



FENCING SA

RISK MANAGEMENT POLICY

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1. INTRODUCTION

The committee of FENCING SOUTH AUSTRALIA, INC (FSA) recognises that it is vital to have a Risk Management Plan in place that identifies, assesses and takes steps to minimise and prevent risk of harm to FSA, fencers and volunteers, coaches, officials and stakeholders because of the action or inaction of a person involved in FSA. The risk management plan was designed with reference to the Australian Standard on Risk Management, AS/NZS ISO 31000, dated 2018.

The FSA risk management policy aims to:

- Identify and analyse risk of harm.
- Manage identified risks to minimise occurrence.
- Assist in the application of a clear and accessible child safe policy.
- Assist in the application of codes of conduct for adults and children.
- Provide guidelines for providing suitable employees and volunteers.
- Report and respond appropriately to suspected abuse and neglect.
- Assist in decision making that contributes to effective and safe achievement of objectives.
- Provide accountability to its members.
- Demonstrate good governance.
- Inform stakeholders such as the Office of Recreation and Sport, the Department of Education and Human Services and relevant Insurance bodies.

There are three main stages to risk management: identification, assessment and treatment. 'Treatment' also involves implementation and ongoing review.

The diagram below illustrates the cycle involved in risk management.



2. RISK EVALUATION

The risk evaluation process gives each identified risk a priority rating based on the likelihood of the risk occurring and the consequence to FSA, its members, volunteers, coaches and stakeholders if it did occur. This has been done using a Risk Priority Matrix.

High priority risks will be those having a high impact on FSA and the fencing community/or a high probability of occurring, while low priority risks are those having little chance of occurring and/or little impact on FSA and the fencing community if they did occur. There are many areas where a risk can occur that can affect the success of an organisation, i.e. a 'risk' is more than just a physical risk.

Areas where risks can occur include:

- Governance
- Finances
- Brand
- Member services, with specific emphasis on maintaining a Child Safe Environment
- Sports competition / activities
- Facilities

Risk Priority Matrix

The Risk Priority Matrix gives each identified risk a priority rating, from extreme to minor, by combining the factors of the likelihood of occurrence with the consequences should the risk arise. (Use of Tables 1 & 2 required)

		Consequence				
		A	B	C	D	E
Likely hood	A	Extreme	Extreme	Major	Major	Medium
	B	Extreme	Extreme	Major	Medium	Minor
	C	Extreme	Major	Major	Medium	Minor
	D	Major	Major	Medium	Minor	Minor
	E	Medium	Medium	Minor	Minor	Minor

TABLE 1: LIKELIHOOD OF IDENTIFIED RISK OCCURRING

Rating	Likelihood of identified risk occurring in the course of a year
A	ALMOST CERTAIN: will probably occur, could occur several times per year
B	LIKELY: high probability, likely to arise once per year
C	POSSIBLE: reasonable likelihood that it may arise over a five-year period
D	UNLIKELY: plausible, could occur over a five to ten year period
E	RARE: very unlikely but not impossible, unlikely over a ten year period

TABLE 2: CONSEQUENCE OF IDENTIFIED RISK OCCURRING

Rating	Potential Impact
A	EXTREME: many objectives will not be achieved, or several severely affected, extensive injuries, hospitalisation, event requiring investigation and outside assistance (eg, Fire Service, Police)
B	MAJOR: most objectives threatened or one severely affected
C	MODERATE: some objectives affected, considerable efforts to rectify
D	MINOR: easily remedied, with some effort the objectives can be achieved
E	NEGLECTIBLE: very small impact, rectified by normal processes

Once each risk has an A-B-C-D-E rating for both likelihood and consequence, the level of risk can be identified on the 'Risk priority matrix' by correlating the likelihood of occurrence with the consequences of occurrence.

3. GENERAL IDENTIFIED RISKS TO FENCING SA

The following risks to FSA have been identified. The Checklist for Risk Management, (section 4) indicates the 6 main areas of risk and what specific management tasks have been undertaken to minimize risk.

Note that some risk management tasks are incomplete or pending. Regular review of the entire Risk Management Plan is necessary to update the Checklist and to assess the activities of FSA for changes that may present new risks.

FSA has also identified risks specifically related to children / young adults under the age of 18 years. These are documented separately in Section 5 of this policy.

