



Great Yarmouth & Waveney Fencing Club

COVID-19 Risk Assessment (Outside Fencing)

The following risk assessment is designed to build upon Great Yarmouth & Waveney Fencing Club’s existing (**Standard Risk Assessment**) and weekly (**Adaptive Risk Assessment**) for the club’s training sessions that take place at (**In the garden of – 26 Gunton Cliff, Lowestoft, NR32 4PF**) on (**Thursday evenings, between 6.30 – 8.30 pm**). This risk assessment focuses on both identifying areas of the club’s activities that could pose an increased risk of transmitting COVID-19 (coronavirus) and mitigating against them, as-well-as areas of the club’s activities that have been indirectly impacted by the COVID-19 pandemic.

Category	Risk	Current Measures	Existing Risk	COVID-19 Mitigation Measures	Person(s) Responsible	Updated Risk	Status
Admin	Failure to keep up to date, implement and communicate changes to government / BF guidelines.	Information gained from the BF website & participation in Community Discussion Groups.	M	Club appointed COVID officers (Rob Johnson & Yasmin Narli), with deputy (Pat Johnson) are tasked to stay up to date on government/BF policy changes. COVID officers will be the nominated session lead, charged with enforcing the details outlined in this risk assessment.	RJ & YN (PJ)	L	In place
Admin	Failure that updates to club policies will not be received / understood.	N/A	M	All guidance shared via email and the club’s website - http://gywfc.co.uk/covidsecure.html Key changes will be highlighted on the club’s social media and when booking attendance. Refresher of the guidance and changes from 2020 to be given at first session back.	RJ & YN	L	Website updated 2021 Returners emails sent. All participants to be briefed at their first session back.

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Admin	Members travelling to venue after session has been unexpectedly cancelled.	Members informed of sudden closures via email, WhatsApp groups and social media. Asked to acknowledge receipt.	L	Existing measures adequate. Members asked to confirm their contact details prior to returning.	RJ & YN	L	In place.
Admin	Contact tracing, if required, could be hindered by out of date contact details.	All fencers are asked to keep the club informed of any changes to their personal details. Spectator details are not currently collected.	H	All members will be asked to reconfirm their contact details at their first 2021 session. Prior to returning, all <u>individuals</u> entering the venue will have signed our COVID-19 CoC , which will also collect contact details of non-fencers. Attendance records & contact details will be kept for 21-days	RJ & YN	L	Members asked to confirm contact details at first 2021 session. All individuals present have signed a COVID-19 CoC
Admin	Increased risk of transmission through handling cash / card.	Members have free choice of their payment method (Cash, Cheque or Card).	M	Members to encouraged to pay electronically. Cash / cheque payments will still be accepted but these should be deposited in a sealed envelope, which will subsequently be quarantined for 3 days prior to processing.	PJ RJ & YN	L	In place.

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Safeguarding	Members may need time to adjust to returning to club / changes. Higher chance of mental health issues.	Club has trained, British Fencing affiliated Welfare Officers at all sessions.	H	Welfare Officers to check on how all members are doing, noting that many people may now act differently. Reminders regularly issued on how to contact club / local Welfare Officers.	MC	M	Nominated Welfare Officer present at all session. Contact details reshared for 2021.
Safeguarding	Unrealistic sense of fencers ability to competition standard.	N/A	M	Coaches to reevaluate fencers' aims and in consultation with their parents/carers set new goals / competition targets.	Coaches MC	L	On Return / During 1:1 Discussions
First Aid	Lack of social distancing between first aider and individuals requiring treatment.	First Aider equipped with gloves.	VH	Where possible, individuals / their parents/carers will be asked to self-treat, with equipment provided by the club. First aider to have access to extra PPE – masks, gloves, eye wear, aprons, sanitiser.	RJ	M	PPE purchased Members to be asked to attend with own FA kits. Reminder issued for all outside sessions.
Health & Safety	Individuals with underlying health conditions effecting their immune system are of greater risk.	N/A	VH	Those at risk are asked to disclose their condition with the club and asked not to attend sessions unless they can present a Doctor's note confirming it is safe for them to do so.	RJ & YN	L	Question asked in pre-attendance Health Survey

