



FENCING
VICTORIA

Fencing Victoria Inc

RISK MANAGEMENT PLAN

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OBJECTIVES

1. The objective of this document is to define a framework and basis for the effective management of risk across all activities carried out under the auspices of the FENCING VICTORIA.

TARGET AUDIENCE

2. The target audience of the FENCING VICTORIA Risk Management Plan comprises the following: FENCING VICTORIA Executive; FENCING VICTORIA Council; FENCING VICTORIA constituent clubs, fencers affiliated with FENCING VICTORIA; other third parties as required.
3. This risk management plan has been developed so that the framework may be utilized by FENCING VICTORIA Clubs. However, such clubs must still undertake their own risk planning, and must not rely exclusively on this document.

WHY HAVE A RISK MANAGEMENT PLAN

4. "Risk" is the chance of things happening that could have an impact on FENCING VICTORIA, on the outcomes it achieves, or on the objectives of the various functions it undertakes. Risk Management, therefore, is an approach to decision-making that contributes to the effective achievement of objectives.
5. The concept of managed risk is also an integral part of the accountability requirements at all levels in FENCING VICTORIA. Risk management is a necessary component of good governance within FENCING VICTORIA for the following reasons:
 - Accountability to our members and to ensure transparency in our decision making;
 - Exercise our duty of care to members and public;
 - Demonstration of responsible governance practice;
 - As a genuine tool for the management and mitigation of risks resulting in loss or damage to FENCING VICTORIA;
 - To inform stakeholders such as insurance companies.
6. All FENCING VICTORIA officers have a responsibility to ensure that the risks relating to their particular area of work are managed to ensure the best outcome is achieved. FENCING VICTORIA also has a responsibility to communicate risks that may impact on fencers and passive participants in FENCING VICTORIA activities. Fencers and passive participants advised of these risks have a responsibility to act in accordance with risk management practices, and to identify and bring to the attention of FENCING VICTORIA emerging or unidentified risks.

SCOPE OF RISK MANAGEMENT PLAN

7. This Plan provides a basis for the management and minimisation of risks occurring as a result of actions and events organised by FENCING VICTORIA or under the direct control of FENCING VICTORIA. Risks to be treated will be those that may result in some form of potential loss or damage to FENCING VICTORIA in the following way:
 - Injury or death at FENCING VICTORIA organised events;
 - Financial loss to FENCING VICTORIA, eg resulting from litigation, fines or penalties;
 - Material loss or damage to facilities and/or equipment, eg theft, fire, etc;
 - Reputation damage, eg selection appeals process
 - Impact on administrative resources, eg computer virus

8. The scope of this plan is limited to those activities carried out by the FENCING VICTORIA under its statement of purposes as defined in its constitution. For clarity, these activities include the following:
- FENCING VICTORIA organized events;
 - Programs undertaken by FENCING VICTORIA employed coaches (working in Schools, Course presentation, Promotional activity, State Squad, Fencing Camps)
 - Programs carried out by FENCING VICTORIA in compliance with various grants from State and other funding bodies such as Sport and Recreation Victoria, VicHealth etc
 - Administration of FENCING VICTORIA.
9. Further clarity on the activities of the FENCING VICTORIA are presented in its Development Plans, as updated from time to time.

METHOD OF MANAGEMENT

10. Risk Management consists of a systematic process of assessing and then dealing with risk. This is presented schematically in Figure 1. The process entails consideration of the context, followed by identification, analysis, evaluation and treatment of risks. It is an iterative process that also involves monitoring and review, and can at time encompass a dialogue with stakeholders along the way (eg consultation with parents regarding management of an interstate junior tour).
11. Risk treatment strategies may include the following options:
- Accept the risk: this is appropriate where the remaining risk levels are insufficient to justify potential treatment options or where it is not possible if uneconomic to treat the residual risk.
 - Avoid the risk: where the level of risk is unacceptable and means of control are either not viable or not worthwhile, the risk could be circumvented, eg by not proceeding with an activity that could generate the risk. It should be noted that inappropriate risk avoidance could significantly hinder the effective operation of the FENCING VICTORIA.
 - Reduce the probability of the risk occurring (e.g. implementing procedures or guidelines).
 - Impact mitigation: Action to reduce the consequences of risk through efforts to ameliorate and deal with the impacts (e.g. communication strategies)
 - Transfer (allocate) the risk: Responsibility for treating risk can be allocated to parties best able to manage it. An example may be utilizing insurances for activities, or sub-contracting responsibilities to specialist parties. However, in some circumstances, risk transfer may raise difficult issues, in particular accountability for risk.

