

Oxford Fencing Club Risk Assessment

RA Number RA-C001

Revision 17-Aug-2020

Task	Covid-19 Risk Assessment		
Address	Oxford Fencing Club Rye St Antony School, Franklin Road, Headington, Oxford, OX3 7SA.	Frequency	Every club session
		No's Affected at a Time	All session attendees (<50)
		At Risk Groups	Club members training, coaching team, parents/guardians of younger members
Date Assessed	11/6/2020		

Assessor Name Justen Hyde & Tim Stephens		
Likelihood	Severity	Risk Band
5 = Extremely Likely	5 = Fatality	1 to 5 = Low
4 = Very Likely	4 = Serious Injury	6 to 10 = Medium
3 = Likely	3 = Lost Time Accident	11 to 25 = High
2 = Unlikely	2 = Minor Injury	
1 = Extremely Unlikely	1 = Minimal Impact	

Ref no.	Situation	Hazard	L	S	R	Control Measures	L	S	R	Date Completed, By Who
R1	Club governance	Failure to follow latest Government and British Fencing guidelines	3	5	15	Club COVID-19 officer to review government and British Fencing guidelines on a regular basis and report changes (or verify that no changes have been made) to the Club Committee.	1	5	5	Ongoing. TS. Last completed 17 Aug 2020
						Club COVID-19 officer to review and revise this risk assessment (as necessary) prior to each session. Should the risk assessment require revision, ensure modified control measures are communicated to the Committee and Club as necessary and modified control measures are in place before the next session commences.				Ongoing. TS. Last completed 17 Aug 2020
						Club COVID-19 officer to sign up to any appropriate mailing/notification lists set up by British Fencing to alert clubs to revised guidelines and/or mandatory minimum operating policies.				TS 3 Aug 2020
		Committee meetings and club governance activities to take place remotely.								Ongoing. Last meeting 13 August 2020
R2	Sharing of club equipment (clothing and body wires)	Club clothing is often tried on by several users in the course of getting ready at the start of a	5	5	25	Quarantine club equipment once it has been tried on once per session (as per BF kit cleaning recommendations).	1	5	5	In COVID instructions, 7th August 2020. TS

		session. In particular, several masks are tested by each fencer. Junior members are more likely to have to borrow club equipment.				Warn people that they may have to settle for badly-fitting kit Invite those without kit to sessions by lottery to ensure equity and have them find suitable jacket/mask/etc. That kit is then taken away by the fencer and returned each time they wish to fence. All jackets, masks and plastrons to be given a serial number in a prominent location to aid identification and reduce risk of accidentally putting on someone else's jacket. Fencers intending to use club equipment should measure themselves up at home and be allocated the appropriate sized clothing to try on.				In COVID instructions, 7th August 2020. TS In COVID instructions, 7th August 2020. TS TODO, once access to Rye is available. In COVID instructions, 7th August 2020. TS
R3	Sharing of club weapons.	Club weapons are swapped frequently between fencers, which allows for infection to spread.	4	5	25	Encourage fencers to purchase their own equipment and bring it with them. All weapons quarantined until next session after one fencer has used them or disinfected using the procedure detailed by BF in their cleaning procedures document (24 Jun 2020). All weapons to be given a serial number to aid identification and reduce risk of accidentally picking up someone else's weapon. Ensure that all club electric weapons are fully-functional and that sufficient numbers are available to reduce the necessity of swapping during a session.	2	5	10	In COVID instructions, 7th August 2020. TS In COVID instructions, 7th August 2020. TS. ANd instructions for officials 17th Aug 2020, JK TODO, once access to Rye is available. TODO, once access to Rye is available.
R4	Assisting others with connecting to spoils.	Some members are not able to clip themselves into the spoils without assistance. In this case, someone else may assist, which will break social distancing guidelines.	3	5	15	Where possible assistance should be rendered by a person already in the social/family bubble of the fencer Face masks must be worn by both parties when assisting. The person assisting should approach the fencer from behind to avoid face-to-face contact. Minimise conversation during close contact	2	5	10	In COVID instructions, 7th August 2020. TS