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Equipment	Sharing of equipment	Members are allocated a specific jacket, plastron, (chest protector) and breeches if borrowing club equipment. All other equipment is communal.	H	<p>In additional, members to be allocated a specific glove and mask.</p> <p>Sharing of equipment within a session, other than specific communal equipment, will be prohibited. Where communal equipment is touched, hands should be sanitised before and after touching.</p> <p>All equipment to undergo an enhanced cleaning regime, as detailed in our Equipment Cleaning & Sharing Policy.</p>	RJ & YN	L	<p>All precautions in place.</p> <p>Additional option for members to store their own equipment.</p> <p>New and returning members will be assigned specific kit.</p>
Equipment	Accessing equipment from communal bags.	Members collect their own equipment from communal bags.	VH	<p>Equipment to be given to members, whilst obeying 2 meters distancing at all times.</p> <p>Club officials to sanitise hands before and after handling equipment. Gloves provided for handling of worn clothing / masks.</p>	RJ & YN	L	<p>All precautions in place.</p> <p>Changes due to outside fencing will be communicated to members at session.</p>

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Equipment	Sharing & cleaning of masks	Members help themselves each week from the mask cupboard.	VH	All members to be allocated their own mask which after use will be wiped down by 70% Ethanol. This will be done by a nominated club official wearing PPE.	RJ & YN	L	All precautions in place.
Equipment	Sharing & cleaning of gloves	Members help themselves each week to a glove from the glove bag.	VH	All gloves to be allocated to members, with gloves being attached to their whites, not stored communally.	RJ & YN	L	All precautions in place.
Equipment	Sharing & cleaning of lames	Members collect their own lame from the communal bag.	M	All members to be allocated their own lame. Lames to be left in quarantine for a week after use.	RJ & YN	L	All precautions in place.
Equipment	Sharing of body wires & weapons	Accessed from communal bags	M	<p>Nominated official, with sanitised hands, will distribute required equipment / leave in a collection point.</p> <p>Equipment returned to designated bags by individuals. Then left in quarantine for 7 days.</p> <p>Where equipment needs to be shared between sessions, it must first be sanitised with 70% Ethanol and left for 15 minutes.</p>	RJ & YN	L	All precautions in place.

Category	Risk	Current Measures	Existing Risk	COVID-19 Mitigation Measures	Person(s) Responsible	Updated Risk	Status
Equipment	Touching of communal equipment - Spools	N/A	M	<p>Individuals should sanitise their hands before and after plugging themselves into a spool.</p> <p>Should fencers require help plugging into the spool, this should be provided by their parent/carer or an official who remains as distant as possible.</p> <p>After use, contact points will be wiped down by an official, using 70% Ethanol then quarantined for 7 days.</p>	RJ & YN	L	<p>All precautions in place.</p> <p>Members reminded of hand sanitising procedure.</p>
Equipment	Touching of communal equipment – Scoring Boxes and Ground Wires	N/A	M	<p>Equipment should only be touched with an ungloved hand.</p> <p>Hands to be sanitised before and after touching equipment / turning on scoring box.</p> <p>To limit contact, only designated officials should set up / dismantle scoring equipment.</p> <p>After use equipment will be quarantined for 7 days.</p>	RJ & YN	L	<p>All precautions in place.</p> <p>Members reminded of hand sanitising procedure.</p>

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Pre-arrival	Fencers / spectators attend sessions with COVID-19 symptoms.	N/A	M	All individuals entering the venue will complete a pre-attendance health questionnaire, declaring that they or anyone they have been in contact with has no symptoms. Records of these declarations will be archived.	RJ & YN	L	Health Survey link available on website. Archiving system to be updated. But is fit for purpose currently.
Pre-arrival	Venue capacity exceeded	N/A	VH	Maximum attendance capped. All individuals must register their attendance.	RJ & YN	L	Booking system live on website.
Arrival	Participants unable to socially distance upon arrival to the venue.	Participants entered the hall upon arrival.	H	Individuals asked to maintain 2 meters distancing whilst congregating outside of the venue. Prior to entering the training venue, officials will confirm all individuals have completed their pre-attendance health questionnaire & provided details for contact tracing. Those not having completed a questionnaire will undergo a verbal declaration (recorded electronically) prior to admission.	RJ & YN	L	Communicated to members. All precautions in place.

