

Edinburgh Fencing Club – coached indoor U18 sessions

Risk Assessment – COVID-19

Reminder of insurance requirements

Responsibility: It is the responsibility of the person running the session to complete a risk assessment taking into account individual circumstances. They must be signed and retained.

Government & BF Guidelines: To be followed at all times. Local government guidelines are different in different Home Nations and will change. When they do, your risk assessment should be reviewed and updated.

Membership: Coaches must be on the [BF Register](#) and club members must hold [BF membership](#).

Coachs: [EFC BF Registered Coaches](#)

Venue: [Edinburgh Fencing Club, St Thomas of Aquin's High School, Edinburgh](#)

Date: [29/11/2020](#)

Number of People attending [Maximum 22: 20 U18 fencers and 2 coaches](#)

Current BF/Government Guidelines: [No 18+ fencing; no one-on-one fencing lessons \(where a pupil comes within 2m of a coach\); adults must maintain 2m distance](#)

General

- Follow all government guidelines at all times
- Avoid public transport where possible
- Do not attend the session if you or anyone in your household is experiencing any COVID-19 symptoms. Follow government advice for self-isolating and testing.
- Comply with all safety measures applicable to or prescribed by the club/coach.
- Come to the session already dressed in freshly washed workout clothing and indoor footwear.
- Ensure you have fresh and warm clothes to wear afterwards without the need for changing rooms.
- Do not share equipment, food or drinks with people outside your household.
- U18s will socially distance when the activities end, adults will follow 2m social distancing where possible.
- Refrain from contacting/touching other participants, coaches and attendees outwith your household.
- Cover your mouth and nose with a tissue or your elbow if you cough or sneeze.
- Bring and use hand sanitizer and/or sanitizing wipes.

- Bring your own water and, if desired, energy bars. No other food or drink is allowed.
- Bring a bag to take all your personal gear and rubbish away with you

Hazard/ Area of Concern	Who might be harmed?	What are we doing already to reduce risk?	What further action is necessary?			
			Action required	By whom	When	Done
General transmission	Parents/Carers/ Fencer/Coach	<p>Sessions must be booked prior to arrival.</p> <p>Test and trace details will be gathered through the booking form and will be handled in line with GDPR.</p> <p>All participants must follow the fencer guidelines, including the personal general hygiene instructions (following the Scottish Government's FACTS guidance) and travel restrictions (following the Scottish Government travel guidelines).</p> <p>Only booked fencers may enter the venue.</p> <p>Parents/Carers are not permitted to enter the venue unless agreed in advance with the club and coaches for child wellbeing reasons.</p> <p>Health declaration: participants must complete a written health declaration when booking their session. The coach or volunteer on the door will take a verbal health declaration when the fencer arrives at the venue.</p>	<p>Booking form to participants.</p> <p>Fencer guidelines sent to participants.</p> <p>All movement will respect Edinburgh Leisure's 'Customer Journey' document.</p> <p>EFC will provide the register. Coach/volunteer will be on the door with a register of booked participants and a thermometer.</p> <p>Monitor during session</p>	<p>EFC (Bookings/Secretary)</p> <p>EFC (Bookings/Secretary)</p> <p>EFC (Bookings/Secretary); Coach/ volunteer</p> <p>EFC Coaches</p> <p>Coaches/volunteers and EFC.</p>	<p>Prior to session.</p> <p>Prior to session.</p> <p>Prior to and beginning of session</p> <p>All sessions</p>	

Hazard/ Area of Concern	Who might be harmed?	What are we doing already to reduce risk?	What further action is necessary?			
			Action required	By whom	When	Done
		<p>Temperature checks will be in place on entry to the venue (temperature screening is not a very reliable screen for Covid-19 and the process itself has a considerable factor of error, and so this can only be considered one layer of safety for our athletes).</p> <p>Fencers will be bubbled by weapon (foil/sabre) to reduce risk of transmission. Strict 2m distance must be maintained between bubbles.</p> <p>Coaches/volunteers will observe sessions to ensure all safety measures are being followed. Anyone failing to follow safety measures will be reminded to follow them. Continued failure to follow the safety measures may result in the fencer being asked to leave the venue and may result in them not being allowed to book into future sessions.</p>	<p>Monitor during session; communicate with fencers/parents/carers as appropriate.</p> <p>A measured temperature below 38°C should not be cause for concern. 38°C is the point where the youngster has a fever and the parent contacted and informed that their charge should be removed. Coaches will sensibly mitigate for circumstances such as the Student having cycled to club. The official taking the temperature will do so wearing a mask and at arm's reach.</p>		All sessions.	
Fitness Level/ Injury	Fencers	If fencers are receiving treatment for any medical issues, they may need to consult a doctor before restarting activities.	Fencers to seek medical advice where appropriate.	Fencers	Prior to session.	