						Minimise time taken in close quarters				
R5	Sharing of club equipment (weapons, boxes and spools)	Spools and boxes are touched by each user (i.e. each fight) over the course of a session. Spools are connected closely to a fencer's body, and may be handled inadvertently during a fight.	5	5	25	<p>One fencer in each bubble to be nominated as the box operator, and no-one else will touch it for the duration of the session. This person will also be responsible for setting up the box at the start of the session and disinfecting and putting each box away at the end.</p> <p>Fencers use hand sanitiser before and after handling spools at the beginning and end of each fight.</p> <p>Boxes will be left switched on for the duration of the sessions where possible and weapon mode will be preset where possible. Fencers must sanitise their hands before and after handling the box to change settings.</p>	2	5	10	In COVID instructions, 7th August 2020 and instructions for officials 17th Aug 2020. JK
R6	Arrival to and departure from club sessions	Keypad on gates must be pressed to allow opening. Cross-contamination possible.	5	5	25	<p>Ask school to open gates on timer so that users do not have to type code.</p> <p>Ensure that fencers arrive on time for session and do not arrive too early or late.</p> <p>Fencers to wait in their car (or away from others if no car) until they can enter the hall in a suitable socially-distanced manner.</p> <p>It will be made clear to all club members that lateness will mean that it will not be possible to attend the session.</p>	2	5	10	<p>DONE, no response yet. 3rd Aug 2020 TS</p> <p>In COVID instructions, 7th August 2020. TS</p>
R7	Arrival to and departure from club sessions.	Handwashing stations are not located directly next to doors, and are in dead-end locations (disabled toilet, changing rooms and kitchenette area). Door handles offer cross-contamination risk, and social distancing at risk in dead-ends.	3	5	15	<p>Wear face masks whilst moving about on the school campus.</p> <p>Ensure that kitchenette is available for hand-washing with plenty of soap and paper towels available.</p> <p>Only one person at a time to use the kitchenette at a time. Check through the window that the kitchenette is unoccupied before attempting to enter. Do not loiter around the kitchenette access points.</p>	2	5	10	<p>In COVID instructions, 7th August 2020. TS</p> <p>In COVID instructions, 7th August 2020. TS</p> <p>In COVID instructions, 7th August 2020. TS</p>

						<p>Ensure that users wash hands in the kitchenette rather than going to the toilets/changing rooms.</p> <p>COVID officer or delegate to ensure that doors are propped open where possible to reduce transmission risk</p> <p>Alcohol hand sanitiser available as alternative solution. Ideally mounted on walls outside sports hall so that it doesn't get moved around.</p>				<p>In COVID instructions, 7th August 2020. TS</p> <p>In instructions for officials, 17th August 2020. JK</p> <p>Done. 14 Aug 2020 AT. Review required after every session. COVID instructions request fencers bring their own.</p>
R8	Arrival and departure from club sessions	Hall users must pass one another to use the only lit entrance/exit to the building. Path from car park is narrow.	3	5	15	<p>Investigate whether a one-way system can be devised through the building (e.g. using rear doors, or doors at bottom of stairs etc.)</p> <p>Require people to maintain social distancing when following the path</p> <p>Limit the number of attendees at a session to reduce people passing through the entrance hall.</p>	2	5	10	<p>TODO, needs input from school.</p> <p>In COVID instructions, 7th August 2020. TS</p> <p>In COVID instructions, 7th August 2020. TS</p>
R9	Getting equipment out of cupboard.	Club cupboard is outside, and fully packed. Social distancing will be difficult to maintain during loading and unloading process. Several users may handle kit bags whilst unpacking or packing.	4	5	20	<p>Single person to get kit bags out and put them away to reduce infection risk whilst wearing face mask.</p> <p>Hand sanitiser to be used before and after accessing the kit bags.</p>	2	5	10	<p>In instructions for officials, 17th August 2020. JK</p>
R10	Spectators, parents and guardians presence at club sessions	Parents and spectators sit along benches at the edge of the hall and in the viewing gallery. Adequate separation not maintained, coughing or sneezing leads to droplet transfer. Insufficient air exchange to remove droplets from the air.	4	5	20	<p>Maximum number of people in the hall limited to maximum density of 9.29m²/person.</p> <p>Ensure that sufficient seating and space is available for parents to sit with suitable distancing.</p> <p>Require only single person maximum per household to come as a parent/spectator per family group (actively fencing participants excepted)</p>	2	5	10	<p>Bubble numbers calculated as 24 people max (6 per badminton court). Parents to sit on 3x benches (one at each end).</p> <p>In COVID instructions, 7th August 2020. TS</p>

