

Centre: Sport Centre	Date: 17/08/2020	Review Date:
Risk Assessment: Fencing Club		

<p>Description of the activity, equipment or area under assessment Fencing training, matches, BUCS, & casual fencing, as well as measures taken to prevent the spread of COVID-19 between people</p>

Significant hazards	What could go wrong	Risk level (High, Medium or Low)	Existing control measures	Further actions (NB actions)
Hit to body with sword	Bruises, small cuts, very small possibility of breakages	Medium	Wear full (BFA [British Fencing Association] approved) kit, including a certified mask, and at least 350N jacket, (provided by the club) and 800N plastron (usually their own, few are owned by the club) as well as suitable footwear Train against hitting too hard (i.e. learn to hit properly)	Warnings for people who repeatedly hit too hard, followed by exclusion from the club if continued after repeated warnings Kit maintained to BFA standards (to be checked at least termly)
Hit on head (epee sabre)	Bruises, cuts, loss of blood, grazes, possible eye injury, concussion	Medium	Wear the appropriate mask – required kit anyway Correct training to avoid hits to back of the head	Kit maintenance Training not to hit too

				hard
Wound to major blood vessel	Severe loss of blood	Low	Wear appropriate kit Training	Training, against violent conduct and possibility for injury Kit maintenance, checking strength of jackets and safety of tips on epees and foils
Slip on wet/dusty floor	Bruising, sprains, joint damage, possible concussion, possible breaks, dental damage	Medium	Mopping spillages, checking pistes pre fencing, general care with drinks etc.	Making sure spills don't happen, use of correct footwear, lids on bottles etc. Keep liquids away from the centre of the room and fencing areas
Slip on piste	Bruising, sprains, joint damage, possible concussion, possible breaks, dental damage	Medium	Tape piste down tightly, replacing the tape if it moves	Make sure piste is clean etc.

Fencers over Balancing/Lunging	Bruising, sprains, joint damage, possible concussion, possible breaks, dental damage	High	Teaching good footwork	Keep the floor tidy to avoid tripping Wear good footwear
Tripping up	Bruising, sprains, joint damage, possible concussion, possible breaks, dental damage	Medium	Keep the floor clear of equipment / cables as much as possible Keep the equipment cupboard tidy, so that members can walk with trip hazards minimised	Clearing personal kit to the sides of the room Ensure regular tidying of the cupboard
Injury to spectators	Cuts, bruises, grazes, facial injury, loss of consciousness, concussion, bleeding, possible eye injury	Low	Make sure spectators remain in specified areas, enforced by exec warnings, fencers try to remain on piste as far as possible whilst fencing (as in regulations)	Make clear to spectators where they can be: the sides of the room, or the balconies, not between or next to pistes

Broken blade 1: hit by flying fragment	cuts, bruises, bleeding	Low	<p>Make sure blades are in good condition per bout</p> <p>Blades are to be straightened correctly, under guidance of Coach/es</p> <p>Blades are not to be used if they are in bad condition</p> <p>Stop fencing as soon as a blade breaks</p>	Keep spectators a decent distance from piste
Broken blade 2: stabbed with broken blade	Cuts, bruises, blood loss, puncture wounds, internal injury	Low	Stop as soon as blades break	Train to maximise speed of halt in case of blade breakage
Muscle injury	Strains, sprains, overstretching		All members are required to do a thorough warm up before fencing	Pay attention to Coach/es regarding footwork, turn up to warm up

				Latecomers are to do their own warm up.
Dehydration/overheating	Loss of consciousness	Low	Drink water regularly Take breaks in between bouts	Remind people where water fountains etc are Tell new members to bring a bottle for water
Lifting kit out of cupboards	Sprains, bruises, joint damage, splinters, crush injuries	Low	Take care when lifting Don't take too much at a time	Put things away safely Teach all club members to lift safely Explain to all members how to carry kit safely Equipment above head height must be reached by a ladder or removed from those areas
Electrical hazard	Electric Shock	Low	Make sure all relevant equipment has been PAT tested Ensure that all electrical equipment is maintained and in good working condition	Check the state of electrical equipment when doing inventories or when tidying the