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				Individuals asked to time their arrivals to within 5 minutes of their session start time.			
Warm Up / Footwork	Participants need to physically distance and avoid unnecessary touching of objects.	Session lead performed warm up of their choosing.	H	<p>All warmups must allow for physical distancing.</p> <p>Activity should not encourage participants to touch walls / floors or other surfaces.</p> <p>Activity should avoid the use of objects such as tennis balls etc that go between individuals.</p>	Coaches	L	In place
Fencing	Inability of participants / officials to physically distance from one another	N/A	VH	<p>Outside area available for fencers is 11 m by 12.25 m, with all individuals being given 9.29 m² of space this allows for a group of 14 to train.</p> <p>Additional space available to the club in the non-fencing area where non-active officials can observe events, only entering the fencing area (but maintaining 2 meters distancing) as required.</p> <p>When not sparring / receiving a lesson, all individuals must</p>	<p>RJ & YN</p> <p>Peter Hadden (26 Gunton Cliff)</p>	L	<p>Max group of 14 fencers (including coaches).</p> <p>3 Club officials will be present at all sessions to ensure welfare / operational needs.</p> <p>Max of 2 pistes to be used, with 1 strip available for coaching.</p>

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				<p>maintain 2 meters physical distancing.</p> <p>All pistes will be spaced at least 2 meters apart – more spacing required if fleching to occur.</p> <p>Fencers register their attendance in advance.</p>			
Fencing	Fencers coming within 2 meters of each other.	N/A	H	<p>British Fencing has received permission from DCMS allowing fencing to occur.</p> <p>It is acknowledged that during sparing fencers have the risk of coming closer than 2 meters. This is mitigated by restricting bouts between two individuals to the following length: 2 x 15 hits or 5 x 5 hits, up to a maximum of 20 mins fencing time.</p> <p>Face coverings / mask liners when fencing is optional. At all other times participants should maintain 2 meters distance.</p>	<p>RJ & YN</p> <p>Coaches</p>	M	<p>Fencers updated regarded mask usage.</p> <p>Fencers reminded about bout limit durations.</p>

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Fencing	Former rules of the sport now pose an increased risk of transmission	N/A	H	<p>No body contact to occur at any time (i.e. no handshaking / elbow bumping), members to sault from a distance.</p> <p>No close quarters fencing or actions which result in corps a corps.</p> <p>Fleching is allowed subject to sufficient space and fencer's ability.</p>	RJ & YN Coaches	L	<p>Members reminded of these mitigations.</p> <p>Coaches to assess fencers ability to fleche.</p>
Coaching	Increased chance of injury due to extended period of inactivity.	N/A	M	<p>All fencers offered the opportunity to speak 1:1 with coach / welfare officer.</p> <p>Return to fencing plan designed to ease people back to the sport.</p> <p>Frequency of breaks increased / members encouraged to take breaks when needed.</p>	RJ & MC	L	Members advised of this as part of session warm ups.
Coaching	Coaching numerous participants, or those from different groups, increases the risk of transmission	Coach provides as many individual lessons as time permits.	VH	<p>Individual lessons capped to a maximum of 30 minutes.</p> <p>Details of all participants coached 1:1 to be recorded.</p>	Coaches RJ & YN	L	All coaches sent copy of relevant risk assessments.

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				Coaches advised to wear a face covering when giving individual lessons.			
Refereeing	Referees unable to maintain 2 meters physical distancing.	Referees placed at a safe distance from fencers.	H	Most matches will be unrefereed due to space limitations. Where a referee is present they must be 2 meters away from all other individuals.	RJ & YN	L	Fencers reminded of this upon 2021 return.
Participants	Individuals test positive after attending a club session.	N/A	VH	<p>All individuals are encouraged to report any infections to the NHS Test and Trace system.</p> <p>Individuals encouraged to confidentially inform the club. Individual details will not be communicated to the wider membership / committee.</p> <p>If an individual tests positive after attending a club session, GYWFC will inform British Fencing who will work with the club (COVID & Welfare Officers) on the next steps that need to occur and how to appropriately communicate to those potentially at risk.</p>	<p>RJ & YN</p> <p>MC & British Fencing</p>	L	<p>System in place.</p> <p>Members reminded upon 2021 return.</p>

Category	Risk	Current Measures	Existing Risk	COVID-19 Mitigation Measures	Person(s) Responsible	Updated Risk	Status
Participants	Increased risk of transmission when shouting / screaming.	N/A	H	All participants to refrain from shouting / screaming, including projecting their voice unless necessary in emergency situations. All announcements to occur via email or other forms of electronic communication.	RJ & YN	L	Members reminded upon 2021 return.
Participants	Poor personal hygiene standards	N/A	M	Members asked to supply their own hand sanitiser where possible. Hands should be sanitised prior to entering the venue and at regular intervals once inside. Members to follow the expected personal kit hygiene standards detailed in our Equipment Cleaning & Sharing Policy .	RJ & YN	L	Members reminded upon 2021 return.
Participants	General risk of transmission (Face Coverings)	N/A	VH	Face coverings are optional outside. Where holding a “customer” facing role officials will wear a face covering.	RJ & YN	L	Members reminded upon 2021 return.
Participants	Increased risk of transmission as	Attendance limited by space available.	VH	All fencing to occur in “bubbles” of 15. Multiple bubbles can exist, but the club		M	Members reminded upon 2021 return..