General identified risks are as follows:

GOVERNANCE

- Ineffective governance due to lack of constitution
- Poor dissemination of information to members
- Lack of direction / forward planning
- Inappropriate / ill-prepared office bearers
- Lack of opportunity for affiliated fencing clubs to have input
- Insecure member records
- Discriminatory rules / practices
- Risks that include financial and physical, resulting from not complying with Australian Fencing Federation policies

FINANCIAL

- Poor financial planning for the future
- Un-audited finances causing legal issues
- Unrecorded financial income & expenditure causing legal issues & poor financial management

BRAND

- Insecure website and social media accounts
- Non-current / incorrect information to website & social media accounts
- Inappropriate use of media activities

MEMBER SERVICES

- Poor communication with affiliated clubs
- Members, especially children / young adults under the age of 18 years unprotected from inappropriate conduct of athletes, coaches, volunteers and spectators.
- Insufficient contact details for medical emergencies.
- No formal complaints procedure

SPORTS COMPETITIONS / ACTIVITIES

- Disorganised State Competitions
- Unsafe fencing environment
- Insufficiently supervised Team trips to Interstate competitions
- Insufficient attention to Health and Safety concerns, with specific regard to Hot Weather Policy and Drugs Policy
- No insurance for members activities and affiliated clubs
- Injury resulting from inappropriate use of equipment/protective clothing
- Inappropriately trained coaches, referees, officials and volunteers.
- Unscreened coaches, referees, officials and volunteers
- Stagnation of sport due to lack of education and training opportunities

FACILITIES

- Unsafe competition venue
- Damage due to inappropriate storage for equipment
- Unpublicised emergency plans for competition venue
- Danger of physical injury whilst members fence.

The 6 main areas of risk documented above have been assessed through the use of a comprehensive checklist, Appendix 4. This checklist audits FSA current practices, and allows for identification of areas that need improvement/attention to minimise risk.

4. SPECIFIC IDENTIFIED RISKS TO CHILDREN

Due to the large proportion of members of FSA who are under the age of 18, and in the interests of providing a child safe environment for fencing, we have identified risks specific to children below.

1. Physical harm in the pursuit of a contact sport. Note that this is applicable to all fencers, regardless of age.
2. Bullying/harassment by coaches, other team members/athletes, volunteers or spectators
3. Discrimination by coaches, other team members/athletes, volunteers or spectators
4. Recruitment of inappropriate employees and volunteers by FSA and its affiliated clubs
5. Insecure membership information
6. Child sexual abuse
7. Identification of children in the media / social media without parental and child consent.
8. Non-adherence of affiliated clubs to child protection policies
9. Inefficient dissemination of child safe environmental concerns to affiliated clubs

The table on the following pages highlights identified risks and management practices used to reduce those risks.

5. MANAGEMENT OF IDENTIFIED RISKS TO CHILDREN

RISK	RISK RATING BEFORE MANAGEMENT	MANAGEMENT OF RISK	RISK RATING AFTER MANAGEMENT
Physical harm in the pursuit of a contact sport	EXTREME	<ul style="list-style-type: none"> • Enforcement of FIE and FSA equipment requirements for all fencing competitions. • Enforcement of Hot Weather Policy • Adequate First Aid at all competitions • Use of qualified referees in competitions to enforce rules of play 	MEDIUM
Bullying/harassment by coaches, other team members, spectators athletes, volunteers	MAJOR	<ul style="list-style-type: none"> • Enforcement of Codes of Conduct for coaches, fencers, volunteers and spectators • All coaches and volunteers to undertake Play By The Rules Training • Enforcement of Child Safe Environment Policy • Clearly defined complaints procedure 	MINOR
Discrimination by coaches, other team members, athletes, volunteers, spectators	MAJOR	<ul style="list-style-type: none"> • Enforcement of Codes of Conduct for coaches, fencers, volunteers and spectators • All coaches and volunteers to undertake Play By The Rules Training • Enforcement of Child Safe Environment Policy • Clearly defined complaints procedure 	MINOR
Recruitment of inappropriate employees and volunteers by FSA and its affiliated clubs	MAJOR	<ul style="list-style-type: none"> • Enforcement of Codes of Conduct for officials, coaches and volunteers • All officials, coaches and volunteers to undertake Play By The Rules Training • Enforcement of Child Safe Environment Policy • Screening of all coaches and volunteers: Police check or Working With Children Check 	MINOR

