

# Venue / Activity Risk Assessment



|                 |   |                   |  |
|-----------------|---|-------------------|--|
| Group           | LEF Monday Class  | Venue             | Graceville Uniting Church Hall, Graceville |
| Assessment Date | 2022-01-24  | Area Description  | Indoor hall                                |
| Period Covered  | 2021-01-31 - 2022-12-20   | Training Capacity | 24 students                                |
| First Aid Staff | Chris Slee<br>(Other students have St John's certificates, ad-hoc attendance) | Instructors       | Chris Slee                                 |
| First Aid Kit   | Yes   | Volunteers        | TBA  |

Assessment performed by  
Chris Slee

Group Representative  
Chris Slee

## List the activities covered by this assessment

- Group training including solo and partner drills (refer Ss 5.2.4 in HFA Safe Operating Procedures)
- Technical/Controlled sparring (refer Ss 5.2.3 in HFA Safe Operating Procedures)
- Free sparring (refer Ss 5.2.2 Safe Operating Procedures)

| Environment                    |                  |       |        |  |                |       |        |   |  |
|--------------------------------|------------------|-------|--------|--|----------------|-------|--------|---|--|
| Risks                          | Unmitigated Risk |       |        | Mitigation   | Mitigated Risk |       |        | Comments  |  |
|                                | Severity         | Prob. | Rating |  | Severity       | Prob. | Rating |   |  |
| Carpark                        | 3                | 3     | 9      | Ensure all lights are on at night before participants are allowed into the hall. Point out any particular hazards. Use cones or similar if required. |                |       |        | Lighting is barely sufficient. Must traverse multiple changes of footing to access stairs to the main area. |  |
| Playing surface - main area    | 2                | 3     | 6      | Ensure the surface is clear. Note the narrow stairs from the carpark to the main area.   | 2              | 2     | 4      | Wooden floor.   |  |
| Slip/trip hazards - main area  | 2                | 3     | 6      | Ensure spills are cleaned up and marked. Church items are stored along the walls.  | 2              | 2     | 4      | No hazards on the general floor. Use cones and similar to mark hazards around the walls.                    |  |
| Playing surface - upper area   | 2                | 3     | 6      | Ensure the surface is clear. Note the narrow stairs from the main area to the upper area.  | 2              | 2     | 4      | Wooden floor. Exposed beams may be hit by high guard/strikes.   |  |
| Slip/trip hazards - upper area | 2                | 3     | 6      | Ensure spills are cleaned up and marked. Church items are stored along the walls.  | 2              | 2     | 4      | No hazards on the general floor. Use cones and similar to mark hazards around the walls.                    |  |
| Heat management                | 3                | 3     | 9      | Open windows. Turn on industrial fans. Mandate rest and water breaks.  | 2              | 1     | 2      | All activities are opt-in so participants can break whenever they need.                                     |  |
| Fatigue management             | 4                | 3     | 12     | Mandate breaks. Encourage participants to self-assess.   | 2              | 2     | 4      |   |  |
| Spectator protection           | 4                | 2     | 8      | Spectators only allowed in designated areas. Hold all activities until spectators are made safe.   | 2              | 1     | 2      |   |  |

| Equipment          |                  |       |        |  |                |       |        |  |  |
|--------------------|------------------|-------|--------|--|----------------|-------|--------|--|--|
| Risks              | Unmitigated Risk |       |        | Mitigation   | Mitigated Risk |       |        | Comments   |  |
|                    | Severity         | Prob. | Rating |  | Severity       | Prob. | Rating |  |  |
| Weapon maintenance | 3                | 3     | 9      | Ensure all weapons are clean and free from burrs or rust.                                      | 2              | 1     | 2      | As per Ss 7.0 of HFA Safe Operating Procedures   |  |
| Weapon weight/heft | 4                | 4     | 16     | All weapons to be assessed and approved by the instructor for weight and heft.                 | 2              | 2     | 4      | There are well known community and historical standards on weight and heft of sword simulators in current use. |  |
| PPE maintenance    | 3                | 3     | 9      | All PPE, if not club equipment, to be assessed and approved by the instructor for suitability. | 2              | 1     | 2      | Equipment checks should cover this but faults and breaks can occur at any time.                                |  |