						Provide marked out, socially distant spectating areas. Ask spectators to remain within their allocated area. Spectators wear face masks whilst indoors.				TODO, needs access to hall at start of sessions. In COVID instructions, 7th August 2020. TS
R11	Preparation to participate	Getting changed in the changing rooms means risk of infection from surfaces, clothes left behind, difficulty in maintaining adequate separation if rooms are busy.	3	5	15	Ask fencers to get changed at home instead of in the sports centre. Put changing rooms out of use as changing rooms.	1	5	5	In COVID instructions, 7th August 2020. TS
R12	Preparation to participate - moving between pistes	Moving to and from allocated piste areas causing a breakdown of social distancing	4	5	20	Allocate each fencer to a single piste (bubble of max 6) for the duration of each session. If someone needs to move around (e.g. to use the loo), they will fit a face mask and maintain social distancing. Otherwise they must remain with their bubble.	2	5	10	In COVID instructions, 7th August 2020. TS
R13	Preparation to participate - storage of equipment and bags	Insufficient space in the hall for bags to be placed with adequate separation between them. Fencers may get close together when getting kit from their bags.	3	5	15	Limit the numbers at a session to reduce likelihood. Ask fencers to bring a minimum amount of equipment with them. Segregate hall so that fencers and their kit are in a bubble with a few others (and space the kit out) Require fencers to take turns accessing the bags, one fencer using the bags at a time. Queueing space to be marked out with appropriate distances between fencers. Fencers to wear masks when accessing the kit bags. Remind fencers to be aware of others when accessing bags on the margins of bubble areas	1	5	5	In COVID instructions, 7th August 2020. TS
R14	Group coaching (instruction)	Members will be standing close to coach and each other to be able to hear instructions. Coach speaking loudly (causing projection of droplets).	3	5	15	Limit size of groups for coaching (bubbles of 6 max, including coach) Coach to wear face-covering whilst teaching lesson. Fencers wear mask liners if available in addition to fencing masks for lessons and low-intensity exercises.	2	5	10	In instructions for officials, 17th August 2020. JK In COVID instructions, 7th August 2020. TS

						Provide sufficient space for participants to spread out when receiving instruction. Remind and require participants to maintain social distancing.				
R15	Group coaching (practice)	Members will practice moves with another fencer. May not manage to ensure adequate separation, may be breathing heavily.	4	5	20	Limit size of group (to max 6) so that pairs are not too close together. Ensure that drills that are being taught don't require close-quarters combat. Fencers to wear mask liners during practice if available	2	5	10	In COVID instructions, 7th August 2020. TS
R16	One-to-one coaching	Members will practice moves with coach. May not manage to ensure adequate separation, may be breathing heavily. Coach will be speaking loudly, so may project droplets.	3	5	15	Fencers and coach to wear mask liner during lessons if available. Lessons take place in the quietest part of the hall to minimise need for coach to shout.	2	5	10	In COVID instructions, 7th August 2020. TS
R17	Warmup and footwork	Fencers will be breathing heavily. Space is crowded and people are close together, so adequate separation cannot be maintained. .	4	5	20	Limit the number of people in the hall to ensure that social distancing can be maintained. Adjust warm-up routine so that everyone can be more spaced out (e.g. running on the spot, star-jumps and burpees, running in a loop around the hall, more stretching.etc.). Warm-up outside if weather permits on tennis court. Wear face masks during warm-up.	2	5	10	Instructions for officials, 17 Aug 2020 JK
R18	Sparring	Fencers may accidentally get too close to one another. Fencers will be breathing heavily. Fencing mask doesn't contain exhaled breath properly.	4	5	20	Consider wearing mask liners or face masks during sparring (note that this is not recommended by BF at present because of excess CO2 risk). Fencers not to fence corps-a-corps. Fleches not permitted. All sparring must be refereed. Referee to monitor fighting and call halt if it looks like distancing will be breached.	2	5	10	In COVID instructions, 7th August 2020. TS

