

SAMPLE/TEMPLATE EVENTS RETURN TO COMPETITION RISK ASSESSMENT - COVID-19 SPECIFIC RISKS

Organisers must undertake an event risk assessment to include specific Covid-19 risks.

“It is essential that prior to any return to face-to-face interactions that these risk assessments are in place and the risk assessment should be updated with actions especially in light of the rapidly evolving nature of the outbreak. Reference should be made to the latest Government, PHE (or appropriate Public Health body) and WHO guidance”.

This document is a partially populated example that organisers **can use to inform their individual event risk assessments**. It includes specific/additional areas that organisers may need to cover in relation to resuming events once local government guidelines and indoor venues.

It is **not comprehensive (and thus should be incorporated as appropriate into your own risk assessment)** and the sample mitigation plans and actions may not always be suitable or necessary for all organisers/situations. As different Home Nations have different guidelines and as restrictions change (lift or roll back) the risk assessment will need to be adapted to ensure these are adhered to.

This document is also only one example of how risks can be documented and mitigation measures recorded, organisers can simplify or change this according to their needs. Risk assessments must be retained for insurance purposes.

As always we would welcome feedback – what have we missed, what isn't clear? Email eventsadmin@britishfencing.com and let us know.

SAMPLE/TEMPLATE EVENT RISK ASSESSMENT

Event Welfare Officer:

Event COVID-19 Officer:

Venue/Hall(s) Capacity Cap:

	Category	Description of Risk	Pre-Mitigation		Mitigation Plan/Actions	Post Mitigation		Resp/ Due Date
			Prob - ability	Impa ct		Prob - ability	Impa ct	
	General	Failure to keep up to date with current government/BF guidelines/minimum operating standards	M	H	<ul style="list-style-type: none"> • Read government guidelines including those that specifically relate to sport activities • Read latest BF Return to Fencing competition protocols and follow guidance given • Read venue guidance/guidelines • Review risk assessment prior to each event in light of changes to government guidelines • Ensure Event Organiser/Event Organising team is in regular contact with BF and venue to ensure all relevant policies and procedures are followed • Ensure Coaches are on BF Coaching register (where coaches can be present under guidelines) • Ensure Event Welfare Officer(s) are on BF welfare register and qualifications up to date • Ensure Event Covid Officer(s) are BF members • All Participants are British Fencing Members. All entries to be taken in advance. Entry Process should be online and in advance and entries should be available to 	L	H	Event Organiser

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					current members only through Sport:80 (see section below). All participants should confirm that they have read the relevant BF documents and any event specific terms and conditions.			
	People – Accident & Injury	After extended period of in-activity, participants injure themselves performing movements – eg muscle strain	M	M	<ul style="list-style-type: none"> Ensure an appropriate warm-up pre competition (to include within contact time between fencers for fencing activity to ensure contact/bout limits are not breached) 	L	M	Event Organiser
	People – Accident & Injury	Injury by incorrect/broken equipment	M	M	<ul style="list-style-type: none"> BF safety guidelines to be followed Fencers to always wear regulation kit which has been deemed to be safe by referee. Increased comms with fencers re how to look after kit/recognise faulty kit due to no armoury present Pre-event information to ensure kit is checked prior to attending event Unless fencers have a related disability (which should be communicated in advance to the competition Welfare Officer) fencers must be independently able to participate in a fencing competition without requiring personal assistance. This includes putting on and taking off clothing and equipment, plugging and unplugging from spools, using hand sanitiser. 	L	M	Event Organiser/Referee

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			Prob-ability	Impact		Prob-ability	Impact	
	People – Accident & Injury	Injury caused by falling /tripping or slipping	M	M	<ul style="list-style-type: none"> • Ensure all fencing areas are free from obstacles • Participants to wear appropriate footwear • Reporting of spills as soon as they occur 	L	M	Event Organiser/Staff
	People – Accident & Injury	Injury by equipment not in use	M	M	<ul style="list-style-type: none"> • Personal kit to stay in fencing bags when not in use, no items to be left on any chairs/benches • COVID-19 Officer to monitor venue regularly 	L	M	Participants/ COVID Officer
	People – Accident & Injury	Participant requires treatment after accident/injury	M	M	<ul style="list-style-type: none"> • Qualified first aider at the competition at all times who will have access to PPE and first aid kit. • All medical personnel to protect themselves and others through rigorous cleaning and personal hygiene, including increasing the frequency of cleaning and disinfecting equipment and surfaces • Fencers should bring a small first aid kit and be encouraged to self-treat minor injuries where possible. • Only the assigned first aider can approach the injured fencer and they must wear face- coverings, gloves and a visor. • Participant to wear face covering where this is possible and practical • PPE included in the first aid kit located in the DT office to be used by the trained first aider. • Defined process (agreed with the venue operator) for dealing with major injuries/emergency situations which should be communicated in advance to all staff. Parents/guardians of U16s are requested to 	L	M	Event Organisers/ Nominated First Aider(s)