Hazard/ Area of Concern	Who might be harmed?	What are we doing already to reduce risk?	What further action is necessary?			
			Action required	By whom	When	Done
		If fencers are experiencing any injuries, these should be communicated to the coaches.	Fencer should follow fencer guidelines on reporting injuries or medical issues. Verbal check with athletes at the beginning of the session	Fencers/EFC EFC Coaches	Prior to session Beginning of session	
Arrival/ Departure	Parents/Carers/ Fencer/Coach	Wear a face covering and maintain strict 2m distancing between households when moving through the venue. Follow any signs or guidance regarding distancing or one-way systems when moving through the venue. Hands to be thoroughly sanitised on arrival and departure. Everyone to bring their own face coverings and hand sanitiser.	Monitor particularly at beginning and end of each session.	EFC Coaches	All sessions	
Child Protection	U18s	Coaches are on the British Fencing coach register, with the requisite Disclosure Scotland PVG, Child Wellbeing & Protection and First Aid qualifications. Club Welfare Officer is contactable. In the event of welfare concerns, please contact Jenny Hu on 07460850118. If a	Both coaches fully qualified. EFC to continue to monitor BF coach register. Welfare officer contactable.	Coaches to maintain professional qualifications Welfare officer	All sessions	

Hazard/ Area of Concern	Who might be harmed?	What are we doing already to reduce risk?	What further action is necessary?			
			Action required	By whom	When	Done
		<p>child is in immediate danger, call the police on 999.</p> <p>Club Child Protection Policies in place. (details on EFC website).</p>				
Changing rooms	Parents/Carers/ Fencer/Coach	<p>There are no changing rooms – fencers and coaches to arrive wearing the kit they need.</p> <p>Specifically, fencers must either arrive in breeches or in legwear that can be worn under breeches (such as leggings or shorts) without needing to use a changing room.</p>	Dress appropriately.	Fencers/parents/carers/coaches	Prior to session	
Use of toilet	Parents/Carers/ Fencer/Coach	<p>Please try to avoid the use of the toilet. If you do need to go to the toilet, use the hand sanitiser before and after. Disposable gloves will be available.</p>	Monitor during session. Edinburgh Leisure have confirmed the one toilet that is available to us and all members advised in briefing.	EFC Coaches	All sessions	
Sparring	Fencer	<p>Sparring is permitted for U18 fencers. All standard safety rules must be followed. See also: fencers' equipment. Corp-a-corp and close-contact fencing to be avoided where possible.</p> <p>Pistes will be spaced 2m from each other and from any bags.</p> <p>No end-of-match handshakes or similar (hugs, high-fives, fist bumps) permitted.</p>	Monitor during session.	EFC Coaches	All sessions	

Hazard/ Area of Concern	Who might be harmed?	What are we doing already to reduce risk?	What further action is necessary?			
			Action required	By whom	When	Done
Group work and pairs work	Fencer	<p>Group work and pairs work (with or without swords) is permitted for U18s without the need for physical distancing in tiers 0–3.</p> <p>Pistes for pairs work will be spaced 2m from each other and from any bags.</p> <p>Close-contact fencing games and training exercises to be avoided.</p>	Monitor during session.	EFC Coaches	All sessions	
1-to-1 lessons	Fencer/Coach	Lessons are not permitted indoors in tiers 1–4.	No lessons.	n/a	n/a	n/a
Air flow	Fencer/Coach	<p>Coaches and fencers to wear a face covering when entering, exiting and moving through the venue.</p> <p>Doors and/or windows will be opened where possible to improve ventilation.</p> <p>Where fencers need assistance putting on kit, both fencers or fencer and coach should wear face coverings.</p> <p>Coaches will wear a face covering except when giving instruction. Instruction will be given at at least 2m distance, preferably greater.</p> <p>Adults will strictly observe the 2m distance.</p> <p>Fencers do not need to wear a face covering when exercising or when on</p>	<p>Monitor during session</p> <p>This applies only to 'special needs' fencers should this situation arise.</p> <p>Participant to fill out exemption request on booking form</p>	<p>EFC Coaches</p> <p>Parents/carers/fencers</p>	<p>All sessions</p> <p>Prior to session</p>	