						Fights limited to 15 hits (3x5 or 15) or 10 elapsed fencing minutes between each participant per evening.				
R19	Managing junior members - general	Younger members may not remember to keep adequate separation during sparring and breaks. Due to excitement of being in club, may forget to maintain distancing.	4	5	20	<p>Ensure that children are given adequate instruction through their parents before arriving.</p> <p>Limit numbers of junior members to aid discipline control.</p> <p>Ensure that signage, instructions, etc. are easy to understand and that responsible people fully understand the procedures.</p> <p>Involve parents in ensuring that children conform to the new rules.</p>	2	5	10	In COVID instructions, 7th August 2020. TS
R20	Managing junior members - getting equipment from the cupboard	Younger fencers are less likely to have their own equipment, so use the club kit. This means that they often need to try on several different jackets and masks before they find one that fits. Potential for infection transfer.	5	5	25	<p>Masks, etc. can only be tried on once per session. Once they've been tried on and discarded, they are packed away into the bags until the next week.</p> <p>COVID officer or delegate to supervise the above to ensure compliance</p>	2	5	10	<p>In COVID instructions, 7th August 2020. TS</p> <p>Instructions for officials, d17 Aug 2020 JK</p>
R21	Ensuring compliance with COVID safety guidance	Rules change frequently, and guidance is updated. Club officers may not be fully up-to-date with latest changes at any particular club session. Members may not be	3	5	15	<p>Ensure that attendees complete health questionnaire and information form before leaving home, include current guidance in that form.</p> <p>Signage where appropriate</p>	1	5	5	<p>TidyClub will be used for session booking. TODO: Set up sessions once start-date is known.</p> <p>TODO: Check with school what signage is already present - Asked 5th Aug, no response yet.</p>

		aware of new rules on arrival if guidelines have changed since they were last there.				COVID officer or delegate to ensure that all attendees are aware of the current procedures (which may include regular announcements at the start of sessions).				Instructions for officials covers requirement to do this. TODO at start of every session.
R22	First Aid emergencies	Person requires CPR, or other close first-aid. First aider and casualty are at risk of cross-infection if one or other is infected.	1	5	5	<p>Ensure first aiders are aware of and follow guidance from the Resuscitation Council UK (https://www.resus.org.uk/covid-19-resources/covid-19-resources-general-public/resuscitation-council-uk-statement-covid-19) including:-</p> <ul style="list-style-type: none"> • Individuals untrained or unable to do rescue breaths, give chest compression-only CPR • Recognise cardiac arrest by looking for the absence of signs of life and the absence of normal breathing. Do not listen or feel for breathing by placing your ear and cheek close to the patient's mouth. If you are in any doubt about confirming cardiac arrest, the default position is to start chest compressions until help arrives. • Make sure an ambulance is on its way. If COVID 19 is suspected, tell them when you call 999. • If there is a perceived risk of infection, rescuers should place a cloth/towel over the victims mouth and nose and attempt compression only CPR and early defibrillation until the ambulance (or advanced care team) arrives. • Available personal protective equipment should be worn. • After performing compression-only CPR, all rescuers should wash their hands thoroughly with soap and water. They should also seek advice from the NHS 111 coronavirus advice service. <p>The club kit must include supplies of relevant PPE (mask, gloves, increased quantities of cleaning wipes) which should be used before first aid is administered unless to do so would increase the immediate risk of death.</p>	1	4	4	TODO: Committee, Coaches and first-aiders to acknowledge content of risk assessment.