RISK	RISK RATING BEFORE MANAGEMENT	MANAGEMENT OF RISK	RISK RATING AFTER MANAGEMENT
Insecure membership information	MAJOR	<ul style="list-style-type: none"> • Password protected access to membership portal information • Access to membership portal information restricted to FSA board members 	MINOR
Child sexual abuse	MAJOR	<ul style="list-style-type: none"> • Enforcement of Codes of Conduct for coaches, officials, fencers, volunteers and spectators • All coaches and volunteers to undertake Play By The Rules Training • Enforcement of Child Safe Environment Policy • Clearly defined reporting procedures as set out in the Child Safe Environment Policy • Screening of all officials, coaches and volunteers: Police check or Working with Children Check 	MINOR
Identification of children in the media / social media without parental and child consent.	MAJOR	<ul style="list-style-type: none"> • Enforcement of Child Safe Environment Policy • Use of a membership waiver for all fencers with the emphasis on fencers under the age of 18 years. 	MINOR
Affiliated clubs not following child safe environment policies	MEDIUM	<ul style="list-style-type: none"> • All coaches and volunteers to complete Play By The Rules training • All affiliated clubs to adopt Child Safe Environment Policy • All clubs to submit copies of Police Checks/WWCC screening to FSA 	MINOR

7. COMMUNICATION

FSA is committed to ensuring that our risk management plan, any policies resulting from the plan and specific responsibilities, are fully communicated, implemented and adhered to by our affiliated clubs and our members.

8. REVIEW

The FSA Risk Management Plan is reviewed annually, and items on the Risk Management checklist that are classified “in progress” are reviewed quarterly by the FSA Committee.

Risk monitoring and management is a continual process, and the Risk Identification Form (Appendix 3) is used to document new or potential risks as they occur, for presentation to the Committee for assessment and management.

FSA maintains close contact with the Australian Fencing Federation, and any new or updated National policies. Dissemination of such information to affiliated clubs is to occur in a timely manner in all instances.



COMPETITION RISK MANAGEMENT & CHECKLIST

This document aims to establish a set of minimum guidelines associated with risk management at National Circuit Competitions. It takes the form of a checklist that can be used by the host State and / or DT to assist in ensuring that any risks at the fencing venue are eliminated or mitigated.

The check list should be used prior to the start of each day’s events, and any exceptions noted and attended to immediately. Where a risk cannot be attended to, a sign should be placed near or on the risk area such that all venue users are able to make themselves personally aware of the risk and act accordingly. It is the responsibility of the host State to ensure a continuing monitoring and mitigation of the risks below during the course of an event, especially those relating to ensuring the field of play is kept clear, and restricted only to competitors whose event is currently in progress.

This Policy should be read in conjunction with the AFF’s Weapons Control Policy and the AFF’s First Aid Policy.

As part of the review of fencing strips (below), it is also recommended (but not a risk management item) that any remote control devices for the scoring boxes, and spares, are present and confirmed to be working, and that weights and gauges are also present.

RISK REGION / AREA	ITEM	CHECKED
Whole of Venue	Emergency exits clearly marked	
	Emergency exits clear of obstructions (e.g. fencing bags)	
	Rubbish bins emptied and / or sealed	
	Major traffic areas and corridors clear of fencing bags or other obstructions	
	Clear safety signage (for spectators, competitors and officials) in place or replaced	
	Any stairs present clear of items likely to create slips or falls; stairs dry and edge strips secured	
	First aid kit(s) stocked, readily available, and location known to DT	
	Medical contacts known to DT, and presence established; ID issued if appropriate / necessary	
	No potentially dangerous objects present in the venue (e.g. soccer balls, footballs)	
	Lighting all functioning	
Lift (if present) on, and clear of obstructions (all levels)		
Toilets and Change Rooms	Hazardous items removed	
	Functioning, clean, and provisioned	
	“No cameras allowed” signage clearly visible	
Fencing strips	Cables covered / tied for all strips	
	No water or foreign objects on or around strips	
	No protruding items on strips	
	Area immediately surrounding strips clear of equipment	
	Non-metal strips taped securely	
	No holes present in non-metal strips	
	Barricades or railing secure and in place	
	Equipment outside barricade or railing area (if available)	
	Underlays for metal strips taped securely	
	All pistes clearly numbered	
Surround of permanent strips (if present) level with strips		

EVENT RISK MANAGEMENT CHECKLIST



This document aims to establish a set of minimum guidelines associated with risk management at Fencing SA events. It takes the form of a checklist to be used to ensure that any risks at the fencing venue are eliminated or mitigated. The check list should be used prior to the start of each day’s events, and any exceptions noted and attended to immediately.

