



NSW Police Force
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FIREARMS REGISTRY

Risk Assessment for an Arms Fair Permit

NSW licensed Firearms Dealers or club officials who wish to conduct an Arms Fair must submit a detailed Risk Assessment with their application for an Arms Fair Permit to satisfy the requirements of clause 65 (3) of the Firearms Regulation 2006.

What is a risk assessment for an Arms Fair?

A risk assessment is an identification of the dangers which may be potentially posed to public safety by the Arms Fair, an estimation of the probability of such occurrences happening and an evaluation of the security measures that will be implemented to reduce those dangers.

What is the purpose of the risk assessment?

The purpose of the risk assessment in relation to an Arms Fair is to allow the Commissioner of Police to be satisfied that the premises are suitable and the issue of the permit would not be contrary to the public interest or compromise public safety in any way.

Who can conduct the risk assessment?

The risk assessment must be conducted by a security consultant holding a current licence for security consultation and must be conducted in accordance with Australian Standards for Risk Assessment.

What does the risk assessment cover?

The risk assessment is conducted at the premises to be used for the Arms Fair and includes information, analysis, evaluation and recommendation on security measures for all aspects of the Arms Fair. Where applicable, photographs should be included.

How is the Risk Assessment structured?

The Risk Analysis Report must be in a structured format and include:

- * An executive summary and distribution list,
- * An introduction,
- * A background to operations,
- * A disclaimer and limitations,
- * The methodology,
- * Risk analysis, evaluation and recommendations,
- * How the review was conducted, over what time and how the information was gathered.

What should be included in the Risk Assessment?

Analysis and evaluation of location:

- * Location, fencing and grounds,
- * Building construction and design,
- * Floor plans, including entry and exit points and location of windows,
- * Lighting (external and internal),
- * Telephone lines and control boxes.

- * Distance to neighbouring properties and description of those properties.

Include a map of the location showing the building in relation to neighbouring properties. Describe the demographic of the surrounding properties (eg residential, commercial, industrial, rural etc).

On Site Security:

- * Nominate the Security Firm to be hired for security activities for the Arms Fair,
- * Opening hours of the Arms Fair,
- * Outline on-site security and alarm systems, security guards and patrols, number of armed or unarmed guards both during opening hours and overnight, hours of coverage etc,
- * Describe gate access and control,
- * Outline the security for displayed firearms, weapons and/or ammunition and security of firearms, weapons and/or ammunition overnight.

NOTE: The Security Company nominated must have approval from the Commissioner of Police to provide armed security at the proposed Arms Fair. This approval is outlined in the Special Conditions on the Security Business Firearms Licence.

If approval has not been granted, the Security Company may make application to the Firearms Registry outlining their requirements for this activity and if approved, notification will be forwarded to the Security Company permitting armed security activities for the Arms Fair.

If the security company does not have the appropriate approval, the company is not permitted to perform armed activities for the function.

Risk Analysis:

Identify and analyse dangers, strengths & weaknesses. Use a risk analysis matrix showing the level of risk for each identified danger or weakness. Estimate the probability of these dangers occurring. Include an identification of primary and secondary risks and the security control measures implemented to address and reduce the likelihood of those risks occurring.

Recommendations:

Provide recommendations on overall conduct at the Arms Fair:

- * Review and outline general OH & S standards for the event,
- * Include an outline of emergency evacuation procedures in the event of a fire or critical incident,
- * Include response, reporting and recovery measures,
- * Include security measures to be taken in the event of evacuation,
- * Reference the Code of Conduct, compliance and distribution.

High security is paramount to ensure that no theft of firearms occurs either while they are on display or overnight.

Where do I send the Risk Assessment?

When completed, the Security Consultant will forward the Risk Assessment to the Firearms Dealer or Club Official. The Risk Assessment must accompany the application for an Arms Fair Permit.

Do I need to provide a Risk Assessment for each Arms Fair?

If there are a number of Arms Fairs run by the same permit holder and at the same location throughout the year, there is no requirement for separate Risk Assessments.

If there are changes made to the original Risk Assessment, the Security Consultant can advise of the changes in writing and forward these to the Firearms Registry as an amendment update.

Further Information

For assistance and further information call the Firearms Registry and request to speak to the Permits Officer.

Firearms Registry

Address

Locked Bag 5102
Parramatta NSW 2124

Telephone

1300362562

Interstate

02 66708590

Fax

02 66708558

Email

permits@police.nsw.gov.au
OR
firearmsenq@police.nsw.gov.au

Website

www.police.nsw.gov.au/firearms

Where can I find more information?

The information provided in the FACT Sheet is for general guidance only. Applicants and licensees should familiarise themselves with the *Firearms Act 1996* and the *Firearms Regulation 2006*, which are available on the NSW Legislation website - www.legislation.nsw.gov.au.



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