			Ensure that broken electrical equipment, especially broken body wires or ground leads are disposed of properly	cupboards
Fire Hazard		Low	Ensure everyone is aware of the fire procedures at any venue where training or competitive matches are taking place	
Broken Equipment Hazards	Small cuts, splinters	Low	Make sure that all equipment being used is in good working condition, especially if using equipment from the cupboard Make sure that broken equipment is clearly delineated in the cupboard	Dispose of broken weapons and equipment by the start of term Ensure armourer keeps a record of maintenance
Fencing with existing injury	Make injury worse, cause other injuries (e.g. fencer falls due to leg injury, causing a head injury)	Low	Don't fence if injured Make injuries known to coaches & committee members	Rest and recuperation, don't come to training. Have all possible injuries examined by a doctor where necessary to prevent unknown damage If necessary, wear appropriate joint support

Match Play	Person to person collision	Low	Referees in place to manage games	Cards given as warnings if need be
	Person to wall collision	Low	Suitable run off for court available Maximise space so that pistes are placed in the centre of the room	Change orientation of pistes in future
Conflicting bookings	Conflict of booking (blades breaking and flying into other areas of the hall)	Low	Centre boarding and curtain in place to stop conflict from actives between courts 1-4 and 5-8 Curtain pulled out if there are conflicting actives for half court bookings	Should only be a problem in the Sports Hall; Studios both booked by club at any time
Clubs	Incorrect / poor coaching practices	Low	Clubs to use only qualified coaches Clubs hold certificates for all their coaches	Head Coach keeps up-to-date documentation
	Poor H&S practices from the club	Low	Clubs have Health & Safety policy statement Duty supervisor on site to deal with and issues raised with their sessions Clubs are monitored and reported to the university for any short fallings	Safety audits for clubs being rolled out
	Players misbehaving		Coaches to manage sessions	

			Duty supervisor on shift to deal with any antisocial behaviour Security deal with and disturbances	
	Insufficient insurance	Low	University liable for sports clubs short fallings	Club to renew insurance with British Fencing Association yearly
	Damage to venue	Low	Clubs liable for any damage caused to venue during their booking Terms and condition sent and agreed by club at time of booking	
Trips	Traffic accident		Ensure that all traffic laws are obeyed Ensure that cars are not overpacked with equipment so that the driver has adequate visibility to drive	Inform the Sports Service safety contact (simon.cornish@cam.ac.uk) of any trips in advance
	Injury or illness abroad		Ensure all members on any international trips that might occur have the appropriate medical insurance	
				Purchase a first aid box to be kept in the cupboard, and make sure that it is fully equipped

				Safety officer to receive safety training at the start of term
COVID-19 - General	Failure to keep up to date with current government/BF guidelines/Cambridge Sports Hall guidelines/minimum operating standards	Medium	<p>Read government guidelines, including and especially those specifically relating to sporting activities, as well as BF/Cambridge Sports Hall guidelines</p> <p>Review risk assessment regularly in light of latest government/BF/Sports Hall guidelines</p> <p>Being kept up to date by regularly reviewing government/BF/Sports Hall guidelines through their websites</p> <p>Ensure that coaches are on the BF Coaching register</p> <p>Ensure that all Club members are signed up to BF Membership</p>	Keep all club members up to date with the latest guidelines through email/social media as often as possible
Fencing Activity, such as warm-up, exercises, drills, games, sparring, lessons, exposes participants to increased risk of catching the virus due to 2m distancing being at risk	Participants may contract COVID-19 and infect others with the virus		<p>As outlined by BF, these guidelines are to be followed during any kind of fencing activity (this can also be found on https://www.britishfencing.com/wp-content/uploads/2020/07/Sample-Club-Risk-Assessment-Club-Training-25th-July-England.docx):</p> <ol style="list-style-type: none"> 1. Activity is restricted to groups of a maximum of six people 2. Groups will be expected to remain 2m apart and avoid interaction as far as possible 	<p>Fencers showing symptoms of COVID-19 are not to be present as any kind of fencing activities and should self-isolate for two weeks</p> <p>Fencers tested positive for COVID-19 are not to be present as any kind of fencing activities and should self-isolate for</p>

