



Risk Management Plan

Risk Management Plan, V1,

March 2025

To be reviewed March 2029

Purpose

The purpose of this document is to assist Saber Academy Pty Ltd ('the company') and its affiliate clubs, instructors and members to identify, evaluate and manage risks associated with the management of club operations. Saber Academy recognises that a duty of care is owed to all of its members and that having an up to date, effective risk management process in place is crucial to this as well as an important step to establishing quality sports governance.

As a result of this, the company recognises the benefits of a risk management plan and the importance of this to ensure that the company meets its legal responsibility to take reasonable steps to reduce the likelihood of injury to its members and others involved in its activities as a result of any foreseeable risks. By implementing this plan the company is committed to establishing a safe environment for its members and has committed to the implementation and ongoing maintenance of this plan.

This plan has been established by Saber Academy in consultation with relevant club officials, volunteers and members and the company is committed to ensuring it is communicated with and adhered to accordingly by all members.

Recognising Risk

It is well recognised that risk is an inherent component of sport delivery and as a result, quality risk management processes seek to assist clubs to identify, assess and manage potential risks before they occur.

A risk is defined as anything untoward that can affect your organisation by creating exposure to potential loss or damage. The purpose of Saber Academy risk management plan is to create a proactive approach to the identification, analysis, assessment, control, and avoidance, minimization, or elimination of unacceptable risks rather than a re-active approach, therefore creating a safer environment for its members.

Saber Academy recognises that effective risk management is an ongoing process and must be monitored at all times.

Development of Risk Classifications

Likelihood

LEVEL	CATEGORY	DESCRIPTION
A	Almost Certain	There is an expectation that an event/incident will occur (pre/during/post event)
B	Likely	There is an expectation that an event/incident could occur but not certain to occur
C	Slight	There is an expectation that an event/incident has equal probability of occurring
D	Unlikely	There is an expectation that an event/incident is doubtful or improbably
E	Rare	There is no expectation that the event/incident will occur

Consequence or Impact

LEVEL	CATEGORY	DESCRIPTION
1	Negligible	No injuries - minor first aid (e.g. Band-Aid), short term discomfort (e.g. bruise, headache) Low financial loss
2	Minor	First aid treatment Temporary disruption or halting of part or whole of event
3	Moderate	Medium financial loss Formal medical treatment required (e.g. ambulance, hospital, doctor) Temporary delay of event requiring external assistance (e.g. police, fire, maintenance, security etc.)
4	Major	Extensive injuries, hospitalisation. Could result in a notifiable occurrence Loss of production capability Event disrupted and requiring investigation and outside assistance (e.g. Fire, Police, SafeWork SA) Major financial loss
5	Severe	Death, permanent incapacity Event cancelled with investigation and potential prosecution e.g. fire, ambulance, SafeWork SA Catastrophic financial loss

Evaluation

Likelihood	Consequences				
	Negligible 1	Minor 2	Moderate 3	Major 4	Severe 5

A Almost Certain	Medium	High	Very High	Very High	Very High
B Likely	Medium	Medium	High	Very High	Very High
C Slight	Low	Medium	High	High	Very High
D Unlikely	Low	Low	Medium	Medium	High
E Rare	Low	Low	Low	Medium	Medium

Risk Matrix and Management Action Plan

Health and safety risk assessment example: Unique hazards should be identified for each training session with appropriate action taken to minimise any risk to your students.

HAZARD	CONTROLS MEASURES IN PLACE	RISK FACTOR	FURTHER CONTROL MEASURES
General control measures: <ul style="list-style-type: none"> • A thorough program of warm up exercises carried out at beginning of every session. • Control of numbers in the hall at any one time exercised by the coach in charge of the session. • Any student with a potentially serious medical condition or who is feeling unwell should alert the coach to this prior to the session. • All accidents / injuries must be reported to the coach who will provide first aid cover; contact the emergency services where required and completes an accident record form. • All instructors are first aid trained (including CPR). • First aid kit carried in the instructor's bag and accident record which can be found in the coaches' manual. 			
Child-Specific Risks			
Physical abuse Physical punishment; Pushing, shoving, punching, slapping, kicking resulting in injury, burns, choking or bruising; Threatening to physically harm a child; Peer-to-peer violence	Instructors suitably trained provided with opportunities for development in effective coaching. Adherence to instructor/student/parent code of conduct	Low	Adequately screen instructors and ensure WWCC uptodate
Neglect Lack of supervision; Lack of education.	Development of inclusion statement and safe child Low/Medium environment policy. Ensure instructors are familiar with policies and relevant training and adhere to code of conduct. Review instructor performance and provide opportunities for development. Ensure students abide by code of conduct	Low	
Emotional abuse Bullying; Threatening and abusive language; Intimidation; Shaming and name calling; Ignoring and isolating a child.	Adherence to student/instructor code of conduct. Provide adequate supervision. Provide opportunities for members to report issues and ensure reports are followed up in a timely manner.	Low	
Sexual abuse Sexual touching of a child; Grooming; Production, Descriptions of sexual acts without a legitimate reason.	Adherence to sexual harassment policy. Support all mandatory reporting.	Low	Adequately screen instructors and ensure WWCC uptodate
Sexual misconduct Sexual comments, conversations or communications; Comments to a child that express a desire to act in a sexual manner towards them or another child.	Adherence to sexual harassment policy. Adherence to parenting/instructor/student code of conduct. Ensure instructors are appropriately trained in child safe training modules.	Low	Adequately screen instructors and ensure WWCC uptodate
Direct Physical/Personal Injuries			
Bruising to arms/legs/torso caused by blocking or by falling.	Coach class at acceptable levels of contact and teaching of the importance of correct timing and technique.	High	

