# 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 regularly updated and 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** |
|  | Injury | Trip/slip Hazards |  |  | 1. Coaches check activity area for hazards before every session
2. Fencers reminded not to create dangerous situations – everyone is responsible for making sure fencing area is safe and free from trip hazards.
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|  | Injury | Hard Hitting |  |  | 1. Coaches remind participants to wear protective equipment
2. Pairing for training exercises to take into account ability/height/strength differences
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|  | Injury | Equipment/ Clothing safety |  |  | 1. BF Safety Rules part of new joiner induction
2. Participants reminded regularly of safety rules
3. Coaches to identify any breaches of BF safety rules and
4. Club equipment to be checked every term
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|  | Safeguarding | Participant experiences abuse or harassment |  |  | 1. Safeguarding policy and procedures in place and part of new joiner induction, and provided to parents/guardians of U18s
2. Welfare Officer (WO) named on website and regularly signposted for participants
3. WO to run termly club education session on aspect of club safeguarding
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|  | Safeguarding | Unqualified/Unchecked people left in positions of authority |  |  | 1. All coaches and volunteers recruited in line with BF Policies and Procedures and BF Registers checked on a termly basis.
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|  | Insurance | Activities of club uninsured |  |  | 1. BF Membership regularly checked
2. BF Policies and Procedures followed.
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|  | Injury | Lack of hydration/nutrition |  |  | 1. Participants reminded to keep hydrating and for longer sessions to eat.
2. Water fountain in place and participants encouraged to bring re-fillable water bottles
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|  | Injury | Participants injure themselves performing movements – eg muscle strain | M | M | 1. Coaches always remind people at start of each session to let them know of any illness/injury
2. Person may be asked to seek medical advice before participating
3. Coaches are BF registered and operating within competency levels
4. Ensure session includes an appropriate warm-up
5. Sessions adapted to take account using a precautionary approach – taking into account participant fitness, age, gender, ability – provide ‘easier’ options to reduce risk.
 | L | L | Coach |
|  | Injury | Participant requires treatment after accident  |  |  | 1. Medical cover is on site
2. De-fib on site with trained staff to operate
3. Members requested to bring personal first aid kits with them and where possible encourages to self-treat minor injuries.
4. U18s – parents requested to remain within xx minutes of session to collect in case child requires non urgent treatment
5. 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)
 |
|  | Illness | Risk that unwell people participate in session  |  |  | 1. Coaches confirm participants are well at start of sessions
2. People encouraged not to attend if feeling unwell and seek medical advice
 |  |  |  |
|  | Illlness | 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 in accordance with BF
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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|  | Illness | Risk that the equipment facilitates spread of viral infections |  |  | 1. All participants encouraged to use their own personal fencing equipment where possible
2. Clubs has 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 will remain in line with any BF polices and advice
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|  | Environment | Insufficient 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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|  | Safeguarding  | Club members experience mental health challenges |  |  | 1. Keep in contact with members regularly
2. All coaches and club officials to do free mental health awareness training available through BF website.
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|  | Safeguarding  | Failure to follow up on participants who have experienced harassment/abuse |  |  | 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.
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|  | Safeguarding  | Parents or Athletes having an unrealistic sense of what (and how fast) a fencer can improve |  |  | 1. Coach to do a session with parents of athletes and athletes seeking BYC & GBR qualification to set expectations
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|  | Safeguarding | Bullying or harassment occurs |  |  | 1. All new joiners signposted to club anti-bullying policies and procedures.
2. All bullying incidents to be reported to Welfare Officer
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|  | Fire/ Evacuation | Evacuation required |  |  | 1. New joiners issued with fire/evacuation procedures
2. Coaches and staff members training in procedures
3. Contact details for all U18s easily accessible
4. Registers taken each session
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|  | Environment | Temperature of venue in hot weather |  |  | 1. BF Hot Weather Gudance to be followed.
 |  |  |  |

**Date of Review:**

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

**Club risk assessed as OK: Y/N Signature:**

**Remedial Actions:**

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