			<ol style="list-style-type: none"> 3. There will be a maximum of x groups of six in a hall, which allows to maintain social distancing within the space available – multiple groups of six will participate in activities, while staying within the Sports Centre capacity guidelines 4. Fencers can rotate within the group, but 2m social distancing will be maintained within this group where at all possible. People will not be permitted to move groups within a session 5. Fencing activities (including 1:1 lessons, pairs work and sparring) where it may not be possible at all times to stay 2m apart will be run in accordance with the BF published adaptations and additional measures to reduce risk 6. Pistes will be marked out to observe 2m social distancing 7. Footwork/warm-up exercises must respect 2m social distancing at all times and will not be performed face to face 8. No physical contact with other participants (such as shaking hands or high five) 9. Adapted sparring between two individuals in the group can take place and is limited to 1 x 15 hits or 3 x 5 hits, up to a maximum of 10mins of fencing time and 15mins of elapsed time (This means, for example, a group could choose to run a poule unique of 6 fencers where everyone fences each other once only to 15 hits and each 	<p>two weeks, as well as inform those whom they have interacted with for the last two weeks, and they should self-isolate for two weeks as well</p>
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			<p>bout takes no longer than 10mins of fencing time and 15mins elapsed time)</p> <ol style="list-style-type: none"> 10. Coaches will deliver a maximum of 15 min lessons to individuals within a club session, but cannot give lessons to fencers in different groups within the session 11. Corps a corps, deliberate close quarter actions and any actions that breach the 1m distancing are not permitted 12. Fleching/running attacks are not permitted 13. Face coverings should be worn whilst coaching (excluding lessons, see below) and refereeing. Hand signals should be used where possible in place of verbal signals 14. Face coverings can be worn under fencing masks for low intensity training. Participants (fencers and coaches) wearing face coverings should monitor their breathing and heart rate and take regular breaks. If face coverings are not being used, fencing mask liners should be worn. Where face coverings are used, coaches should adapt lessons and training to keep physical intensity levels low with frequent breaks 15. Participants should avoid any shouting/screaming, particularly during 1:1 activities 	
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<p>Risk that people participate in session with symptoms and expose community further</p>	<p>Participants in session do expose the further community to the virus</p>		<p>Individuals are to avoid public transport if possible - masks and gloves are to be used on public transport if it is impossible not to take them. Gloves are to be disposed before entering the session and masks should be washed at the earliest convenience/disposed of, if the mask is single-use</p> <p>Participants are to take an online declaration form of health before entering each session, and with the six-people limit participants will be allowed to sessions on a first-come-first-serve basis</p> <p>A record of participation is to be made for each and every session and to be kept after each session, either on paper or digitally</p> <p>Those who show COVID-19 symptoms or are a suspected COVID-19 case are not be allowed at sessions to keep other participants safe</p> <p>Face coverings, such as masks, are to be used in accordance with Government/BF guidelines</p>	<p>It is encouraged that face coverings are to be worn upon arrival and departure from sessions, and that participants are only to take them off when they arrive at the session itself</p>
<p>Risk that participants cannot be easily contacted by club/authorities in the event a participant has a subsequent positive test</p>	<p>Participants expose the further community to the virus</p>		<p>Ensure that club membership records are up to date and all club members are BF members</p> <p>As per BF guidelines, 'ensure that the club has an emergency procedure and comms plan in place to alert participants, support and signpost them'. The welfare officer is to be contacted if there</p>	<p>Fencers who are not BF members will not be able to participate in intermediate/Blues sessions this year</p>

			<p>are any concerns/emergencies (email - shay3@cam.ac.uk, phone number - 07574243260)</p> <p>Ensure that the club keeps attendance records, which will be kept throughout the academic year digitally</p> <p>NHS test and trace procedures are understood and permission in place to share contact details and attendee lists in accordance with the NHS procedures, as per https://www.britishfencing.com/wp-content/uploads/2020/07/Sample-Club-Risk-Assessment-Club-Training-25th-July-England.docx</p>	
COVID-19 - Hygiene	Participants increase the risk of themselves contracting COVID-19 and those close to/near them, including and not limited to Sports Hall staff, facilities users part and not part of the university, and visitors		<p>The following hygiene procedures are to be followed and reinforced by all participants to safeguard personal hygiene as well as that of others:</p> <ol style="list-style-type: none"> 1. Participants are to have completed a declaration form of health before each session, approved by the COVID officer 2. Participants are to cough or sneeze into a disposable, single-use tissue, or elbow if they have no tissue 3. Single-use tissues are to be used rather than reusable ones, and they are to be disposed of into bins 4. Participants are not to touch their faces with their hands 5. Participants are to bring their own hand sanitisers/disinfectant wipes if possible 	Sports Hall staff are encouraged not to have physical contact with anyone else, and to use face coverings in accordance with Government/BF guidelines, as well as adhering to the 2m social distancing rule