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	number of individuals increases			<p>does not have space to do so at this venue.</p> <p>Bubbles are defined as active participants (fencers & coaches) with COVID & Welfare Officers being excluded, providing they remain physically distanced from active participants.</p>			
Spectators	Increased risk of transmission as number of individuals increases.	Spectators welcome.	M	<p>No spectators other than Club Officials or those who are performing an essential function related to welfare are permitted.</p> <p>Spectators are not to gather outside the venue, and should either wait in their cars or leave the area until collection time.</p>	RJ & YN	L	<p>Members reminded upon 2021 return.</p> <p>Guidance regarding spectators to be reiterated in all communications.</p>
Venue	Risk of transmission from venue.	N/A	M	All facilities other than toilets are outside. Toilets are separate from the main house (pool area). Individuals must wipe down any surfaces they touch using 70% Ethanol after use.	<p>RJ & YN</p> <p>Peter Hadden</p>	L	COVID / Welfare Officers to ensure this is followed.

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Venue	Toilet located within pool area	Unsupervised members could slip and end up in the pool	VH	All members at risk from falling into the pool. No one to go to the toilet without informing a club official. U18s must be supervised when using the facilities. (Adult to be visible to those outside).	MC	L	Communicated via email at the start of each session.
Venue	Inability of individuals to distance when arriving / departing.	Entry & exit is uncontrolled.	M	Members asked to walk to the left when traveling to/from the fencing area located in the rear garden. Travel in opposing directions is likely to be rare given unified start and finish times.	RJ & YN Peter Hadden	L	Communicated when attendance confirmed.
Venue	Increased risk of transmission in areas with poor ventilation.	N/A	VH	Outside sessions are inherently well ventilated so pose the least possible risk.	N/A	L	N/A

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Venue	Increased risk of transmission in toilets & change rooms.	Toilets & Changing Rooms are open to all members.	VH	Members must arrive ready to fence and where possible avoid using toilets. If members need to change, this must occur outside, providing suitable sports underlayers are being worn.	Peter Hadden RJ & YN	M	Members reminded upon 2021 return.
Venue	Appearing to members of the public that the club is breaching the rule of 6.	N/A	M	As an affiliated club (to British Fencing), that is providing organised sport, following the guidance supplied by our NGB we are allowed to operate in groups of 15. Lowestoft police will be informed of our intentions in case any concerned member of the public is concerned that the rule of 6 is being broken.	RJ & YN	L	Copy of this risk assessment sent to Lowestoft Police.
Hydration	Participants at risk of dehydration / overheating.	N/A	H	Members must bring their own water to each session. No water fountains will be available at the venue.	All Coaches	L	Members reminded upon 2021 return.

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				Coaches to aim to have a few emergency bottles of water.			
Weather	Poor weather conditions make fencing unsafe.	N/A	VH	<p>Sessions will be cancelled if it is raining / unsuitable to fence.</p> <p>This includes where the surface is still slippery up to 1 hour prior to the session start due to earlier poor weather.</p> <p>Lighting conditions must be considered with no fencing to occur where lighting is insufficient. Fencers to be oriented to avoid being blinded by the sun.</p> <p>All risks must be recorded in GWYFC's Adaptive Risk Assessment.</p>	Coaches	L	<p>Members to be informed of how they will be alerted to cancelled sessions.</p> <p>Coaches to perform adaptive risk assessments at every session.</p>
Weather	Additional risks to individuals caused by fencing outside	N/A	M	All individuals to be reminded that sessions are being held outside and to prepare accordingly, i.e. to arrive with sun cream, hats, jackets etc.	Coaches	L	Members to be informed prior to every session.

Assessed by: Rob Johnson (Chair, Coach, COVID Officer)

Assessment Date: 29/04/21



Scheduled Review Date: 18/05/21 – when next phase of government’s roadmap out of lockdown is released.

Club assessed as: GREEN – GYWFC is ready to open