| COVID-19       |                  |       |        |   |                |       |        |   |  |
|----------------|------------------|-------|--------|---|----------------|-------|--------|---|--|
| Risks          | Unmitigated Risk |       |        | Mitigation  | Mitigated Risk |       |        | Comments  |  |
|                | Severity         | Prob. | Rating |   | Severity       | Prob. | Rating |   |  |
| Infection risk | 4                | 4     | 16     | <p>Take direction from the following sources:</p> <ul style="list-style-type: none"> <li>National COVID-19 safe workplace principles</li> <li>Safe Work Australia "How to clean and disinfect your workplace - COVID-19"</li> <li>Australian Institute of Sport guidelines</li> <li>Graceville Uniting Church Hall cleaning directives</li> <li>LongEdge Fencing COVID-19 Safety procedure</li> </ul> | 4              | 2     | 8      | <p>Risk assessment assumes a LongEdge Fencing participant who is of average or above fitness between the ages of 18 and 55 years old.</p> <p>Participants who do not match this profile MUST be assessed individually.</p> <p>Mitigation procedures include</p> <ul style="list-style-type: none"> <li>Temperature checking</li> <li>Hand sanitiser</li> <li>Equipment cleaning</li> <li>No equipment swapping</li> </ul> |  |

| Activity                  |                  |       |        |  |                |       |        |   |  |
|---------------------------|------------------|-------|--------|--|----------------|-------|--------|---|--|
| Group Training            |                  |       |        |  |                |       |        |   |  |
| Risks                     | Unmitigated Risk |       |        | Mitigation   | Mitigated Risk |       |        | Comments  |  |
|                           | Severity         | Prob. | Rating |  | Severity       | Prob. | Rating |   |  |
| Puncture injury           | 4                | 3     | 12     | As per Ss 5.2.4 of HFA Safe Operating Procedures                               | 3              | 1     | 3      | Eye protection (prefer masks) and gloves          |  |
| Percussive injury         | 3                | 3     | 9      | As per Ss 5.2.4 of HFA Safe Operating Procedures                               | 2              | 1     | 2      | Eye protection (prefer masks) and gloves          |  |
| Injury to the hands       | 3                | 3     | 9      | As per Ss 5.2.4 of HFA Safe Operating Procedures                               | 2              | 1     | 2      | Eye protection (prefer masks) and gloves          |  |
| Injury to the head        | 4                | 3     | 12     | As per Ss 5.2.4 of HFA Safe Operating Procedures                               | 3              | 1     | 3      | Eye protection (prefer masks) and gloves          |  |
| Injury in grappling       | 3                | 2     | 6      | No wrestling, throws or arm locks permitted.                                   | 2              | 1     | 2      |   |  |
| Inexperience              | 3                | 3     | 9      | Inexperienced fencers to be paired with experienced fencers and/or instructors | 1              | 2     | 2      | Beginners do random things. Supervision required. |  |
| Excessive intensity       | 3                | 3     | 9      | Only pre-set movements. No improvisation permitted.                            | 2              | 1     | 2      |   |  |
| Injuries to third-parties | 2                | 2     | 4      | Drilling only in marked areas  | 1              | 1     | 1      |   |  |

**Note:** Use this page as many times as needed to assess each activity to be undertaken at the venue or event.

| Activity                      |                  |       |        |  |                |       |        |   |  |
|-------------------------------|------------------|-------|--------|--|----------------|-------|--------|---|--|
| Technical/Controlled Sparring |                  |       |        |  |                |       |        |   |  |
| Risks                         | Unmitigated Risk |       |        | Mitigation   | Mitigated Risk |       |        | Comments  |  |
|                               | Severity         | Prob. | Rating |  | Severity       | Prob. | Rating |   |  |
| Puncture injury               | 5                | 4     | 20     | As per Ss 5.2.3 of HFA Safe Operating Procedures                               | 3              | 2     | 6      | Mask, gloves, gorget, genital protection. Torso protection advised. |  |
| Percussive injury             | 3                | 4     | 12     | As per Ss 5.2.3 of HFA Safe Operating Procedures                               | 2              | 2     | 4      | Mask, gloves, gorget, genital protection. Torso protection advised. |  |
| Injury to the hands           | 4                | 3     | 12     | As per Ss 5.2.3 of HFA Safe Operating Procedures                               | 2              | 2     | 4      | Mask, gloves, gorget, genital protection. Torso protection advised. |  |
| Injury to the head            | 5                | 4     | 20     | As per Ss 5.2.3 of HFA Safe Operating Procedures                               | 3              | 2     | 6      | Mask, gloves, gorget, genital protection. Torso protection advised. |  |
| Injury in grappling           | 3                | 3     | 9      | No wrestling, throws or arm locks permitted.                                   | 2              | 1     | 2      |   |  |
| Inexperience                  | 4                | 4     | 16     | Inexperienced fencers to be paired with experienced fencers and/or instructors | 1              | 1     | 1      |   |  |
| Excessive intensity           | 4                | 4     | 16     | Intensity and permitted techniques limited by instruction                      | 3              | 2     | 6      |   |  |
| Injuries to third-parties     | 3                | 2     | 6      | Only in marked areas   | 2              | 2     | 4      |   |  |

