persons
11 Live fire	Muzzle sweep, trigger breach or unauthorised shot; fatal injury	Clear commands, continuous RO/RSO observation, safe arcs, finger discipline, immediate STOP/CEASE FIRE authority for all.	3x5 H	1x5 M	RO/RSO



NEWTEC PISTOL CLUB INCORPORATED
DAILY RANGE OPERATIONS RISK ASSESSMENT

# / activity	Hazard and possible consequence	Required controls	Initial LxC	Residual LxC	Owner / verification
12 Ammunition/malf unction	Incorrect load, squib, hangfire or damaged firearm; rupture/injury	Correct ammunition check; firearm condition; muzzle remains safe; cease fire; competent clearing under discipline procedure; quarantine defects.	3x5 H	1x5 M	Shooter / RO
13 Targets ricochet	Unapproved, damaged or badly placed target causes ricochet/projectile escape	Use only approved target type, material, location, angle and distance; inspect frames; stop for damage.	3x5 H	1x5 M	RO
14 Target change	Person forward while firearm/ammunition handled; fatal injury	Clear and inspect every firearm/magazine; no handling; secure firing line; count out/in; positive range-clear call.	3x5 H	1x5 M	RO/RSO
15 Unattended items	Firearm/ammunition beyond arm's reach while patching; loss or unlawful access	Shooter maintains arm's-reach control or lawful authorised custody/secure storage directed by RO; no controlled item left at firing point unattended.	3x5 H	1x5 M	Shooter / RO
16 Noise/lead	Hearing damage or lead exposure	Mandatory hearing/eye PPE; ventilation; limit exposure; no food/drink in contaminated zones; handwashing and lead-cleaning procedure; health advice where indicated.	4x3 H	2x2 L	Committee / RO
17 Slips/weather/heat	Fall, heat illness, lightning or poor visibility	Housekeeping, suitable footwear, hydration/rest, lighting, weather monitoring; suspend for lightning, heat or visibility risk.	3x3 M	1x3 L	RO
18 Fire/medical	Firearm injury, medical emergency or fire; delayed response	First aid/trauma kit, trained responder, 000 access, exact location card, clear ambulance route, fire controls; drills and incident preservation.	2x5 H	1x5 M	Committee / RO
19 Behaviour	Aggression, impairment or refusal of commands; unsafe act	No alcohol/drug impairment; clear conduct expectations; stop/remove from line; do not work alone with escalating person; contact security/police; mandatory report.	3x5 H	1x5 M	RO / Captain
20 Found item	Unidentified firearm/part/ammunition/prohibited item; discharge, offence or evidence loss	Stop, cordon, do not touch suspect item, safe photo only, 000/131 444, police directions before movement/transport, preserve CCTV and report.	3x5 H	1x5 M	RO / Captain
21 Closing	Loaded firearm/magazine or ammunition left behind; theft/injury	RO/RSO clears every firearm and magazine; controlled casing; systematic sweep; reconcile people, club assets and records.	3x5 H	1x5 M	RO/RSO
22 Records/privacy	Licence/incident information lost or over-collected; privacy harm/non-compliance	Record minimum verification outcome; restrict access; controlled incident files; retention/disposal policy; no public sharing.	3x3 M	1x3 L	Secretary / Captain

3. Daily pre-opening verification

Check	Yes	No / action required
Current range and club approval conditions available and planned activity permitted	☐	_____
Range surface, firing line, backstop/baffles, frames, boundaries and access checked	☐	_____
Signs, flags/lights, communications, first aid, trauma and fire equipment ready	☐	_____



NEWTEC PISTOL CLUB INCORPORATED
DAILY RANGE OPERATIONS RISK ASSESSMENT

Check	Yes	No / action required
RO/RSO appointed; participant briefing and headcount method confirmed	☐	_____
Licence/permit check point established before uncasing or ammunition display	☐	_____
Weather, ventilation, lighting, lead/noise and housekeeping acceptable	☐	_____
Emergency address, gate/access route and contacts confirmed	☐	_____
Additional hazards and controls recorded below	☐	_____

Additional daily hazards and controls

Hazard / change	Additional control	Responsible person	Complete

4. Incident and review triggers

- Review immediately after any injury, near miss, unsafe discharge, invalid authority, unattended controlled item, supervision failure, approval breach, police direction, equipment/facility defect or material participant complaint.
- The RO records immediate controls. The Captain assigns corrective actions. The Committee verifies closure and determines whether approvals, police, SafeWork, insurer, venue or governing bodies must be notified.

Review trigger / incident reference	_____
Range suspended?	☐ No ☐ Yes - authority to reopen: _____
Corrective actions closed by	Name: _____ Signature: _____ Date: ____ / ____ / ____



NEWTEC PISTOL CLUB INCORPORATED
DAILY RANGE OPERATIONS RISK ASSESSMENT

Committee review

Minute reference: _____ Date: ____ / ____ / ____

5. Sources and validation

Implementation requirement: Maintain the Newtec-specific range approval, club approval and site emergency information with this approved document.

- [NSW Firearms Act 1996 \(current\)](#)
- [NSW Firearms Regulation 2017 \(current\)](#)
- [NSW Police Firearms Registry - Ranges and Range Users Guide](#)
- [NSW Police - Range Approval General Legislative Requirements](#)
- [NSW Police - licence and permit verification portal](#)
- [Shooting Australia - 2026 Officials Handbook](#)
- [NSW Amateur Pistol Association](#)
- [NSWAPA Code of Conduct](#)
- [SafeWork NSW - How to manage work health and safety risks](#)

Site-specific validation and approval

Required attachment / check	Verified by / date
Current range approval and every condition	_____
Current club approval and every condition	_____
Approved disciplines, calibres, ammunition, targets, distances and hours	_____
Site emergency plan, address, access and contacts	_____
RO/RSO authorisation and competency register	_____

Document authorisation

Role	Name	Signature	Date
Prepared / reviewed by Captain			
RO/RSO consultation representative			
Committee approval			



AUTHORITATIVE DOCUMENT CONTROL RECORD

Document reference	NPC-RA-RANGE-001
Adopted	24/06/2026
Enacted / effective	24/07/2026
Minute reference	july26meeting
Owner	Public Officer/Secretary
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