						Individuals, including first aiders, should not attend sessions if they believe they may have been exposed to COVID or are suffering COVID symptoms.				
R23	Other emergency situations	Fire Alarm	1	4	4	Fire assembly point is in the car park. Ensure that social distancing is followed at assembly point. Care will need to be taken whilst evacuating that no-one gets too close, but duration will be short, so should be OK (also, fire is higher in risk hierarchy than COVID)	1	4	4	TODO: Coaches/Committee to read/acknowledge content of this RA.
R24	Hall user develops symptoms	Hall user develops symptoms (fever, cough, etc.) and cannot leave immediately. Risk is that there is nowhere for them to wait whilst next-of-kin comes to take them home, and infection of others.	2	5	10	Hall user who develops symptoms needs to leave immediately. If this is a younger person, parents/guardians need to take them away as soon as possible. Designate a secure space for them to wait until they can be collected. If no separate room is available, ask them to wait in a corner of the hall, and maintain >2m distance from other users. COVID officer or delegate to follow up after session using contact details provided to make sure that they get tested. Follow-up the test and trace protocol to inform others who may be affected.	1	5	5	Instructions for officials, 17 Aug 2020 TS
R25	Hall user arrives with symptoms (e.g. high temperature, cough, etc.)	Fencers or their parents may arrive whilst suffering symptoms and not connect these with COVID. Risk is that they then infect other people in the club.	2	5	10	Ask people to complete form to check their health and well-being before leaving home, and provide contact details for test and trace. Records of attendees to be kept for at least 21 days. Possibly measure the temperature of people as they arrive and deny entry to anyone who exceeds the current guideline limit (37.2°C(?)). Thermometer not available at present.	1	5	5	TidyHQ will collect this information. Done TS 5 Aug 2020 Not planned: https://www.cebm.net/2020/08/screening-for-covid-19-with-infrared-thermometers-more-marketing-than-medical-evidence/ TS 17 Aug 2020
R26	Resuming fencing after lockdown pause	Fencers may be out of condition, leading to sports injury, which would be difficult for first-aiders to treat without close contact.	3	2	6	Ensure that everyone warms up properly. Ensure that coach-led exercises are gentle for the first few sessions. Remind everyone at the start of the session to take things easy until they're back in shape.	1	2	2	Instructions for officials, 17 Aug 2020 JK COVID Instructions document, 7th August 2020. TS

R27	Communicating guidance to club members	Club relies on email to members and website for all communication. Members may not have checked before leaving home and then arrive without crucial safety equipment, or do not follow correct procedures/	3	4	12	Use an online form to book a place at a club session - could restrict availability to only a few hours beforehand - have a disclaimer etc. at the sign-up that reminds of all current guidance. COVID officer or delegate to take responsibility for denying access to anyone who's not both booked a place and arrived with the correct kit. Zero tolerance policy.	1	4	4	TidyHQ will collect this information. Checked out TS 5 Aug 2020. TODO for each session. At each session going forward.
R28	Communicating guidance to session attendees and spectators / guardians	All attendees at sessions may not have information from club (e.g. if junior members have been signed up to club with their parent/guardian's email address). Changes in procedures may not be communicated correctly and may risk others health.	3	4	12	Fencers will have completed sign-up form for each session, which includes current guidance. COVID officer or delegate to be present at the door to brief all attendees as they arrive. Signage around the venue to indicate guidance where appropriate.	1	4	4	TidyHQ will collect this information. Checked out TS 5 Aug 2020. At each session going forward. TODO: Check with school/ requirements once access is available again.
R29	Keeping proper records of attendees at a session.	We need to record the details of all attendees at training sessions. Any record-keeping system must not allow infection transfer and should maintain privacy of everyone.	2	3	6	Require all attendees to register ahead of the session starting using TidyHQ event (on Admin website), and complete the health questions before leaving home.	1	3	3	TidyHQ will collect this information. Checked out TS 5 Aug 2020.
R30	Club receives track-and-trace notification Oxford Fencing Club Risk Assessment Form Rev 1	Club does not currently have any records	2	4	8	Ensure that proper records are held of all attendees for 21 days after each session.	1	4	4	TidyHQ will collect this information. Checked out TS 5 Aug 2020.