Hazard/ Area of Concern	Who might be harmed?	What are we doing already to reduce risk?	What further action is necessary?			
			Action required	By whom	When	Done
		the field of play, and doing so may impact performance. If fencers would prefer to wear a face mask then it would be helpful for the coaches to be informed before arrival at the session, in case the session needs to be adapted to reduce aerobic intensity.				
Fencers' equipment	Fencer/Coach	<p>Fencers/parents are responsible for making sure that personal fencing kit is washed or quarantined for the minimum period laid out in the BF FENCING EQUIPMENT – CLEANING GUIDELINES AND PROTOCOLS.</p> <p>Coaches must not touch fencers' equipment.</p> <p>Fencers' equipment must conform to BF Safety guidelines.</p> <p>Fencers' bags to be kept 2m apart and 2m from pistes.</p>	<p>Wash or quarantine kit</p> <p>Monitor during lesson</p>	<p>Parents/carers/fencers</p> <p>Fencers/coaches</p>	<p>Between sessions</p> <p>During Sessions</p>	
Coaches' equipment	Fencer/Coach	<p>Fencers and parents must not touch the coaches' equipment.</p> <p>Coaches' bags to be kept 2m from any other bags and pistes.</p>	Monitor during session.	EFC Coaches	All sessions	
EFC equipment	Fencers/Coaches	Edinburgh Fencing Club will ensure sure that club kit is washed or quarantined for the minimum period laid out in the BF FENCING EQUIPMENT – CLEANING GUIDELINES AND PROTOCOLS .	<p>Wash or quarantine kit</p> <p>Monitor during session.</p>	<p>EFC</p> <p>EFC COaches</p>	Between sessions.	

Hazard/ Area of Concern	Who might be harmed?	What are we doing already to reduce risk?	What further action is necessary?			
			Action required	By whom	When	Done
		<p>Where EFC kit is to be borrowed, the coaches/volunteers will take the kit out of the cupboard and will monitor to make sure that 2m distancing is observed.</p> <p>Borrowed masks and weapons must be cleaned with an antiviral wipe by the fencer touching them before and after use. Wipes will be provided.</p> <p>Electric boxes, when used, will be set up and taken down by the coaches.</p> <p>Each fencer will be asked to plug themselves in and out of the box.</p> <p>Communal touch points on electric boxes such as buttons, remotes and sockets must be cleaned with an antiviral wipe by the fencer touching them before and after touching. Wipes will be provided.</p>	<p>Wipe masks and weapon handles when borrowing.</p> <p>Set up and takedown boxes</p> <p>Fencers to plug themselves in and out.</p> <p>Wipe communal touchpoints</p>	<p>Fencers</p> <p>EFC Coaches</p> <p>Fencers</p> <p>Fencers</p>	<p>All sessions.</p> <p>Beginning and end of session.</p> <p>Before and after fencers arrive</p> <p>Before and after fights</p> <p>Before and after use</p>	
Accidents/ First Aid/illness	Fencer/Coach	Each household should bring their own first aid kit. The coaches will also have access to club first aid equipment.	<p>Bring first aid kit.</p> <p>Monitor during session.</p>	<p>All.</p> <p>EFC Coaches</p>	All sessions	

Hazard/ Area of Concern	Who might be harmed?	What are we doing already to reduce risk?	What further action is necessary?			
			Action required	By whom	When	Done
		<p>In the first instance, any injury is best attended by the injured party or someone in their household, to maintain 2m distancing. If a fencer is injured, the coaches have current first aid qualifications and will be able to advise on what kind of first aid to administer.</p> <p>If there is a serious accident, anyone can call 999 or 111 if appropriate. The person taking the lead on first aid will delegate someone to make the call.</p> <p>Illness with COVID-19 symptoms: If anyone becomes ill with COVID-19 symptoms;</p> <p>Illness with non-COVID-19 symptoms: If a fencer becomes ill with other symptoms during a session, they should tell their coach and decide whether to leave the session or continue. If a coach starts to feel unwell, they can decide whether to end the session or continue.</p>	<p>Coach to follow the flowchart - student isolated, parent contacted to remove and advised to follow Government guidelines on 'Test and Protect'. Request to contact EFC on outcome.</p>			
Lack of Hydration	Fencer/Coach	<p>Everyone to bring their own water. There will be no facility to re-fill your water so make sure you bring enough for the session. If the weather is warm, remember to bring extra water.</p>	<p>Prepare before session.</p> <p>Monitor during event.</p>	<p>Fencers/carers/parents</p> <p>EFC Coaches</p>	All sessions	

Hazard/ Area of Concern	Who might be harmed?	What are we doing already to reduce risk?	What further action is necessary?			
			Action required	By whom	When	Done
Temperature: cold in winter or hot in summer.	Fencer/coach	Bring warm clothing on cold days. Speak to a coach or a volunteer if you feel unwell. Make sure you stay hydrated and take a break if you feel too hot. Speak to a coach or a volunteer if you feel unwell.	Monitor during session.	EFC Coaches	All sessions.	
Breaking Blades	Fencer/Coach	Fencers must wear a fencing mask when hitting any target with a weapon (in case the blade breaks), even if the target is not a person. The coach may also require those nearby to also wear a mask during this activity, depending on set-up. The risk is reduced by observing social distancing.	Monitor during session.	EFC Coaches	All sessions	
Invalid Insurance	Fencer/Coach	Coaches are on the BF Coach Register and deliver sessions in accordance with qualification level, government guidelines and BF policies and procedures Fencers must have valid membership of BF.	EFC to monitor	EFC (Bookings/Secretary)	All sessions	