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| Work/Activity: Fencing Training and Matches  |  |  |
| Fencing related activities at club training sessions, home, and away matches. Including but not limited to competitive fencing, sparing, coaching, drills, exercises, and warm-up activities. |
| Department/Club: Southampton University Fencing Club | Assessor(s): Matthew Jerome | Contact: fencing@soton.ac.uk; |
| Guidance/standards/Reference documents:  | Competence requirements: |  |
| * http://www.hse.gov.uk/Risk/faq.htm
 | Role: | Skills, experience or qualifications |
| Risk assessments linked:British Fencing safety guidelines: <http://www.britishfencing.com/governance/guidelines/safety-guidelines/>Sport and Wellbeing Old Sports Hall risk assessmentsSport and Wellbeing Old Sports Hall Fire risk assessments and Emergency Action Plans | John Routledge, Coach | First aid trained, level 5 foil coaching qualification, FIE coaching diploma. |
| Matthew Jerome, President of the club | Prior knowledge of the safety regulations for the sport, experienced participant for 10 years. |
| Ewan Gauvin, Club Secretary  | Prior knowledge of the safety regulations for the sport, has experience of running the club and working on the committee.  |
| Committee members | Prior knowledge of the safety regulations for the sport, and experienced fencer for at least a year. |
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| Task | Hazards | Who might be harmed and how | Current control measures | Current risk /9 | Additional control measures | Action by whom? | Residual risk/9 | check SA/ DM |
| Training,matches | Incorrect technique  | Injury to self, opponent, or bystanders resulting in bruises, sprains and similar injuries | Protective equipment is provided by the club for all fencers using swords | 3 | The coaches will instruct the students on how to perform a certain action and during the exercise, the students will be supervised and told if they need to correct anything | Coach, most experienced fencers | 2 |  |
| Training involving swords,matches | Incorrect technique, misuse of the protective gear | Injury to self, opponent or bystanders resulting mostly in bruises, scratches but could lead to death in worst case scenarios | Protective equipment is provided by the club for all fencers using swords | 6 | Coaching will be given on how to wield the swords. Students will also be taught how to behave whilst wielding swords. The students will be supervised at all times to ensure everyone is complying with the safety rules | Coach, most experienced fencers, and committee members | 2 |  |
| Training involving swords,matches | Use of kit that does not meet applicable British Fencing safety standards | Injury to self, opponent or bystanders resulting mostly in bruises, scratches but could lead to death in worst case scenarios | Club equipment is checked regularly and repaired if need be. Students with their own equipment are responsible for its upkeep | 3 | During the event, any broken equipment will be removed from circulation immediately, especially broken blades for which the fight will be stopped as soon as the sword breaks | Armourer, and committee members | 2 |  |
| Moving club gear | Heavy lifting | Injury to members helping move the equipment resulting in back injuries and/or minor injuries | Most of the gear is stored in sensibly weighted and sized bags or on wheels | 2 | The students will be advised to be sensible when carrying the kit, the key to the storage area can only be accessed by committee members who are fully aware of the risks and will supervise the other helpers | Committee members | 1 |  |
| Training,matches | Slipping and falling | Injury to self, due to slippery floors or unsuitable shoes in the worst case scenario causing head injuries | The venue has a decent floor which should provide adequate grip | 4 | Only students with adequate shoes will be allowed to take part in the event.Any wet floor will be dried or avoided | Committee members | 2 |  |
| Novice Training | Beginners and novices at session | Inexperience could lead to injury to self or others | Training and exercise are adequate for the level of experience of all the fencers attending | 4 | The group will be split if there are too many fencers for the coach to handle at once. The most experienced fencers can help the coach run the session where deemed necessary | Coach, most experienced fencers | 2 |  |
| Training, matches | Existing medical conditions | Training could lead to injury to self, due to the medical condition | Those suffering of medical conditions are advised to ensure that they are able to participate in the sport | 6 | Medication where necessary is kept close in the room for ease of access. Those running the session will ask if anyone attending is suffering from any injury/medical issue at the beginning of the session. | Coach, committee member running the session | 3 |  |
| Training, matches | Equipment is setup in an unsafe way | Fencers could trip on wires, etc…, if the piste is not taped down correctly it could slide causing the fencers to trip and injure themselves | The floor is cleared before setting up the equipment to ensure nothing is in the way | 4 | If anyone notices that something in in the way of the fencers or that the piste is coming loose, the match is stopped immediately by the referee (most experienced fencer) or by any committee member present and the problem is resolved before allowing the match to start again.  | Most experienced fencer, committee members | 2 |  |