Strained or Torn Muscles and Ligaments through improper warm-up or improper partner work.	Thorough warm-up with Instructor using correct warm-up techniques as well as careful supervision of partner work.	Low/Medium	Late Comers are informed that they must take responsibility for warming up in their own time before joining the class. For all clubs first aid incidents, the members are clear that they are required to report the injury direct to the instructor
Dislocation of Joints, specifically toes.	Thorough coaching with correct techniques. Careful supervision of partner work.	Medium	Damaged floor to be pointed out and cornered off and reported to the facility manager.
Broken Facial bones due to excessive contact whilst training with partners.	Careful supervision of partner training; personal PPE	Low	Light sparring only and partner work to be limited in numbers and performed to instructors count;
Concussion caused through excessive contact with partners or as a result of a fall during sparring or pair work.	Careful supervision of partner training. Advise Coach drawing his/her attention to dangers of contact with obstacles.	Low	No sparring and partner work to be limited in numbers and performed to instructors count
Loss of teeth caused through excessive contact to the mouth whilst training with partners.	Careful supervision of partner training. Advise Coach drawing his/her attention to dangers of contact with obstacles.	Low	No sparring and partner work to be limited in numbers and performed to instructors count
Broken Skin and cuts through excessive contact by partner or contact with jewellery.	Prohibit the wearing of any form of jewellery during training. If jewellery can not be removed then it should be taped over.	Medium	
Blisters/Cut Feet	Predominantly a problem experienced by novices, as the body becomes more conditioned through continuous training the skin becomes more robust and less likely to blister/cut. Novices are encouraged to train regularly. The session instructor is responsible for making sure that the training area is free from debris.	High	Adherence to blood policy. Any blood on the floor / mats must be cleaned immediately using appropriate cleaning material available in the dojo or at the front desk of the sports centre. Prior to any practice floor / mats must be inspected for blood stains, and cleaned when necessary.

Muscle fatigue, cramp, sore/stiff joints, pulled and strained muscles, ligaments and tendons, etc.	It is important that all students take part in the warm-up at the beginning of the class, so as to stretch all the necessary muscles and joints used during a session. This not only reduces the chances of injury during practice, but also reduces the likelihood of post-training aches.	Medium	Coaches should check that all members are feeling well and also that no members have joint injuries prior to commencing a session. The Instructor has the right to stop members from training, if he/she feels that they are unfit or unwell.
Injury to head, neck or spine. This could arise in the circumstances described above but is identified separately because of its potential for more permanent disablement.	Injuries of this nature are extremely rare, and the small risks that do exist are reduced still further by observance of good dojo etiquette and by being observant and considerate to others during practice.	Low but with potentially very serious consequences	During class activities first aid will be sought in the event of a head injury. Advise would be given to seek further inspection from Doctor.
Unconsciousness caused by blow to the head.	Report injuries to the main reception desk a.s.a.p. for medical assistance, reporting of accident to the Emergency services etc. All members should be clear of the need to know who and how to report accidents.	Low	
Dizziness, hyperventilation and nausea.	Dizziness and hyperventilation can occur during strenuous exercise in less well- conditioned people, and is generally alleviated by improved physical condition. Nausea can also result from eating a large meal too soon before training	Low	Dizziness, hyperventilation and nausea.
Weapons Training	The use of weapons training is restricted to those outlined in the weapons policy. The use of PPE is required for all two person demonstrations. All weapons training to be conducted under strict supervision of a qualified instructor.	Medium	
Pregnancy	Adherence to pregnancy policy and inclusive statement. Ensure Instructor is adequately trained to identify risks. Ensure member is fully aware of the risks and moderate training where required.	Low	
General Risks			
Weather extremes	Instructor can call the session off In extreme weather conditions	Low/ medium	
Dehydration/Exhaustion	Adherence to Hydration policy. Water bottles are provided at training.	medium	In anticipation of strenuous training sessions, particularly in summer, members are encouraged to bring water bottles to the dojo and the coaches will allow for regular breaks to enable them to re-hydrate.
Drugs	Adherence to drug policy. Ensure instructors are trained in anti-doping training modules and are competent in identifying the signs of intoxication.	Low	
Fixed Equipment (both permanent and temporary) Danger of collapsing;	All fixed equipment should be checked by Instructor before each session. Equipment must be anchored to ground	Medium/ High	Follow manufacturers guidelines when purchasing any further equipment: do not