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					<p>remain within 15 minutes of venue to collect in case the fencer requires non urgent treatment.</p> <ul style="list-style-type: none"> • After contact with an injured participant, medical personnel to clean their hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact or the minimum social distancing was maintained. They should also avoid touching their mouth, eyes and nose. • Medical personnel to keep a record of each participant they have come into contact with, for test and trace purposes. Records should be kept for 21 days and then destroyed. 			
	People - Communication	Risk that club (and BF) is unable to support communication of government guidelines thus making environment less safe	M	M	<ul style="list-style-type: none"> • Communication channel in place to notify of any last-minute changes • Entries to be ran through Sport80 platform, ensuring all participants are BF members and recorded (organisers can contact entrants through platform) • Signage/Posters warning of the danger of Covid-19 are in place and visible e.g. symptoms, social distancing, hygiene etc 	L	M	Event Organiser

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			Prob-ability	Impact		Prob-ability	Impact	
	People – COVID-19 Transmission	Risk that people participate at event with symptoms and expose community further	M	M	<p>Prior to Attending</p> <ul style="list-style-type: none"> • Procedures, including hygiene measures, to be shared with attendees. • Electronic COVID-19 statement/ Pre event questionnaire to be signed by each participant (or parent/guardian) • Staff briefing to be completed online the night before the event • Hygiene and social distancing procedures are followed to protect those responsible for event equipment 'set up. <p>On Arrival</p> <ul style="list-style-type: none"> • Arrival time windows and procedures published in advance • Mandatory temperature checks for all participants will be performed before entering the venue and prior to warm up. Participants testing with temperature $\geq 37.8^{\circ}\text{C}$ and/or displaying any Covid-19 Symptoms will not be permitted access to the venue. 	L	M	Event Organiser/ Participants/Referees and Officials/ Parents and Guardians(U18s)

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					<ul style="list-style-type: none"> • Participants that have not completed their Screening Questionnaire will not be permitted access. • Sanitiser Station available near entry and exits • One-way entry and exit system for movement around the venue • Competitors allocated a bag/rest space which ensures that the competitor is at least 2m away from any other participant whilst accessing their bag or resting between rounds. • Competitors to be reminded of warm-up options and restrictions. • Any spectators/carers/coaches/referees/event official will also be allocated a space at least 2m away (from any person not within their household). They should as much as possible stay in their allocated space when not working and avoid unnecessary interactions. (All to be wearing face coverings/visors) <p>During the competition</p> <ul style="list-style-type: none"> • Piste areas, including areas for fencers referees, coaches and spectators to be clearly marked. • Tannoy system to remind COVID-19 mitigation actions to be regularly communicated. 			

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					<ul style="list-style-type: none"> Medal Ceremonies to be socially distanced with all participants wearing face coverings. Medal winners to sanitise hands before picking up any medal or trophies which should be made available on tables. No handshaking or physical interaction between the medal winners, or any other medal ceremony participants. Referee paperwork (Pool sheet, DE Slips and incident forms) to be published electronically and all equipment to be allocated prior to event and not swapped Communication of results to be published electronically to avoid gathering <p>Post competition</p> <ul style="list-style-type: none"> Set finishing times for collection Hygiene and social distancing procedures are followed to protect those responsible for event equipment 'take-down'. 			
	People	Risk that participants cannot be easily contacted by organiser/authorities in	M	M	<ul style="list-style-type: none"> All participants are BF members 	L	M	Event organiser/Participants

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		the event a participant has a subsequent positive test			<ul style="list-style-type: none"> • Event has an emergency procedure and comms plan in place to alert participants, support and signpost them. Includes welfare officer contact details. • Retain a record of the competition – fencers, bouts and referees. • Anyone attending the event test positive must inform everyone at the event. Event has an emergency procedure and comms plan in place to alert participants, support and signpost them. Includes welfare officer contact details 			
	People	Personal Hygiene standards	M	M	<ol style="list-style-type: none"> 1. Organiser to follow published BF guidelines on the return to indoor fencing, in particular hygiene standards as below 2. Hygiene procedures communicated to all participants <ol style="list-style-type: none"> a. Cough or sneeze into your elbow or into a tissue. b. Use only single-use tissues and dispose of them in pedal-operated covered garbage cans. c. Avoid touching your face with your hands. 	L	M	Event organiser/Participants