METHOD OF ANALYSIS

12. A risk is an event (i.e. what could happen) that should be distinguished from identified sources of risk (i.e. how each risk could arise) and impacts (i.e. why it is a risk). Identified risks are measured in terms of probability and impact. The combination of probability and impact utilizing the chart in Appendix 1 provides for evaluation of a risk rating. The risk rating becomes the basis for prioritizing the management of risks.
13. FENCING VICTORIA is adopting a matrix approach to risk management as defined in Appendix 2. Risks are addressed under the following key categories:
- Venue Risks

- Bouting Risks
- Fencer Risks
- Team Touring & Camp Risks
- Drugs in Sport
- Administrative Risks
- Asset related Risks
- Health Risks

14. Appendix 1 represents the current log of primary risks applicable to FENCING VICTORIA. Appendix 1 is a “living” document and will be subject to revision throughout the risk management cycle and at specific monitoring and review points as defined below.

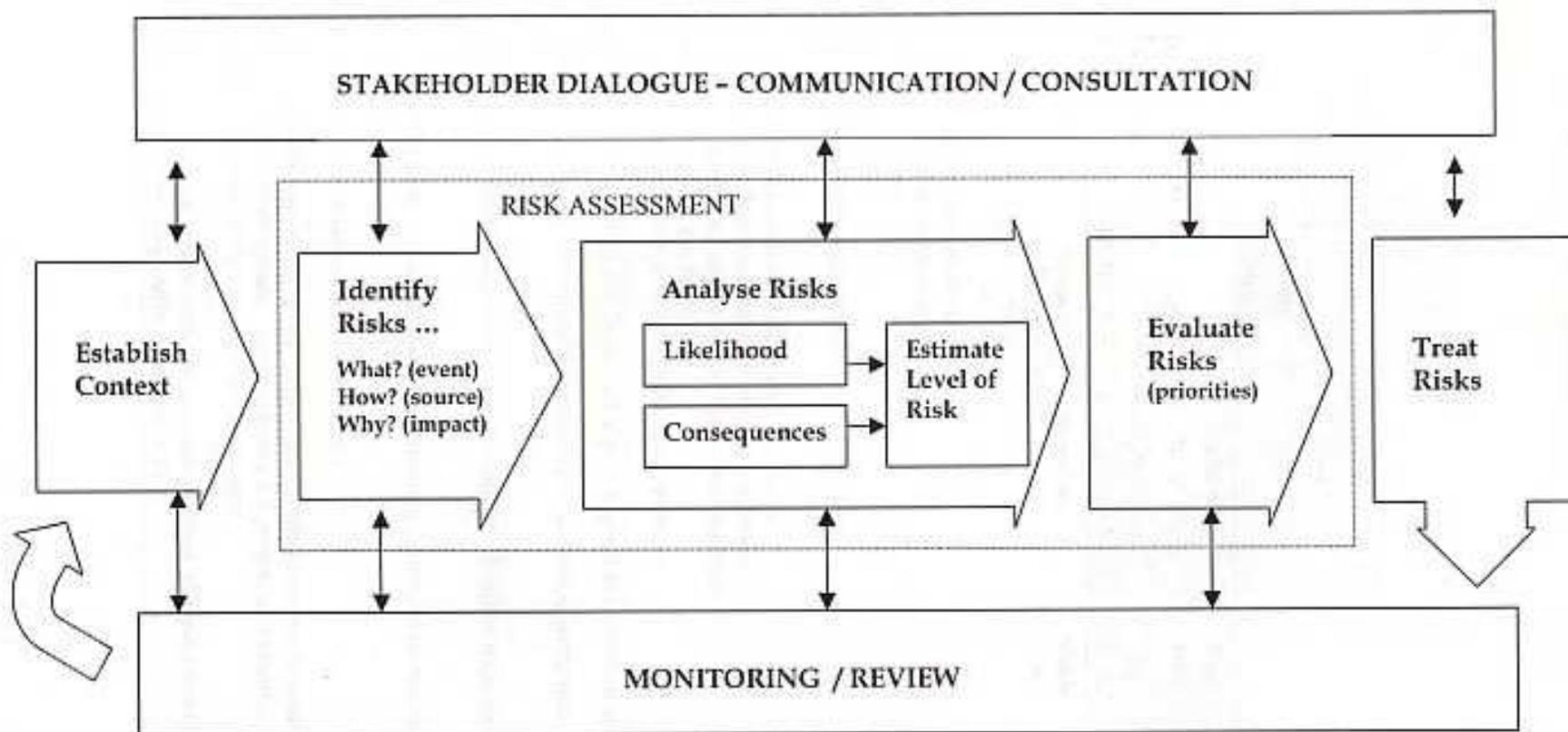
RISK MONITORING & REPORTING

15. Risk Monitoring is the basis by which risk planning is updated and effectively managed. The following mechanisms will be adopted by FENCING VICTORIA for the effective monitoring and management of risk:

- Tracking of all accidents and incidents as they arise. This will be achieved through the use of the Accident / Incident Reporting form in Appendix 3.
- Tracking of new or emerging risks as they are identified by or brought to the attention of FENCING VICTORIA officers. A risk reporting form is presented in Appendix 4.
- Risk review at FENCING VICTORIA Executive and Council meetings
- Annual Risk Management Review, held in conjunction with each FENCING VICTORIA Annual General Meeting. The annual risk management review will ensure that the mechanisms defined above have been properly incorporated into the Risk Management plan. This will involve the following activities:
 - Assessment of currency of identified risks;
 - Consideration of sporting and industry trends;
 - Consideration of insurance coverage; and
 - Consultation with stakeholders.

ACKNOWLEDGMENTS

16. FENCING VICTORIA Inc registers its indebtedness to Nigel Nutt, Director of the Australian Fencing Federation (FENCING VICTORIA), for providing a copy of the FENCING VICTORIA Draft Risk Management Plan, which was compiled under his guidance. In doing so, although we acknowledge and recognize his intellectual input, all responsibilities for errors and omissions rest with the FENCING VICTORIA.



Notes:

Based on the Management Advisory Board *Guidelines for Managing Risk in the APS* and the Australian New Zealand Standard on Risk Management (AS/NZS 4360:1999). Refer also *Guidelines for Managing Risk in the Australian and New Zealand Public Sector (SAA/NZS HB 143: 1999)*.

FIGURE 1 – THE RISK MANAGEMENT CYCLE
APPENDIX 1 – RISK EVALUATION CHART

P = Probability:

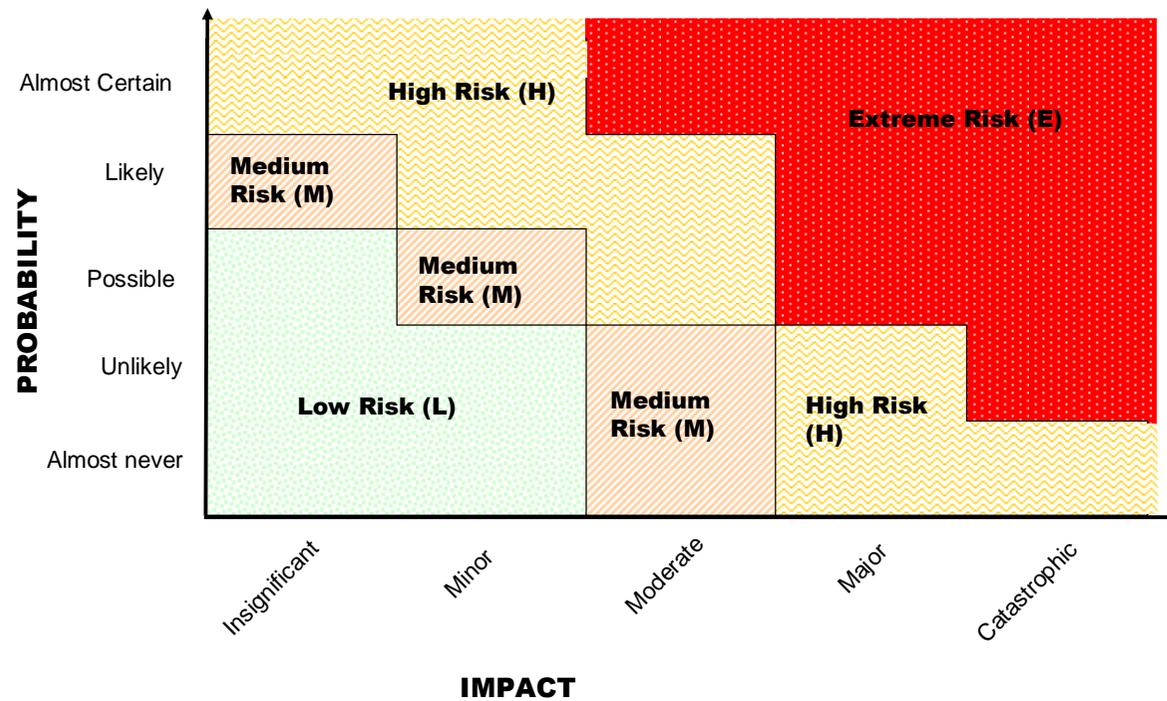
1 = Almost never; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain

I = Impact:

1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic

R = Risk Rating:

E = Extreme, H = High, M = Medium, L = Low



Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
Venue risks							
❖ Inadequate space between pistes	Bystanders hit by blade during nearby bout	Injury to referee, spectators, possible loss of eye	2	4	H	Define minimum standards Cordon off field of play if appropriate	Tournament organizers.
❖ Trip hazards	Cables, personal fencing equipment creates trip hazards	Trip related injury: bruises, sprains	3	2	L	Tape cables to floor Provide areas for fencer equipment Educate fencers to keep gear tidy	
❖ Fire	Standard building fire related risks	Loss of building, multiple injury, possible death	1	5	M	Follow Building fire procedures and guidelines Ensure fire exits always clear of equipment & obstacles	Building management
❖ Security risks	Unauthorised entry to public venue	Theft	3	3	M	Warning	
❖ Faulty wiring							
❖ Exposed electrical cables	Electrocution	Injury Death	1	4	L	DT Set-up	
❖ Seating, stairs and access	Structural safety, clear access	Injury or multiple injury	1	4	L	DT Set-up Remove visible obstructions	Building management; attendees
Bouting risks							
❖ Weapon breakages	Splinter from blade pierces protection Blade pierces protection	Major injury	3	4	H	Apply FIE regulations at National and International tournaments Equipment checks prior to all National and international tournaments. Enforce corresponding standards at State level.	FENCING VICTORIA executive, tournament, camp organizers
❖ Mask penetration	Blade pierces mask	Blindness, permanent disability or death	2	5	H	Apply FIE regulations at National and International tournaments Equipment checks prior to all National and international tournaments to include mask. Enforce corresponding standards at State level.	FENCING VICTORIA executive, tournament, camp organizers
❖ Corp a corp	Fencer jostling	Minor injury, sprains	4	1	L	Apply bouting rules	Referees and Competitors

Bouting risks (cont)							
❖ Inappropriate equipment used by fencer	Equipment failure	Injury	3	3	M	Publish and supervise appropriate equipment for competition level	FENCING VICTORIA executive, tournament, camp organizers
❖ Suit penetration	See weapon breakages risk	Major injury	3	4	H	Apply FIE regulations at National and International tournaments re specification. Enforce corresponding standards at State level. Equipment checks by referees on strip at tournaments re compliance	FENCING VICTORIA executive, tournament, camp organizers
Fencer risks							
❖ Old age	Over-exertion	Increased frequency of minor injury, major illness, death	2	4	M	Competitor self assessment. Referee's ongoing fitness to bout assessment	FENCING VICTORIA Executive
❖ Pregnancy	Damage to mother or unborn child	death	2	5	E	FENCING VICTORIA to consult with AFF to identify risk management approach and publicise	FENCING VICTORIA Executive
❖ Young age (immaturity)	Fencing without masks or adequate protection, inadequate supervision. Age mis-match.	Minor or major injury	3	3	H	FENCING VICTORIA to provide information and support to affiliated coaches to assist in management of young children during fencing programs	FENCING VICTORIA, Coaches
❖ Incompetence	Incompetent fencing	Injury to opponent	2	2	L	Referee bout supervision	