			<ol style="list-style-type: none"> 6. Participants are to bring their own fluids in personal bottles which are not to be shared, and not to use public water fountains/vending machines 7. Contact with surroundings (e.g. door handles, staircase railings) is to be minimised 8. Reminders of personal hygiene are to be given by coaches at the beginning and end of each session 9. Participants are to minimise their use of the changing rooms/public toilets, and are highly encouraged to use private showers 10. Participants are not to share equipment with other participants 11. Participants are to follow the BF protocol for use of spools/boxes (remove fencing glove, sanitise hands, touch equipment, sanitise hands, replace fencing glove) 12. Participants are not to have physical contact with any other participant, and to use face coverings in accordance with Government/BF guidelines, as well as adhering to the 2m social distancing rule 13. After each session, participants are to shower, wash their clothes and gloves, and clean their personal equipment <p>The following hygiene procedures are to be followed and reinforced by the sports hall itself to safeguard the personal hygiene of the staff as well as that of others:</p> <ol style="list-style-type: none"> 1. A Deep Clean has been completed before the facilities are reopened to club members 2. Sanitiser/disinfectant wipes stations are to be provided at each entrance into the studio, and to ensure that each 	
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			<p>station is sufficiently equipped with sanitiser/disinfectant wipes</p> <ol style="list-style-type: none"> 3. Signage/posters, warning of the dangers of COVID-19 and outlining hygienic procedures for the prevention of contracting COVID-19, are manifest to the participants of the session 4. Cleaning is to be completed and confirmed to the club before and after each training session/day 5. Door handles, light switches, equipment of the studio are to be wiped between each session 6. Fire alarms has been tested before reopening, and procedures for evacuation are to be ensured 7. The Sports Hall is to have protocols for usage of toilets and changing which will be communicated in advance to all members 8. Vending machines are only to be paid with by contactless cards 9. Water dispensers are only to be used to fill up bottles, and mouth-to-tap use is not to be allowed 10. Operational safety measures are to be communicated prior to session starting <p>The following hygiene procedures are to be followed and reinforced by all those in the Sports Hall to safeguard personal hygiene as well as that of others, in accordance to BF regulations:</p> <ol style="list-style-type: none"> 1. Ensure entry and exit routes in the Sports Centre and the studio are different, if possible 2. Ventilation (e.g. opening windows)/toilet/lift well fans are to be kept on continuously 	
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			<ol style="list-style-type: none"> 3. Windows are to be opened where possible to ventilate the area 4. Doors (<i>but not fire doors</i>) are to be left wedged open and are to be closed at the end of the working day 5. Signage in place to avoid ventilation opportunities is to be used as entry points for unauthorised people <p>In the event of an accident in which the participant requires medical attention/treatment, ensure that there is an appropriate level of medical cover on site, and that PPE is in place & used by first aid trained individuals (masks, gloves, eye wear, aprons, where appropriate + sanitiser stations)</p>	
Visitors/Spectators/Additional people	Club members, Sports Hall staff, and these additional personnel are all at a greater risk of contracting COVID-19		<p>As per BF guidelines, other than participants, only nominated officials and facility staff are to be allowed in the salle to increase management controls</p> <p>As per BF guidelines, ratios of club officials to participants per session are to be appropriated to ensure social distancing and good coaching practice</p> <p>Spectators and visitors are not to be allowed into the studio during sessions due to the limited spaces available within the studio, until government/BR/Sports Hall guidelines on social distancing are made more lenient</p>	

EMERGENCY PROCEDURES

Action to be taken in case of reasonably foreseeable emergencies (e.g. overheating, loss of electricity, flooding): - call 999 (if possible), evacuate/stay in Sports Centre (depending on what is best)

Date of Review:

COVID-19 Officer: Adrian Yam

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:

ASSESSOR

Name of assessor:	Signature:	Date	Name of Supervisor:	Signature:	Date

REVIEW DATES

Reviewed by (name)	Signature	Date	Indicate changes here