Implements used to secure equipment	In accordance with Australian standards advice: Metal cup hooks are not to be used on permanent or equipment, plastic ones should be used Instead.		buy equipment with plastic cup hooks.
General state of the matting or training area Uneven ground; Presence of holes or rips In mats; Presence of foreign objects	Instructor regularly checks state of mats and training area/ground.	Medium/ high	Instructor to check the state of training mats, area, ground before commencement of training.
Training equipment (moveable) Too old; Unfit for purpose (sharp, peeling such as paint, leather torn etc)	Instructor can check this. Equipment is thrown away when not fit for purpose/not repairable.	Low	
Inappropriate footwear for conditions (danger of slipping/risk of Injury) In the dojo or when training outside; Toe & finger nails to long	Instructor may check footwear before training, (no laces). Instructor to check before training	Low	Each student to be responsible for wearing appropriate footwear for the surface they are training on, and to check their equipment regularly. Students to be responsible for their Personal grooming & Instructor to monitor.
Conduct of players Dangerous play/physical violence	We play to the club & association rules. The instructor can caution or send off a student from the training area or ban them from the club in breach of these rules.	medium	
Enrolment of novices with no prior experience of martial arts into the Club	Intro sessions provided for novices. At these sessions the beginners are informed that all martial arts involves high levels of physical exertion as well as moderate to high levels of physical contact. Additionally, because of the nature of the sport, the club may contain a wide range of ability from novices to black belts. Low grades will be restricted to only practising techniques that they have been taught. Close supervision by the coach at the session is standard.	High	Novices must become members if they wish to grade or take part in any competitions.
Qualifications/Registration and Insurance of Instructors	All Instructors are licensed by Australian Jujitsu Federation (guest instructors may be affiliated and licensed by other associations), which provide insurance cover for all practices that go on within the club.	Low	It is the responsibility of the Coaches/Instructors to ensure there Insurance details are kept up to date
Lack of Qualified Instructor at each session.	There is always a qualified instructor at each session to guarantee safe practice. If for any reason a qualified Instructor is not in place then the session is cancelled.	Low	
Fire	Club Instructors are aware of exits from the building and are responsible for clearing the Dojo or Sports Hall if the Fire Alarms sound. Club Instructors and members are to inform the Sports Manager on duty if exits are blocked or locked.	Low	
Travelling to and from training or events	Drivers own responsibility to ensure car is road-worthy and Insured.	medium/ high	Keep a register or 'approved' car owners whose documents have been checked.

A risk is defined as anything untoward Detailed Risk Treatment Plan

For risks identified by the club within the Risk Management Action Plan that require a more detailed review to determine a satisfactory treatment plan or response plan should the risk occur, instructors are encouraged to use the following template:

Risk Category/Context:	Date:
Potential Risk:	
Level of Risk	
Responsible person(s):	
Pre-Emptive Actions: What actions are to be taken to manage the risk now it has been identified based on whether you chose to avoid, reduce, transfer or accept the risk e.g. new policy, equipment maintenance, weekly inspections, communication etc.	
Proposed Response: What action are to be taken if the risk occurs?	
Resource Requirements - What resources are required to treat the risk whether through the pre-emptive action or response e.g. financial, human resources, equipment etc.)	
Time Frame - Outline the time frame and key dates/milestones for any pre-emptive actions or risk management	
Compiled by:	Date:
Reviewed by:	Date:

Communication

Communication is crucial to a club effectively managing risk. A good communication plan ensures everyone is aware of its importance, that risks are communicated to relevant members, that members are aware of key responsibilities and or relevant policies/processes and a clear process on how to report a risk is understood.

Saber Academy will take all actions necessary to ensure this risk management plan, associated procedures, actions and responsibilities are implemented, monitored, communicated and undertaken by the Club and its members to the best of our ability. The risk management plan will be reviewed and updated accordingly as per the listed review date listed below and on the front cover.

DATE OF NEXT REVIEW: March 2029