| Training, matches | Collisions/ impact injuries | Fencers could collide on piste and injure themselves or their opponent | Fencers wear protective gear against the swords which also helps in the event of a collision (i.e. masks, protective clothing) | 4 | The Coach ensures that no one runs at the opponent, rather goes around them, fencers are penalised if they collide with the opponent. | Coach, referee (most experienced fencer) | 2 |  |
| Training, matches | Overcrowding | Being too close to a fight, can lead to injury from flailing swords. | The activities room can only fit three training matches and no more than two pistes are set-up in that room. | 4 | In the event where the room is overcrowded, fencers will take it in turns to fight and the spectators will be kept a safe distance from the matches which where necessary may lead to less pistes being set-up or spectators asked to stay outside the room. | Committee member running the session | 2 |  |
| Training, matches | Sprains and strains/non-impact injuries | A fencer might trip or twist an ankle accidentally whilst fencing and injure themselves. | Adequate warm-ups are provided at training and each fencer is asked to warm up appropriately before each match | 4 | Committee members are aware of first aid stations for all the venues that a fencing match/training is held in. | Committee members | 2 |  |
| Away matches | Transport to away matches | Road accidents causing injury to driver or passengers | All minibus drivers are required to pass the SUSU minibus test, and drivers of personal cars are required to have a valid MOT | 6 | Passengers do not distract the driver, breaks are taken on longer trips and frequently if the driver is tired | Drivers, passengers | 3 |  |
| Training, matches | Jewellery, watches | When hit with a sword or falling, could result in broken/dislocated bones/ joints and torn skin and flesh | The protective gear used in fencing (masks and clothing) reduces the risk of injury  | 4 | Fencers are asked, by the coach or the committee member running the session, to remove jewellery before fencing. | Coach, committee members | 2 |  |
| Away matches | Losing members | During away matches (especially those that may involve overnight stays) members may get lost / left behind while visiting other universities | All members attending the away matches know of the plan for the day, including arrival and leaving times and where the transport to / from the event is located | 6 | Contact details to all attending members are held by the captain in case of someone getting lost. If an overnight stay is required accommodation is planned in advance and shared with those attending.  | Captains, Committee members also in attendance | 2 |  |
| Training and Matches | Spectators and Visitors | During training and matches spectators are sometimes present who may not be aware of the dangers the fencers may present to them and vice versa. | All spectators are kept at a safe distance from fencers and are told not to be foolish. | 6 | Committee and experienced fencers will make sure that any spectators follow safety instructions given to them and who do not follow these instructions will be ejected from the venue | Committee members, Coach | 3 |  |
| Training | Transmission of Covid 19 | Any fencer present could be infected with the virus. | Conforming to social distancing rules. | 6 | Fencers will be limited to two per piste and a referee to limit overcrowding. | Committee members and experienced fencers  | 3 |  |
| Collecting kit from cage | Transmission of Covid 19 | Any individual present could be infected with the virus. | Conforming to social distancing rules. | 6 | * Only one person at a time will be allowed in the cage at any one time. Only selected experienced fencers will be allowed to collect kit from the cage.
* Masks should be worn in the cage.
 | Committee members and experienced fencers | 3 |  |
| People sharing kit with each other | Transmission of Covid 19 | The Virus could be transmitted on shared club kit. | Not sharing kit during the same session. | 6 | Individuals who need to borrow club kit can borrow it for the term and are should clean it before returning it. | All fencers | 3 |  |
| Training and moving around | Transmission of Covid 19 | •Club Members •Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions •Anyone else who physically comes in contact with you in relation to your activity | Social Distancing - Reducing the number of persons in any activity area to comply with the 2-metre gap recommended by the Public Health Agency https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people | 9 | •Putting up signs to remind members and visitors of social distancing guidance •Avoiding sharing equipment •Keeping pistes at opposite ends of the rooms.•Arranging one-way traffic through the location if possible, people should wear masks.•Switching to members engaging by appointment only / ticketed activities | Everyone | 3 |  |
| Training and moving around | Transmission of Covid 19 | * Clubs/Soc Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | Social Distancing - Reducing the number of persons in any activity area to comply with the 2-metre gap recommended by the Public Health Agency <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>Use of outdoor facilities until May 17th at the earliest in accordance with government guidance   | 9 | * Putting up signs to remind members and visitors of social distancing guidance
* Avoiding sharing workstations and equipment
* Using floor tape or paint to mark areas to help people keep to a 2m distance
* Arranging one-way traffic through the location if possible
* Switching to members engaging by appointment only / ticketed activities
 | Everyone | 3 |  |
| Training and moving around | Transmission of Covid 19 | Movement around Buildings | * Club Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | 9 | * Reducing movement by discouraging non-essential trips within buildings and sites.
