

# 1. LIVERPOOL FENCING CLUB: RETURN TO FENCING RISK ASSESSMENT - COVID-19 SPECIFIC RISKS

All clubs must update their Club Risk Assessment to include specific Covid-19 risks before returning to fencing activities.

*“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 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 resuming club fencing activities once local government guidelines and indoor venues.

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. 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, clubs can simplify or change this according to their needs. Risk assessments (Club or Session) must be retained for insurance purposes.

Further updated versions of this risk assessment will be available once we have more information around opening of indoor venues and restrictions of sporting activities in these settings.

ID	Category	Description of Risk	Pre-Mitigation		Mitigation Plan/Actions	Post Mitigation		Resp/ Due Date
			Prob-ability	Impact		Prob-ability	Impact	
1	General	Failure to keep up to date with current government/BF guidelines/minimum operating standards	M	H	<ol style="list-style-type: none"> <li>1. Read government guidelines including those that specifically relate to sport activities</li> <li>2. Review risk assessment prior to each session in light of latest government guidelines</li> <li>3. Sign up to BF's (and/or other relevant bodies eg WSA) weekly news email to be kept up to date</li> <li>4. Ensure Coach is on BF Coaching register</li> <li>5. Ensure Welfare Officer is on BF welfare register and qualifications up to date</li> <li>6. Ensure Club Members are signed up to BF Membership</li> </ol>	L	H	1-3 Coach 4-6 President
2	People – Accident & Injury	After extended period of in-activity, participants injure themselves performing movements – eg muscle strain	M	M	<ol style="list-style-type: none"> <li>1. Coaches are BF registered and operating within competency levels</li> <li>2. Ensure session includes an appropriate warm-up</li> <li>3. All participants asked about any injuries prior to start</li> </ol>	L	L	1-3 Coach
3	People – Accident & Injury	Participant requires treatment after accident	L	H	<ol style="list-style-type: none"> <li>1. Appropriate level of medical cover is on site - PPE is in place &amp; being used by first aid trained individuals (masks, gloves, eye wear, aprons, where appropriate + sanitiser stations).</li> <li>2. In date medical first aid kit held at Club training at all times</li> <li>3. U18s – parents requested to remain within 10 minutes of venue to collect in case child requires non urgent treatment</li> </ol>	L	L	<ol style="list-style-type: none"> <li>1. Facility Operator (pre opening)</li> <li>2. Members</li> <li>3. Parents</li> </ol>
4	People - Communication	Risk that club (and BF) is unable to support communication of government guidelines thus making environment less safe	L	H	<ol style="list-style-type: none"> <li>1. All club officials and participants to be members of the club and BF members</li> <li>2. Encourage everyone to keep interacting/following/using the club's primary communication methods (facebook page, email)</li> <li>3. Risks of Covid-19 are in place and visible e.g. symptoms, social distancing, hygiene etc</li> </ol>	L	L	<ol style="list-style-type: none"> <li>1 President</li> <li>2 President</li> <li>3 Covid Officer</li> </ol>

