

HEREFORDSHIRE FENCING CLUB - CORONAVIRUS/COVID-19 RISK ASSESSMENT

	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 e.g. 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	1-3. Coach 4-6. Club Secretary
	People – Accident & Injury	After extended period of in-activity, participants injure themselves performing movements – e.g. muscle strain	M	M	<ol style="list-style-type: none"> 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 to only undertake low intensity training for the initial 6 weeks on return 	L	L	Coach
	People – Accident & Injury	Participant requires treatment after accident	M	M	<ol style="list-style-type: none"> 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 30 minutes of session to collect in case child requires non-urgent treatment 4. First aid protocols communicated to members (and parents/guardians of U18s) 	L	L	<ol style="list-style-type: none"> 1. Coaches & Committee members 2. Members 3. Parents 4. Club Secretary (pre-opening)
	People - Communication	Risk that club (and BF) is unable to support communication of government guidelines thus making environment less safe	L	M	<ol style="list-style-type: none"> 1. All club officials and participants to be members of the club and BF members 2. Encourage everyone to keep interacting/following/using the club's primary communication methods (Facebook page, email) 3. 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"> 1 Club Secretary 2 Club Secretary/ Coaches 3 Club Secretary /Committee

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	People	Risk that people participate in session with symptoms and expose community further	M	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	M	Coaches / Committee
	People	Risk that participants cannot be easily contacted by club/authorities in the event a participant has a subsequent positive test	M	M	<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	M	Club Secretary
	People	Personal Hygiene standards	M	H	<ol style="list-style-type: none"> 4. 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) 5. Individuals to bring own hand sanitisers (if possible) 6. Club/Facility to provide sanitiser stations at entry and exit. 7. All participants encouraged to shower and wash clothes (including gloves) and clean personal equipment after each session. 8. Personal hygiene reminders to be given by coaches at start and end of each session 9. Posters up to remind club members to maintain hygiene standards 	L	L	Coaches / Committee

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	People – Visitors	Presence of visitors and spectators increase risk to participants and club officials	M	M	<ol style="list-style-type: none"> 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	Committee
	People – Staff & Officials	Additional people (facility staff, club officials, club coaches)	M	M	<ol style="list-style-type: none"> 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	Committee
	Equipment	Risk that the equipment facilitates the spread the virus	M	M	<ol style="list-style-type: none"> 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 3. Disinfectant/anti-viral wipes to be made available for general use 4. Outdoor sessions, avoid touching gates, benches etc 	L	L	Coaches
	Environment	Density of people breaches guidelines	M	H	<ol style="list-style-type: none"> 1. Plan of space 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	M	Committee
	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. 	L	M	Club Secretary

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			M	H	<ol style="list-style-type: none"> 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	M	
	Environment	Ventilation (Indoor spaces)	M	M	<ol style="list-style-type: none"> 1. Keep ventilation/toilet 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	Club Secretary / Coaches
	Environment	Facility Cleaning (Indoor)	M	M	<ol style="list-style-type: none"> 1. Prior to opening the 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. Disinfectant wipes to be made available for general use 5. Door handles, light switches, equipment to be wiped between each session 	L	L	Club Secretary
	Activity	Activity breaches guidelines	M	H	<ol style="list-style-type: none"> 1. No hand shaking at any time 2. No Sparring/Lessons unless between members of same household (to be monitored as government restrictions relax) 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). 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 	L	M	Club Secretary / Coaches

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					5. 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	<ol style="list-style-type: none"> 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	Coaches
	Safeguarding & Welfare	Time away from sport increases risk of historic disclosures	M	M	<ol style="list-style-type: none"> 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	M	Coaches
	Safeguarding & Welfare – Mental Health	Parents / Athletes having an unrealistic sense of what / how a ‘return to competition’ will happen putting unnecessary stress on athletes to achieve	H	M	<ol style="list-style-type: none"> 1. Coach to do a session with parents of athletes and athletes seeking BYC & GBR qualification to set expectations 	M	L	Coaches
	Other	Exchange of Cash increases risk of transmission	M	H	<ol style="list-style-type: none"> 1. Make sessions available online 2. Take payments via contactless devices or via online transfer. 	L	L	Club Secretary

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: