



HAVERSTOCK FENCING CLUB

HAVERSTOCK SCHOOL, 24 HAVERSTOCK HILL, CHALK FARM, LONDON NW3 2BQ

COVID-19

Category	Description of Risk	Pre-Mitigation		Mitigation Plan/Actions	Post Mitigation		Resp/ Due Date
		Prob-ability	Impact		Prob-ability	Impact	
General	Failure to keep up to date with current government/BF guidelines/minimum operating standards	M	H	<ol style="list-style-type: none"> 1. Read government guidelines including those that specifically relate to sport activities 2. Review risk assessment prior to each session in light of latest government guidelines 3. Sign up to BF's (and/or other relevant bodies eg WSA) weekly news email to be kept up to date 4. Ensure Coach is on BF Coaching register 5. Ensure Welfare Officer is on BF welfare register and qualifications up to date 6. Ensure Club Members are signed up to BF Membership 	L	H	Coach Welfare office Participants
General	Fencing Activity (sparring/lessons) exposes participants to increased risk due to 2m distancing being at risk	H	H	<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. 3. There will be a maximum of 9 groups of six in a hall, which allows us to maintain social distancing within the space available 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 	M	M	Coach participants Covid Officer/s



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					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 bout takes no longer than 10mins of fencing time and 15mins elapsed time) 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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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"> Coaches are BF registered and operating within competency levels Ensure session includes an appropriate warm-up All participants asked about any injuries prior to start 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	L	H	<ol style="list-style-type: none"> 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). Members requested to bring personal first aid kits with them and where possible encourages to self-treat. First aid protocols communicated to members (and parents/guardians of U18s) 	L	L	<ol style="list-style-type: none"> Facility Operator (pre opening) Members Parents Club Secretary (pre-opening)
People - Communication	Risk that club (and BF) is unable to support communication of government guidelines thus making environment less safe	M	M	<ol style="list-style-type: none"> All club officials and participants to be members of the club and BF members Encourage everyone to keep interacting/following/using the club's primary communication methods (facebook page, email) Signage/Posters warning of the danger of Covid-19 are in place and visible e.g. symptoms, social distancing, hygiene etc 	L	L	<ol style="list-style-type: none"> Club Secretary Club Secretary/ Coaches Club Secretary



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	People	Risk that people participate in session with symptoms and expose community further	H	H	<ol style="list-style-type: none"> 1. Encourage individuals to avoid public transport – if unavoidable use masks and gloves (gloves should be disposed of prior to entry to session). 2. Online questionnaire/declaration form to be completed for each session prior to entry to session. 3. Participation records to be retained for all sessions 4. If someone at the session is isolated with symptoms or are a suspected Covid-19 case inform everyone who attended the session. 	L	L	Secretary
	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"> 1. Club membership records up to date 2. All members are BF members 3. Club has an emergency procedure and comms plan in place to alert participants, support and signpost them. Includes welfare officer contact details. 	L	L	Secretary
	People	Personal Hygiene standards	M	H	<ol style="list-style-type: none"> 1. 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. d. Wash hands before and after every session (use hand sanitisers if washing facilities not available) 2. 2. Individuals to bring own hand sanitisers 3. Club/Facility to provide sanitiser stations at entry and exit 	L	L	Secretary



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				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			
People – Visitors	Presence of visitors and spectators increase risk to participants and club officials	M	M	1. Online questionnaire/declaration form to be completed for each session for all visitors prior to entry to salle. 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)	L	L	Secretary Coach/s
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 salle – increase management controls 2. Appropriate ratios of club officials to participants per session to ensure social distancing and good coaching practice 3. Social distancing according to current government guidelines is in (2m) is in place 4. Numbers of households participating in session is in line with current government guidelines	L	L	Coach/s
Equipment	Risk that the equipment facilitates the spread the virus	H	H	1. No sharing of equipment between members or different households (unless they have been disinfected following protocols between usage) 2. S&C equipment to be placed minimum 2mts apart	L	L	Coach Participants



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					3. Disinfectant/anti-viral wipes to be made available for general use			
	Environment	Density of people breaches guidelines	M	H	<ol style="list-style-type: none"> 1. Plan of space/salle exists demonstrating maximum safe numbers and how 2m social distancing can be maintained 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 	L	L	
	Environment	Usage of water fountains, toilets and changing areas	M	H	<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 members. 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 	L	L	Participants Coach/es
	Environment	Entry/Exit and Seating	M	H	<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. Reduce the seating capacity in any meeting rooms by removing chairs to increase distance between participants to required social distances when face to face meetings are necessary. 	L	L	Venue operator



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					4. Fire alarm testing prior to opening, procedures for evacuation in place, maintaining social distancing			
	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	L	Venue operator Coach/es
	Environment	Facility Cleaning (Indoor)	M	H	<ol style="list-style-type: none"> 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>) 2. Confirm that cleaning will be completed pre and post each opening day 3. Request that facility put a cleaning record to be placed in each room – detailing what is to be cleaned 4. No personal equipment to be left in salle to allow cleaning 5. Disinfectant wipes to be made available for general use 6. Door handles, light switches, equipment to be wiped between each session 	L	L	Venue operators Coach/es
	Activity	Activity breaches guidelines	M	H	<ol style="list-style-type: none"> 1. No hand shaking at any time 2. All sessions contents to be pre-planned by coaches in accordance with their competency levels and checked for compliance (with Club, BF, government guidelines). 	L	L	Participants Coach/es



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				3. 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 4. Use of facemasks in accordance with PHE/BF guidelines			
Safeguarding & Welfare	Mental health of members that might not be able to return to club – due to shielding/isolation	M	M	1. Continue online training sessions (adhering to BF online session guidelines) 2. Continue online social evenings 3. Avoid negative priming in emails – in these ‘terrible times’, ‘disaster’ 4. Keep in contact with members regularly 5. All coaches and club officials to do free mental health awareness training available through BF website.	L	L	Coach/es
Safeguarding & Welfare	Time away from sport increases risk of historic disclosures	L	M	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.	L	L	Coach/es Participants
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	L	M	1. Coach to do a session with parents of athletes and athletes seeking BYC & GBR qualification to set expectations	L	L	Coach/es
Other	Exchange of Cash increases risk of	L	M	1. Make sessions available online through Fibodo (online payment facilities available)	L	L	Coach/es Secretary



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		transmission			2. Contact bank to get a contactless machine for club account/download cashless app.			



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Date of Review: on going, following changes in Government and BF guidance

Outcome: RISK ASSESSMENT RAG: AMBER (activity can restart with after remedial actions) 24/07/2020

Remedial Actions:

	Action	Due Date	Assigned to	Completed
1	Email participants about protocols and procedures	24/07/2020	Alex	25/07/2020
2	Contact venue operator about cleaning protocols	24/07/2020	Alex	24/07/2020

Outcome: RISK ASSESSMENT RAG: GREEN (activity can restart)

Club assessed as OK to reopen: Yes/~~No~~

Signature:

Updated 12/08/2020 – following guidance from BFA