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| Activity                  |                  |       |        |   |                |       |        |                      |  |
|---------------------------|------------------|-------|--------|---|----------------|-------|--------|----------------------|--|
| Free Sparring             |                  |       |        |   |                |       |        |                      |  |
| Risks                     | Unmitigated Risk |       |        | Mitigation  | Mitigated Risk |       |        | Comments             |  |
|                           | Severity         | Prob. | Rating |   | Severity       | Prob. | Rating |                      |  |
| Puncture injury           | 5                | 4     | 20     | As per Ss 5.2.2 of HFA Safe Operating Procedures                                      | 3              | 2     | 6      | Full competition PPE |  |
| Percussive injury         | 3                | 5     | 15     | As per Ss 5.2.2 of HFA Safe Operating Procedures                                      | 2              | 2     | 4      | Full competition PPE |  |
| Injury to the hands       | 4                | 5     | 20     | As per Ss 5.2.2 of HFA Safe Operating Procedures                                      | 2              | 2     | 4      | Full competition PPE |  |
| Injury to the head        | 5                | 5     | 25     | As per Ss 5.2.2 of HFA Safe Operating Procedures                                      | 3              | 2     | 6      | Full competition PPE |  |
| Injury in grappling       | 3                | 3     | 9      | No wrestling, throws or arm locks permitted.  | 2              | 1     | 2      |                      |  |
| Inexperience              | 4                | 4     | 16     | Free sparring not permitted for inexperienced fencers as determined by the instructor | 1              | 1     | 1      |                      |  |
| Excessive intensity       | 4                | 5     | 20     | As per Ss 5.2.2 of HFA Safe Operating Procedures                                      | 3              | 2     | 6      |                      |  |
| Injuries to third-parties | 3                | 2     | 6      | Only in marked areas  | 2              | 2     | 4      |                      |  |

**Note:** Use this page as many times as needed to assess each activity to be undertaken at the venue or event.

## Risk Assessment Matrix

|             |  | Severity   |  |   |  |   |
|-------------|--|--|--|---|--|---|
|             |  | Insignificant (1)<br>No injuries of note /<br>Minimal financial loss | Minor (2)<br>Self-applied first aid /<br>Medium financial loss | Moderate (3)<br>Formal first aid /<br>Moderate financial loss | Major (4)<br>Hospital stay / Large<br>financial loss | Catastrophic (5)<br>Death / Massive financial<br>loss |
| Probability | Rare (1)<br>Conceivable but only in<br>extreme circumstances                     | 1 - LOW  | 2 - LOW  | 3 - LOW   | 4- ACCEPTABLE  | 5 – UNACCEPT.   |
|             | Unlikely (2)<br>Hasn't happened yet but<br>could / maybe once<br>every 10 years  | 2 - LOW  | 4 - LOW  | 6- ACCEPTABLE   | 8- ACCEPTABLE  | 10 – UNACCEPT.  |
|             | Possible (3)<br>Could happen or has<br>happened elsewhere /<br>once a year       | 3 - LOW  | 6- ACCEPTABLE  | 9- ACCEPTABLE   | 12 – UNACCEPT.                                       | 15 – CRITICAL   |
|             | Likely (4)<br>Could easily happen /<br>happens elsewhere once<br>a month         | 4 - LOW  | 8- ACCEPTABLE  | 12 – UNACCEPT.  | 16 – CRITICAL  | 20 – CRITICAL   |
|             | Almost Certain (5)<br>Occurs often / happens<br>elsewhere once or more<br>a week | 5 - ACCEPTABLE   | 10 – UNACCEPT.   | 15 – CRITICAL   | 20 – CRITICAL  | 25 – CRITICAL   |

|                     |                                       |  |  |  |
|---------------------|---------------------------------------|--|--|--|
| Calculated Risk Key | 1 – Low                               | 2 – Acceptable                                       | 3 – Unacceptable                                       | 4 – Critical Stop                      |
| Go / No Go?         | Go                                    | Go – with mitigations                                | No Go – re-design activity                             | No Go. You have failed.                |
| Action Required     | Continue but acknowledge<br>any risks | Put formal mitigations in<br>place to lower the risk | Seek support and advice<br>then re-design the activity | Stop. Do not continue the<br>activity. |