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5	People	Risk that people participate in session with symptoms and expose community further	M	H	<ol style="list-style-type: none"> <li>1. Encourage individuals to avoid public transport – if unavoidable use masks and gloves (gloves should be disposed of prior to entry to session).</li> <li>2. Fencers to be advised on current guidelines on attendance and entry policy prior to entry to session.</li> <li>3. Participation records to be retained for all sessions</li> <li>4. If someone at the session is isolated with symptoms or are a suspected Covid-19 case inform everyone who attended the session.</li> </ol>	L	M	1 – 4 Covid Officer
6	People	Risk that participants cannot be easily contacted by club/authorities in the event a participant has a subsequent positive test	M	H	<ol style="list-style-type: none"> <li>1. Club membership records up to date</li> <li>2. All members are BF members</li> <li>3. Club has an emergency procedure and comms plan in place to alert participants, support and signpost them. Includes welfare officer contact details.</li> </ol>	L	L	1 – 3 President
7	People	Personal Hygiene standards	M	H	<ol style="list-style-type: none"> <li>4. Hygiene procedures communicated to all participants <ol style="list-style-type: none"> <li>a. Cough or sneeze into your elbow or into a tissue.</li> <li>b. Use only single-use tissues and dispose of them in pedal-operated covered garbage cans.</li> <li>c. Avoid touching your face with your hands.</li> <li>d. Wash hands before and after every session (use hand sanitisers if washing facilities not available)</li> </ol> </li> <li>5. Individuals to bring own hand sanitisers</li> <li>6. All participants encouraged to shower and wash clothes (including gloves) and clean personal equipment after each session.</li> <li>7. Personal hygiene reminders to be given by coaches at start and end of each session.</li> </ol>	L	M	1 – 7 Covid Officer

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8	People – Visitors	Presence of visitors and spectators increase risk to participants and club officials	H	H	<ol style="list-style-type: none"> <li>1. Spectators to be discouraged from attending during this time and to be advised on current guidelines on attendance and entry policy prior to entry to session if absolutely essential.</li> <li>2. Seating for visitors is spaced 2m apart OR - No space available for visitors – (additional nominated club welfare officer/adult must be present at all times for all sessions with U18s)</li> </ol>	L	L	1 – 2 Covid Officer
9	People – Staff & Officials	Additional people (facility staff, club officials, club coaches)	L	H	<ol style="list-style-type: none"> <li>1. Appropriate ratios of club officials to participants per session to ensure social distancing and good coaching practice</li> <li>2. Social distancing according to current government guidelines is in (2m) is in place</li> <li>3. Numbers of households participating in session is in line with current government guidelines</li> </ol>	L	L	1 – 3 Covid Officer
10	Equipment	Risk that the equipment facilitates the spread the virus	H	H	<ol style="list-style-type: none"> <li>1. No sharing of equipment between members or different households (unless they have been disinfected following protocols between usage)</li> <li>2. Disinfectant/anti-viral wipes to be made available for general use</li> </ol>	L	M	1 – 2 Covid Officer
11	Environment	Density of people breaches guidelines	M	H	<ol style="list-style-type: none"> <li>1. Plan of space/salle exists demonstrating maximum safe numbers and how 2m social distancing can be maintained</li> <li>2. Protocols over start and end of sessions to allow for social distancing to be maintained during entry/exit/drop-off/pick-up and communicated to all club members and parents/carers</li> </ol>	L	L	1 – 2 Covid Officer
12	Environment	Usage of water fountains, toilets and changing areas	H	H	<ol style="list-style-type: none"> <li>1. Participants requested to bring own water in personal bottles – no water fountains etc.</li> <li>2. Facility has protocols for usage of toilets and changing which will be communicated in advance to all members.</li> <li>3. Participants will be asked to turn up ready to participate to avoid use of changing facilities</li> </ol>	L	L	1-3 Covid Officer