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					d. Wash hands before and after every session (use hand sanitisers if washing facilities not available) 3. Individuals to bring own hand sanitisers Organiser/Facility to provide sanitiser stations at entry and exit 4. All participants encouraged to shower and wash clothes (including gloves) and clean personal equipment after event. 5. Personal hygiene reminders to be given by organisers 6. Posters up to remind participants to maintain hygiene standards			
	People – Spectators	Presence of spectators increase risk to participants and officials	M	M	1. No spectators allowed, only those adults acting in an assistant welfare/official supervision capacity	L	M	Event Organiser
	People – Staff & Officials	Additional people (facility staff, club officials, club coaches)	M	M	1. Other than participants, only nominated officials and facility staff allowed in the venue – increase management controls 2. Ratios for Welfare officers and covid officers to be followed as per BF guidance	L	M	Event Organiser
	Equipment	Risk that the equipment	M	M	1. Sharing of equipment to be avoided where possible	L	M	Event

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		facilitates the spread the virus			<ol style="list-style-type: none"> 2. Participants to bring their own water bottles and ensure they are labelled or highly distinguishable. Water bottles or other refreshment containers should not be shared under any circumstances 3. Disinfectant/anti-viral wipes to be made available for general use 4. No armoury service to fencers/their equipment. Fencers should be turning up with sufficient levels of fully working equipment 			Organiser/Participants/Officials
	Environment	Density of people breaches guidelines	M	M	<ol style="list-style-type: none"> 1. Plan of space/venue exists demonstrating maximum safe numbers and how 2m social distancing can be maintained 2. Protocols over start and end of event to allow for social distancing to be maintained during entry/exit/drop-off/pick-up and communicated to all participants and parents/carers 	L	M	Event Organiser/Participants/Officials
	Environment	Usage of water fountains, toilets and changing areas	M	M	<ol style="list-style-type: none"> 1. Participants requested to bring own water in personal bottles – no water fountains etc. 2. Facility has protocols for usage of toilets and changing which will be communicated in advance to all participants. 	L	M	Event Organiser/Participants/Officials

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					<ol style="list-style-type: none"> 3. Participants will be asked to turn up ready to participate to avoid use of changing facilities 4. Showers/vending machines/water dispensers will be out of action 			
	Environment	Entry/Exit and Seating	M	M	<ol style="list-style-type: none"> 1. Where possible ensure entry and exit routes in the building are different 2. Limit lift usage to smaller number than the recommended max to avoid close contact/maintain social distance 3. Fire alarm testing prior to opening, procedures for evacuation in place, maintaining social distancing 	L	M	Event Organiser/Participants/Officials
	Environment	Ventilation (Indoor spaces)	M	M	<ol style="list-style-type: none"> 1. Keep ventilation/toilet/lift well fans on continuously 2. Open windows where possible to ventilate the area 3. Leave doors (<i>not fire doors</i>) wedged open and close at the end of the working day. (signage in place to avoid ventilation opportunities to be used as entry points for unauthorised people) 	L	M	Event Organiser/Venue Staff
	Activity	Activity breaches guidelines	M	M	<ol style="list-style-type: none"> 1. The customary handshake at the end of bouts is replaced with a salute. 2. Congratulatory hugging, kissing or handshakes are not permitted. 3. Use of facemasks in accordance with PHE/BF guidelines 	L	M	Event Organiser/Participants/Officials

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	Safeguarding & Welfare	Time away from competition/returning to activity	L	M	1. Introduction of assistant welfare officers to increase supervision on participants. Report any concerns to Lead Event Welfare Officer	L	M	Event Organiser, Welfare Officer(s)
	Safeguarding & Welfare	Safeguarding concerns (Particularly of children and vulnerable adults)	M	H	1. Lead Event Welfare Officer to be made visible (posters around venue) and to be made aware of any existing issues 2. Welfare officer contact details to be made visible to all at the event.	L	H	Event Organiser, Welfare Officer(s)
	Venue-Evacuation Procedures	Risk that distancing measures may be breached during evacuation	M	H	1. Ensure copy of updated venue evacuation procedures 2. Share procedures with those attending and any updates/changes to previous events	L	H	Event Organiser/Venue

Date of Review:

Outcome: RISK ASSESSMENT RAG: GREEN (activity can restart), AMBER (activity can restart with after remedial actions), RED (activity cannot start)

Signature:

Remedial Actions:

	Action	Due Date	Assigned to	Completed
1				