* Reducing task rotation and equipment rotation, for example, single tasks for the activity.
* Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.
 | Everyone | 3 |  |
| Training and moving around | Transmission of Covid 19 | Explain the changes you are planning to make your activity Safely  | * Club Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | 9 | * Ensure the RA is uploaded on Groups Hub and request your members download and read it.
* Use your social media and Club/Society communication channel to make all the members aware about the changes in your activities and encourage the to take all the precautions.
* Ensure every activity starts with a reminder of key COVID-19 precautions and how to maintain them
* Ensure participants are aware of the consequences of not complying with guidance (i.e. exclusion from activity).
* Coaches can only give 1:1 lessons within groups and these should be a maximum of 15min. If coaches are giving 1:1 lessons they count towards the group size. Coaches are only permitted to give lessons within one group per session.
* You must implement a pre-booking system which will enable you to keep attendance records for a minimum of 21 days.
 | Everyone | 3 |  |
| Training and moving around | Transmission of Covid 19 | Protecting people who are at higher risk You should think about | * Club Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | 9 | * Ask members to clarify if they have any specific health conditions which may put them in the ‘at risk’ category
* Planning for people who are unable to engage in person
* Provide meaningful alternative activity for those who are shielding
* Helping members at increased risk to engage from home, either in their current role or an alternative role
* Planning for members who need to self-isolate.
 | Everyone | 3 |  |
| Training and moving around | Transmission of Covid 19 | Symptoms of Covid-19  | * Club Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | 9 | * If member becomes unwell with a new continuous cough or s high temperature they will be sent home and advised to follow the stay at home guidance.
* Committee Members will maintain regular contact with members during this time.

 * If advised that a member has developed Covid-19 and that they were recently in contact with member, the Club/Socs committee will contact SUSU Activities Team and will encourage the person to contact Public Health England to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.publichealth.hscni.net/>
 | Everyone | 4 |  |
| Training and moving around | Transmission of Covid 19 | Face coverings | * Club Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | 9 | Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours  | Everyone |  |  |
| Training and moving around | Transmission of Covid 19 | Travelling for physical activity  | * Club Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | 9 | * You can travel for physical activity. Ideally use your nearest, local appropriate venue to reduce pressure on transport infrastructure.
* You shouldn’t travel with someone from outside your household unless you can practise social distancing - for example by cycling. It is not possible to practice effective social distancing in small vehicles. You should consider all other forms of transport before using public transport.
* Leaving your home - the place you live - to stay at another home is not allowed.
* Continue to review guidelines prior to traveling
 | Everyone | 2 |  |
| Anywhere | Depression and other mental health conditions | Mental Health  | * Club Members
* Vulnerable groups – Elderly, Pregnant members, those with existing underlying health conditions
* Anyone else who physically comes in contact with you in relation to your activity
 | 4 | • Committee members will promote mental health & wellbeing awareness to members during the Coronavirus outbreak and will offer whatever support through training such as WIDE• Committee to share relevant support services to members i.e. Student Services, Security, Enabling Team, Advice Centre, Emergency Services | Committee and President | 2 |  |
| Reviewed By: Matthew Jerome |  | Comments: |
| Responsible person (SA/DM): | Date: 31/03 |  |
| SUSU H&S manager (where applicable): | Date: |  |
| Coach’s Signature:  | Date: |

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| Likelihood |  |  |  |
| Impact | 3 | 6 | 9 |
|  | 2 | 4 | 6 |
|  | 1 | 2 | 3 |

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| Likelihood |  |
| Level | **Description** |
| High (3) | Will probably occur in most circumstances |
| Medium (2) | Might occur at some time |
| Low (1) | May occur only in exceptional circumstances |
| Impact |  |
| Level | **Description** |
| High (3)  | Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support.  |
| Medium (2) | Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months. |
| Low (1) | Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days. |