		attendance at any sessions, and maintains minimal details for all members (for GDPR compliance). May not be able to contact all potentially infected persons if an attendee at a session is tested positive for COVID-19.				Check that everyone's details are up to date on TidyHQ, and require that we have a phone number and email address for all attendees				TOOO: Email to club members.
R31	Fencers using water fountain	Drinking directly from the water fountain risks contamination	4	5	20	COVID officer or delegate to Instruct all attendees that the water fountain is out of use. Remind everyone at the start of each session. Inform club in advance by email that attendees are expected to bring their own water.	1	5	5	Instructions for officials, 17 Aug 2020 JK COVID Instructions document, 7th August 2020. TS
R32	Individuals returning to fencing after lockdown hiatus	Loss of familiarity with standard safety measures, so slips trips falls, straying onto piste, accidentally waving weapon around etc.	3	3	9	Ensure that safety briefing at the start of a session covers the non-COVID risks that are present in a fencing hall. Remind everyone at every session of the risks and how we are going to address them.	1	3	3	Instructions for officials, 17 Aug 2020 JK
R33	People who are hard-of-hearing may not be able to practice good social distancing	When face masks are worn and social distancing is being practised, those with hearing difficulties may not be able to communicate as clearly and might want to lean together to facilitate communication. May allow infections to spread.	3	5	15	Remind attendees of this risk at the start of a session and ask people to avoid breaking social distancing to hold conversations. Ask attendees not to remove masks for conversation. Ask for individuals to be considerate of this problem and to minimise background noise where possible. Make it clear that speaking more loudly than normal to individuals having difficulty communicating is socially	2	5	10	COVID Instructions document, 7th August 2020. TS

						acceptable in this circumstance in preference to breaking social distancing.				
R34	Incorrect sanitisation of equipment	Club equipment needs to be sanitised between uses unless it can be left for 7 days between uses. Fencers may not know how to carry out this procedure correctly, which could lead to cross-contamination.	3	5	15	<p>Ensure that everyone is aware of the standard cleaning procedures document from BF (24 June 2020) by email and on club website.</p> <p>COVID officer (or delegate) to provide training/advice to members during sessions and remind fencers of their responsibility to follow procedures.</p> <p>COVID officer (or delegate) is responsible for ensuring that the designated box operator for each piste properly disinfects and packs away the piste equipment</p>	1	5	5	COVID Instructions document, 7th August 2020. TS
R35	Setting up and packing away pistes	Contamination and cross-contamination risks when setting up piste equipment	3	5	15	<p>One person (box operator) should be responsible for setting up and packing away all equipment for any single piste in a session.</p> <p>Said box operator to be designated and briefed by the COVID officer (or delegate) each session in cleaning protocols and responsibilities.</p> <p>The box operator should be one of the fencers in the bubble which will be using that piste.</p> <p>Face masks should be worn during set up and packing away procedures.</p> <p>“Setting up” and “Packing away” does not include retrieving equipment from and packing away to the store cupboard; this remains the responsibility of a single person per session.</p>	1	5	5	<p>COVID Instructions document, 7th August 2020. TS</p> <p>Instructions for officials, 17 Aug 2020 JK</p>

NOTES	The risk assessment is subject to change, depending on the current government law, guidelines and advice at that time. This will be constantly monitored and government law/guidelines will take priority. Control measures are to be implemented in addition to the measures set out in risk assessment <foo> for normal club fencing and any relevant risk assessments carried out by the host venue.
PPE	All attendees are required to bring a suitable face mask. All participants are recommended to bring their own fencing PPE equipment, weapons and body wires wherever possible to minimise the risk of cross-contamination through use of club equipment.
FURTHER RISK ASSESSMENTS SHOULD BE CARRIED OUT FOLLOWING IMPLEMENTATION OF THE NEW OR MODIFIED CONTROL MEASURES	