Team touring & camp risks							
❖ Transit related risks	Team travel and individuals on official FENCING VICTORIA business	Injury, illness, loss of life	1	5	H	Coordinate travel through reputable travel organization Support personnel for personal, property and sickness related risk and evacuation.	FENCING VICTORIA Executive, FENCING VICTORIA appointed managers, coaches, chaperones
❖ Loss of goods	Team member risk	Monetary loss				Group travel arrangement; insurance	Travel Agent Tour manager
❖ Personal security	❖ Environmental ❖ Fencing related					Supervision of juniors by manager. Limited information kits to tourists.	FENCING VICTORIA Executive, Tour Manager
❖ Junior Harassment	❖ Team travel ❖ Camp participation	Injury to individual Reputation & monetary loss to FENCING VICTORIA	2	5	E	Supervision of juniors by manager. Manager Guidelines produced Member Protection Policy in place and enforced	FENCING VICTORIA Executive, Tour Manager, Camp Leaders
❖ Sexual Harassment	❖ Team travel ❖ Camp participation	Injury to individual Reputation & monetary loss to FENCING VICTORIA	2	5	E	Supervision of juniors by manager. Manager Guidelines produced Member Protection Policy in place and enforced	FENCING VICTORIA Executive, Tour Manager, Camp Leaders
Drugs in Sport							
❖ Use of performance enhancing drugs	❖ As published by WADA	Reputation Funding Results	2	4	H	❖ Adopt anti doping policy ❖ Educate athletes ❖ Access to information	FENCING VICTORIA Executive
❖ Use of recreational drugs amongst fencers & officials	❖ As published by WADA ❖ Applies to officials and athletes	Reputation Funding Results Injury Decisions Insurance cover	1	2	L	❖ Adopt anti doping policy	FENCING VICTORIA Executive
❖ Use of medically prescribed drugs	❖ Inequitable treatment of athletes	Athlete disadvantage FENCING VICTORIA reputation	3	3	H	Ensure anti doping policy provides for these circumstances Develop	FENCING VICTORIA Executive

Administrative							
❖ Selection challenges	<ul style="list-style-type: none"> ❖ Inappropriate national representation ❖ Selecting wrong people ❖ Not selecting right people 	<ul style="list-style-type: none"> ❖ Reputation ❖ Loss of performance 	4	4	H	Develop comprehensive selection policy Appeals process initiated Establish criteria for selection of selectors Legal review of policy Publish policy in advance Report outcomes & document decision making	Selection Commission
Non-Compliance with legislative requirements under Incorporations act	Incorporations Act Applies to constitution and implementation	Pecuniary fines Jail Reputation Loss Limited liability	1	2	H	Review constitution against incorporations Act Use skilled administrative assistance where possible	FENCING VICTORIA Executive
Inadequate commercial activity / contracting	❖ Contracting individuals and organisations	<ul style="list-style-type: none"> ❖ Financial ❖ Reputation 	4	4	E	<ul style="list-style-type: none"> ❖ Establish authority and decision making protocols ❖ Ensure significant contracts are in writing and reviewed ❖ Skilled review appropriate to scope for risk 	FENCING VICTORIA Executive
Inappropriately applied disciplinary action	<ul style="list-style-type: none"> ❖ Applies to FENCING VICTORIA membership and individuals / entities under contract or licence ❖ Disciplining people/entities unjustly ❖ Not disciplining people / entities where warranted 	<ul style="list-style-type: none"> ❖ Reputation ❖ Financial ❖ Injury 	2	3	M	<ul style="list-style-type: none"> ❖ Develop, publish and apply non-rules related disciplinary policy ❖ Apply linkage to appeals & review policy 	FENCING VICTORIA Executive
Asset Related Risks							
❖ Loss / damage of equipment		Damage, fire, theft of FENCING VICTORIA assets	2	2	L	<ul style="list-style-type: none"> ❖ Asset register established ❖ Review insurance requirements 	FENCING VICTORIA executive, armourer
Fraud/Defalcation	❖ "Internal" loss of assets	❖ Financial	2	2	M	❖ Separation of functions. Audit.	FENCING VICTORIA Executive
❖ Loss of knowledge / data	Current records loss or corruption	Financial and administrative time	3	4	E	❖ Develop knowledge management and data management policy	FENCING VICTORIA Executive, treasurer, secretary

Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
Disease Control – Covid 19							
Meetings/Conferences	Executive, AGM's SGM's meetings required under FV constitution Meetings with government bodies, non-government organisations	Illness Financial	2	3	M	Publicise current health recommendations via email, social media and public announcements Online meetings Phone Hook up Social distance (if urgent and above not possible)	FV Executive
Transit related risks	Team travel and individuals on official FENCING VICTORIA business Outbound, Inbound/Returning	Illness	2	5	H	Follow current government directives for outbound interstate and international travel Follow current government health advice inbound/return local, interstate and international travel Social distance	FENCING VICTORIA Executive, FENCING VICTORIA appointed managers, coaches, chaperones
Local Transit related risks	Travel to training venue	Illness	1	3	L	Follow current government health directives Social distance	Athlete
Training – Individual Lessons	One on one coaching lessons	Illness	1	3	L	Publicise current health recommendations via email, social media and public announcements Temperature checks prior to entry of venue Maintain Social distance recommendations No handshakes, High 5, fist or elbow bumps before during or after lesson. Only use your personal equipment Maintain good hygiene practices – wash hands for 20 sec, no touching face	Coach Athlete
Training – groups	Group training – footwork, bouting	Illness	2	3	M	Publicise current health recommendations via email, social media and public announcements Temperature checks prior to entry of venue Maintain Social distance recommendations No handshakes, High 5, fist or elbow bumps before during or after bout Only use your personal equipment Maintain good hygiene practices – wash hands for 20 sec, no touching face etc	Coach Athlete

Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
Shared Equipment	Introduction to fencing classes Forgotten equipment	Illness	3	3	M	Publicise current health recommendations via email, social media and public announcements Limit use of shared equipment Provide cleaning wipes and sprays to clean equipment prior to and after use Issue/Loan/Hire equipment to users making them responsible for maintenance/cleanliness	Coach Participants Clubs Fencing Victoria
Training Venues and associated facilities	Training hall Change Rooms/Toilets Kitchen/Common Area	Illness	2	2	L	Publicise current health recommendations via email, social media and public announcements Limit use – change prior to arrival in car or at home Temperature checks prior to entry of venue Maintain good hygiene practices – wash hands for 20 sec, no touching face etc Clean /Disinfect common/high use areas and equipment, handles etc each day Restrict use of water fountains Encourage users to bring one use wipes for personal use	Participants Fencing Victoria Clubs
Competitions	Club, State & National Events	Illness	2	2	L	Publicise current health recommendations via email, social media and public announcements. Maintain social distance recommendations No handshakes, High 5, fist or elbow bumps before during or after bout Only use your personal equipment Maintain good hygiene practices – wash hands for 20 sec, no touching face etc	Fencing Victoria
Spectators	Competitions and training	Illness	2	2	L	Publicise current health recommendations via email, social media and public announcements Remain out of venue Practice social distancing	Personal Fencing Victoria

						Maintain good hygiene practices – wash hands for 20 sec, no touching face etc	
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APPENDIX 3 - ACCIDENT / INCIDENT REPORTING FORM

This form used for recording safety incidents. Data can be collected over time and used as the basis for monitoring safety in the fencing environment and ensuring a formal mechanism for responding to emerging risks.

Date:

Event:

Location:

Incident Recorded by:

Contact details:

Incident Description:

Action taken:

Follow up action required (including date for action completion):

Recommendations for future risk mitigation:

Incident Review sign off by FENCING VICTORIA Executive:

Risk Management Matrix updated:

APPENDIX 4 – RISK REPORTING FORM

This form used for recording new risks or updating existing risks.

Date:

Risk Name:

Location:

Risk Recorded by:

Contact details:

Risk Description:

Risk Probability [1 = Almost never; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain] & Reasons:

Risk Impact [1 = Insignificant; 2 = Minor. 3 = Moderate; 4 = Major; 5 = Catastrophic] & Reasons

FENCING VICTORIA Management Action:

Risk Management Matrix updated:

FENCING INJURY REPORTING FORM



Name: (of person injured) _____ Player/ Referee/ Coach/ Spectator. DOB: _____ Gender: M F

Name: (of Person reporting injury) _____ Player/ Referee/ Coach/ Spectator Venue/area where injury occurred: _____