DATE:

VENUE:

EVENT:

RISK AREA	ITEM	CHECKED
WHOLE OF VENUE	Emergency exits clearly marked	
	Emergency exits clear of obstructions (e.g. fencing bags)	
	Major traffic areas and corridors clear of obstructions	
	Clear safety signage in place for spectators, competitors & officials	
	Air conditioning on for duration of event if indicated	
	Any stairs present dry & clear of items likely to create slips or falls	
	First aid kit(s) stocked, readily available, and location known to DT	
	Medical contacts known to DT, & presence and location established	
	No potentially dangerous objects present in the venue (e.g.balls)	
	Lighting functioning	
Lift (if present) on, and clear of obstructions (all levels)		
TOILETS & CHANGE ROOMS	Hazardous items removed	
	Functioning, clean, and provisioned	
	“No photography allowed” signage clearly visible	
FENCING STRIPS	Cables covered / tied for all strips	
	No water, foreign objects or protruding items on or around strips	
	Area immediately surrounding strips clear of equipment	
	Non-metal strips taped securely & no holes present in strips	
	Barricades or railing secure and in place	
	Equipment outside barricade or railing area (if available)	
	Underlays for metal strips taped securely	
	All pistes clearly numbered	

SIGNED.....NAME.....

POSITION.....



INJURY / INCIDENT REPORT FORM

Competition: _____

Injured /Affected Person(s) _____

Date of Birth: ____/____/____

Competitor: _____ **OR** **Other: specify** _____

Date of Injury / Incident ____/____/____

Event: ME MF MS Team WE WF WS Team

Division: U11. U13. U15. U17/20. Open B. Open. Veteran. Schls-Jnr. Schls-Snr

Details or Initial Assessment of Injury/Incident:

Witnesses (if applicable)

Place of Injury / Incident (tick appropriate)

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Sporting hall | <input type="checkbox"/> Piste | <input type="checkbox"/> Seating area |
| <input type="checkbox"/> Path/Walkway | <input type="checkbox"/> Steps/ Stairs | <input type="checkbox"/> Toilets |
| <input type="checkbox"/> Other (Specify) | | |

Nature of Injury /Incident (tick appropriate)

- | | | |
|--|---|---|
| <input type="checkbox"/> sprain/ strain | <input type="checkbox"/> concussion | <input type="checkbox"/> disorder of conjunctiva (eyes) |
| <input type="checkbox"/> open wound | <input type="checkbox"/> insect bite/ sting | <input type="checkbox"/> respiratory condition |
| <input type="checkbox"/> bruising | <input type="checkbox"/> bite (human skin intact / skin broken) | |
| <input type="checkbox"/> superficial injury | <input type="checkbox"/> deafness (tinnitus, hearing loss) | |
| <input type="checkbox"/> chemical exposure | <input type="checkbox"/> fracture | <input type="checkbox"/> foreign body in eyes |
| <input type="checkbox"/> dislocation | <input type="checkbox"/> burn/ scald | <input type="checkbox"/> drug use |
| <input type="checkbox"/> mental distress /bullying / harassment / sexual misconduct/ discrimination. (circle appropriate item) | | |
| <input type="checkbox"/> other (please specify) | | |

Part of body injured if applicable (tick appropriate)

- | | | | |
|--------------------------------------|---|---------------------------------------|---|
| <input type="checkbox"/> head | <input type="checkbox"/> vocal chords | <input type="checkbox"/> elbow | <input type="checkbox"/> ankle |
| <input type="checkbox"/> teeth/mouth | <input type="checkbox"/> back | <input type="checkbox"/> wrist | <input type="checkbox"/> feet/toes |
| <input type="checkbox"/> ears | <input type="checkbox"/> shoulder/collar bone | <input type="checkbox"/> hand/fingers | <input type="checkbox"/> groin |
| <input type="checkbox"/> nose | <input type="checkbox"/> trunk/torso | <input type="checkbox"/> hip/buttocks | <input type="checkbox"/> multiple locations |
| <input type="checkbox"/> eyes | <input type="checkbox"/> internal organs | <input type="checkbox"/> thigh | |
| <input type="checkbox"/> face | <input type="checkbox"/> upper arm | <input type="checkbox"/> knee | |
| <input type="checkbox"/> neck | <input type="checkbox"/> forearm | <input type="checkbox"/> lower leg | |

How was the injury sustained? (if applicable)

Treatment of the injury / Management of Incident.

