# Sample/TEMPLATE CLUB FENCING Risk Assessment

This document is a partially populated example that clubs **can use to inform their Club and Session Risk Assessments**. It includes specific/additional areas that coaches/clubs may need to cover in relation to club fencing.

It is **not comprehensive (and thus should be incorporated as appropriate into your existing club risk assessments)** and the sample mitigation plans and actions may not always be suitable or necessary for all clubs or fencing activities.

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

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

|  |  |  | **Pre-Mitigation** |  | **Post Mitigation** |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Category** | **Description of Risk** | **Prob-ability** | **Impact** | **Mitigation Plan/Actions**  | **Prob-ability** | **Impact** | **Resp/ Due Date** |
|  | People – Accident & Injury | After extended period of in-activity, participants injure themselves performing movements – eg muscle strain | M | M | 1. Coaches are BF registered and operating within competency levels
2. Ensure session includes an appropriate warm-up
3. All participants asked about any injuries prior to start
4. Participants asked to complete a ‘return to fencing’ questionnaire which asks about the training they have been doing during lockdown
 | L | L | Coach |
|  | People – Accident & Injury | Participant requires treatment after accident  |  |  | 1. Appropriate level of medical cover is on site - PPE is in place & being used by first aid trained individuals (masks, gloves, eye wear, aprons, where appropriate + sanitiser stations).
2. Members requested to bring personal first aid kits with them and where possible encourages to self-treat.
3. U18s – parents requested to remain within xx minutes of session to collect in case child requires non urgent treatment
4. First aid protocols communicated to members (and parents/guardians of U18s)
 |  |  | 1. Facility Operator (pre opening)
2. Members
3. Parents
4. Club Secretary (pre-opening)
 |
|  | People – COVID 19 | Risk that people participate in session with symptoms and expose community further |  |  | 1. Participation records to be retained for all sessions
2. If someone at the session is isolated with symptoms or are a suspected Covid-19 case inform everyone who attended the session.
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|  | People | Personal Hygiene standards |  |  | 1. Hygiene procedures communicated to all participants
	1. Cough or sneeze into your elbow or into a tissue.
	2. Use only single-use tissues and dispose of them in pedal-operated covered garbage cans.
	3. Avoid touching your face with your hands.
	4. Wash hands before and after every session (use hand sanitisers if washing facilities not available)
2. Individuals to bring own hand sanitisers
3. Club/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 each session.
5. Personal hygiene reminders to be given by coaches at start and end of each session
6. Posters up to remind club members to maintain hygiene standards
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|  | People – Visitors | Presence of visitors and spectators increase risk to participants and club officials |  |  | 1. Seating for visitors is allocated in a certain area
2. If no space available for visitors – (additional nominated club welfare officer/adult must be present at all times for all sessions with U18s)
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|  | People – Staff & Officials | Additional people (facility staff, club officials, club coaches) |  |  | 1. Other than participants, only nominated officials and facility staff allowed in the salle – increase management controls
2. Appropriate ratios of club officials to participants per session to ensure social distancing and good coaching practice
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|  | Equipment | Risk that the equipment facilitates the spread the virus |  |  | 1. All participants should, wherever possible, use only their own personal fencing equipment
2. It is recommended that Clubs establish suitable cleaning/hygiene protocols in line with current BF protocols
3. Disinfectant/anti-viral wipes to be made available for general use
4. Club to ensure to remain in line with any BF polices and advice
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|  | Environment | Ventilation (Indoor spaces) |  |  | 1. Keep ventilation/toilet/lift well fans on continuously
2. Open windows where possible to ventilate the area
3. Leave doors *(not fire doors)* 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)
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|  | Environment | Facility Cleaning (Indoor) |  |  | 1. Request that facility put a cleaning record to be placed in each room – detailing what is to be cleaned
2. No personal equipment to be left in salle to allow cleaning
3. Disinfectant wipes to be made available for general use
4. Door handles, light switches, equipment to be wiped daily
 |  |  |  |
|  | Safeguarding & Welfare | Mental health of members  |  |  | 1. Keep in contact with members regularly
2. All coaches and club officials to do free mental health awareness training available through BF website.
 |  |  |  |
|  | Safeguarding & Welfare | Time away from sport increases risk of historic disclosures |  |  | 1. Be aware of changes in behaviour,
2. Ask people ‘Are you OK’
3. Reach out to people who have ‘disappeared’ – through parents contact details for U18s.
 |  |  |  |
|  | Safeguarding & Welfare – Mental Health | Parents or Athletes having an unrealistic sense of what (and how fast) a ‘return to competition’ will happen putting unnecessary stress on athletes to achieve |  |  | 1. Coach to do a session with parents of athletes and athletes seeking BYC & GBR qualification to set expectations
 |  |  |  |

**Date of Review:**

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

**Club assessed as OK to reopen: Y/N Signature:**

**Remedial Actions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Action** | **Due Date** | **Assigned to** | **Completed**  |
| 1 |  |  |  |  |
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