<p>Date of injury: _____</p> <p>Type of activity at time of injury</p> <p><input type="checkbox"/> Training/ practice</p> <p><input type="checkbox"/> Competition</p> <p><input type="checkbox"/> Other _____</p> <p>Reason for presentation</p> <p><input type="checkbox"/> New injury</p> <p><input type="checkbox"/> Exacerbated/ aggravated injury</p> <p><input type="checkbox"/> Recurrent injury</p> <p><input type="checkbox"/> Illness</p> <p><input type="checkbox"/> Other _____</p> <p>Body region injured</p> <p>Tick or circle body part/s injured and name</p> <div style="text-align: center;"> </div> <p>Body part/s</p> <p>_____</p> <p>_____</p>	<p>Nature of Injury/ illness</p> <p><input type="checkbox"/> Abrasion/graze</p> <p><input type="checkbox"/> Open wound/ laceration/ cut</p> <p><input type="checkbox"/> Bruise/contusion</p> <p><input type="checkbox"/> Inflammation/swelling</p> <p><input type="checkbox"/> Puncture</p> <p><input type="checkbox"/> Fracture (including suspected)</p> <p><input type="checkbox"/> Dislocation/subluxation</p> <p><input type="checkbox"/> Sprain eg ligament tear</p> <p><input type="checkbox"/> Strain eg muscle tear</p> <p><input type="checkbox"/> Overuse injury to muscle or tendon</p> <p><input type="checkbox"/> Blisters</p> <p><input type="checkbox"/> Heat (Overheating)</p> <p><input type="checkbox"/> Concussion</p> <p><input type="checkbox"/> Fatigue/Cramp</p> <p><input type="checkbox"/> Respiratory problem</p> <p><input type="checkbox"/> Loss of consciousness</p> <p><input type="checkbox"/> Unspecified medical condition</p> <p><input type="checkbox"/> Other _____</p> <p>CAUSES OF INJURY</p> <p>Mechanism of injury</p> <p><input type="checkbox"/> Collision with other player/ referee</p> <p><input type="checkbox"/> Collision with fixed object</p> <p><input type="checkbox"/> Dangerous tactics</p> <p><input type="checkbox"/> Fatigue</p> <p><input type="checkbox"/> Equipment failure/breakage</p> <p><input type="checkbox"/> Poor Technique</p> <p><input type="checkbox"/> Inadequate Warm-up</p> <p><input type="checkbox"/> Overexertion (eg muscle tear)</p> <p><input type="checkbox"/> Overuse</p> <p><input type="checkbox"/> Slip/ trip</p> <p><input type="checkbox"/> Temperature related eg heat stress</p> <p><input type="checkbox"/> Other _____</p>	<p>Explain exactly how the incident occurred (please use the back of form if more space required)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Were there any contributing factors to the incident, unsuitable footwear, playing surface, equipment, foul play? _____</p> <p>_____</p> <p>Protective equipment</p> <p>Was protective equipment worn on the injured body part?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what type eg mask, ankle brace, taping, glove etc. _____</p> <p>_____</p> <p>Initial treatment</p> <p><input type="checkbox"/> Non given (not required)</p> <p><input type="checkbox"/> RICER</p> <p><input type="checkbox"/> Sling, splint</p> <p><input type="checkbox"/> Massage</p> <p><input type="checkbox"/> CPR</p> <p><input type="checkbox"/> Strapping/ taping only</p> <p><input type="checkbox"/> Non given - refer elsewhere</p> <p><input type="checkbox"/> Dressing</p> <p><input type="checkbox"/> Crutches</p> <p><input type="checkbox"/> Manual therapy</p> <p><input type="checkbox"/> Stretch/ exercises</p> <p><input type="checkbox"/> Other _____</p>	<p>Action</p> <p><input type="checkbox"/> Immediate return to activity</p> <p><input type="checkbox"/> Unable to return today to activity</p> <p><input type="checkbox"/> Able to return but player chose not to</p> <p><input type="checkbox"/> Referred for further assessment before return to activity</p> <p>Referral</p> <p><input type="checkbox"/> No referral</p> <p><input type="checkbox"/> Medical practitioner</p> <p><input type="checkbox"/> Physiotherapist</p> <p><input type="checkbox"/> Chiropractor or other health professional</p> <p><input type="checkbox"/> Ambulance transport</p> <p><input type="checkbox"/> Hospital</p> <p><input type="checkbox"/> Other _____</p> <p>Treating person</p> <p><input type="checkbox"/> Medical practitioner</p> <p><input type="checkbox"/> Physiotherapist</p> <p><input type="checkbox"/> Nurse</p> <p><input type="checkbox"/> Sports trainer</p> <p><input type="checkbox"/> Other _____</p> <p style="text-align: center; font-size: small;">Please note: This is not an injury insurance form. This form will be used to assess the types of injuries occurring in Fencing in Victoria and will be used for statistical purposes only.</p>
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PLEASE PHOTOGRAPH AND EMAIL TO FENCING VICTORIA: OPERATIONS@FENCINGVICTORIA.ORG