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13	Environment	Entry/Exit and Seating	M	H	1. Where possible ensure entry and exit routes in the building are different	L	L	1 Covid Officer
14	Environment	Facility Cleaning (Indoor)	L	M	<ol style="list-style-type: none"> <li>1. Prior to opening club a Deep Clean will have been completed by facility management (NB <i>check latest government guidance and liaise with facility operator</i>)</li> <li>2. Confirm that cleaning will be completed pre and post each opening day</li> <li>3. Request that facility put a cleaning record to be placed in each room – detailing what is to be cleaned</li> <li>4. No personal equipment to be left to allow cleaning</li> </ol>	L	L	1-2 LC Sport 3-4 Covid Officer
15	Activity	Activity breaches guidelines	H	H	<ol style="list-style-type: none"> <li>1. No hand shaking at any time</li> <li>2. Sparring may only take place within a group of 6. Fencers are not to mix into a separate group. No more than 1 * 15 hit bout or 3 * 5 hit bouts between fencers are permitted.</li> <li>3. All sessions contents to be pre-planned by coaches in accordance with their competency levels and checked for compliance (with Club, BF, government guidelines).</li> <li>4. Where density of people in an indoor space is near the limits that social distancing will allow, sessions will not be highly aerobic – avoiding high intensity</li> <li>5. Option of using facemasks in accordance with PHE/BF guidelines communicated to fencers</li> </ol>	L	L	1-5 Covid Officer
16	Safeguarding & Welfare	Mental health of members that might not be able to return to club – due to shielding/isolation	M	M	<ol style="list-style-type: none"> <li>1. Continue online training sessions (adhering to BF online session guidelines)</li> <li>2. Continue online social evenings</li> <li>3. Avoid negative priming in emails – in these ‘terrible times’, ‘disaster’</li> <li>4. Keep in contact with members regularly</li> </ol>	L	L	1 Covid Officer 2-4 Committee

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17	Safeguarding & Welfare	Time away from sport increases risk of historic disclosures	L	H	<ol style="list-style-type: none"> <li>1. Be aware of changes in behaviour,</li> <li>2. Ask people 'Are you OK'</li> <li>3. Reach out to people who have 'disappeared' – through parents contact details for U18s.</li> </ol>	L	L	1-3 Coaches and Safeguarding Officer where applicable
18	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	M	H	<ol style="list-style-type: none"> <li>1. Coach to do a session with parents of athletes and athletes seeking BYC &amp; GBR qualification to set expectations</li> </ol>	L	L	1 Coaches
19	Other	Exchange of Cash increases risk of transmission	H	H	<ol style="list-style-type: none"> <li>1. Provide alternative method of payment so paying in cash is not required.</li> </ol>	L	L	1 Covid Officer

**Date of Review:**

**Outcome:** RISK ASSESSMENT RAG: **GREEN**

**Club assessed as OK to reopen: Y**

**Signature: Liam Melvein**

**Committee Sign Off: 30/07/2020**

**Remedial Actions: (In relation to RISK ID)**

<b>ID</b>	<b>Action</b>	<b>Due Date</b>	<b>Assigned to</b>	<b>Completed</b>
1	All <b>fencers and spectators</b> to be made aware of <b>British Fencing Membership requirements</b> before being permitted into the sessions	26/07/2020	Liam Melvein	Yes
3, 7 & 12	All <b>fencers and spectators</b> to be made aware of <b>personal hygiene requirements</b> before being permitted into the sessions	26/07/2020	Liam Melvein	Yes
4	All <b>fencers and spectators</b> to be made aware of <b>Covid 19 risks at Fencing</b> before being permitted into the sessions	26/07/2020	Liam Melvein	Yes
5, 8, 9 & 13	All <b>fencers and spectators</b> to be made aware of <b>club entry and exit safety</b> before being permitted into the sessions	26/07/2020	Liam Melvein	Yes
6	All <b>fencers and spectators</b> to be made aware of <b>data sharing agreement requirements with British Fencing</b> before being permitted into the sessions	26/07/2020	Liam Melvein	Yes
10	All <b>fencers and spectators</b> to be made aware of <b>club kit hygiene</b> before being permitted into the sessions	26/07/2020	Liam Melvein	Yes
11 & 15	All <b>fencers and spectators</b> to be made aware of <b>club training routines</b> before being permitted into the sessions	26/07/2020	Liam Melvein	Yes
14	To confirm with venue their current policy on cleaning procedure	26/07/2020	Liam Melvein	Yes
16	All <b>fencers and spectators</b> to be made aware of <b>alternative training opportunities</b> before being permitted into the sessions	26/07/2020	Liam Melvein	Yes
19	<b>Club</b> to provide an alternative method to prevent cash exchanges as part of session activities	26/07/2020	Liam Melvein	Yes