- none required
- first-aid returned to compete
- first aid – retired
- debriefing/counselling
- hospitalised
- fatal
- medical /dental
- initiation of official complaints procedure
- pending Risk Review
- other (specify)

Details of assistance rendered:

Treated by and Reported:

to.....(name).....(sign)
by.....(name).....(sign)
Date.....

Safety measures in place at the time of the injury/incident (equipment/supervision)

Actions taken to minimize the likelihood of a similar injury/incident occurring again

Any other notes



RISK IDENTIFICATION FORM

Date of Risk Identification: _____

Event: _____

Risk recorded/reported by: _____

Identified Risk: _____

Injured /Affected Person(s) _____

Competitor: _____ OR Other: specify _____

Risk review / assessment:

Note risk probability and impact using the risk matrix available in the FSA Risk Management Plan. Include details of actions and dates for review/assessment/management and completion.



ANNUAL RISK MANAGEMENT REVIEW

Date Performed:

GOVERNANCE	Yes	No
Is FENCING SA incorporated?		
Does FENCING SA have an up-to-date constitution? (reviewed no more than 3 years ago)		
Is an AGM held in accordance with the constitution?		
Is the Presidents Annual Report circulated to all members?		
Is FENCING SA affiliated with relevant bodies (i.e. The Australian Fencing Federation)		
Are FENCING SA rules, by-laws and practices non-discriminatory?		
Does FENCING SA adhere to all policies and processes that are imposed on it by organisations that it is affiliated with?		
Are these policies communicated to all affected?		
Are files and documents kept in a central location (either physically or electronically)?		
Does FENCING SA have any policies or procedures to guide its decision making? (Code of conduct for the Board / Committee, Conflict of interest policy, etc.)		
Does FENCING SA have position descriptions for all office bearers/staff?		
Does the FENCING SA board/committee meet regularly and document all decisions and actions?		
Does FENCING SA have a clear strategic plan for the future that describes what we want to do and how we are going to do it?		

FINANCE	Yes	No
Does FENCING SA have good financial policies and practices documented?		
Is all expenditure authorised through an identified process?		
Are all financial transactions accurately recorded (receipted / banking)?		
Do FENCING SA present regular financial reports that identify how we are travelling against our budget?		
Does FENCING SA have a (realistic) budget?		
Is an annual audit conducted of the FENCING SA financial records?		

BRAND	Yes	No
Are technology tools (website / Facebook / online databases etc) maintained and secure?		
Are media activities / reports monitored and appropriately addressed?		
Do social media outlets (Facebook, Twitter, Linked In) have guidelines in place?		
Is the FENCING SA website updated regularly?		

MEMBER SERVICES	Yes	No
Does FENCING SA have a member protection policy?		
Does FENCING SA have a Child Safe Environments policy and officer?		
Are procedures in place to ensure the security of membership information and compliance with privacy legislation?		
Does FENCING SA communicate regularly and effectively with its members?		
Does FENCING SA have a procedure for dealing with complaints?		
Do members understand the extent of their 'duty of care'?		
Has everyone (members & volunteers) agreed to a code of behaviour or conduct?		
Are medical details / emergency contacts accessible to those who may need to access them?		

SPORTS COMPETITION / ACTIVITIES	Yes	No
Is there a general event management policy / guideline?		
Are there policies and guidelines for individual events?		
Does FENCING SA have an OHW&S policy and procedures in place? eg Weather policy, alcohol and drugs, Asthma, Infectious disease, Pregnancy		
Does FENCING SA ensure the recommended rules of play and protocols are followed for the sport of fencing?		
Are equipment guidelines on use in place?		
Is FENCING SA insured for all activities?		
Does FENCING SA conduct risk assessments on all programs, activities and events? (especially for high risk activities)		
Are risk assessments documented? Is there a risk reporting process?		
Is there a clear procedure for reporting accidents/injuries? Is there an Injury/Accident reporting form?		
Does FENCING SA have adequate first aid at all activities (sports trainer / first aid officers / first aid kit)		
Are those involved (players / coaches / officials) aware of their roles / responsibilities / duty of care?		
Do all coaches/instructors/leaders have appropriate, current accreditation? (police checks / accredited training etc)		
Does FENCING SA promote education and training opportunities?		
Do those undertaking high risk activities have the skills / experience / knowledge to do so or are they supported by someone who has?		

FACILITIES & EQUIPMENT	Yes	No
Are facilities regularly cleaned and maintained?		
Are damages and potential hazards appropriately reported?		
Are adequate storages in place for the safe keeping of equipment and other goods?		
Are medical Emergency and evacuation plans visible and up to date in competition venues?		