



Great Yarmouth & Waveney Fencing Club

COVID-19 Risk Assessment

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 ([Ormiston Denes Community Sports Centre, Lowestoft, NR33 4AH](#)) on ([Thursday evenings, between 7.30 – 9.30 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 to appointed COVID officer, with deputy(s) that are tasked to stay up to date on government/BF policy changes. COVID officer(s) will be the nominated session lead, charged with managing every session.	RJ & YN	L	In place Club following latest guidance as of 22 nd September Government Announcement
Admin	Failure that updates to club policies will not be received / understood.	N/A	M	All documents will be shared via email and uploaded to the club's website - http://gywfc.co.uk/covidsecure.html Key changes will be highlighted on the club's social media. All members asked to attend a Zoom briefing prior to returning to the club.	RJ & YN	L	Website live. 2 x Zoom Briefings have occurred, all subsequent returnees inducted 1:1 by COVID Officer

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Admin	Members travelling to the club venue after session has been unexpectedly cancelled.	Members informed of sudden closures via email, WhatsApp groups and social media. Asked to acknowledge receipt.	L	Automated email template designed to inform members of the club's closure.	RJ & YN	L	Email template designed
Admin	Contact tracing, if required, could be hindered by out of date contact details.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	Prior to returning, all members will be asked to reconfirm their contact details. Prior to returning, all <u>individuals</u> entering the hall are to have read & signed our COVID-19 CoC , which will also collect contact details of non-fencers. Attendance records & contact details (which will be shared with ODA) will be kept for 21-days <u>Where possible, members encouraged to sign in using the NHS Test & Trace App</u>	RJ & YN Ormiston Denes	L	Members asked to update contact details. <u>All individuals present have signed a COVID-19 CoC</u> <u>01/10/20 Members encouraged to scan in on arrival where possible, supplementing the club's own records</u>
Admin	Increased risk of transmission through handling cash / card.	Members typically pay by cash / cheque nightly, monthly or termly. Some pay via bank transfer.	M	Members to be encouraged to pay electronically where possible. Cash / cheque payments will still be accepted but members asked to deposit these in a	PJ RJ & YN	L	Information circulated to members on 12/08/20

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				sealed envelope, which will subsequently be quarantined for 3 days prior to processing.			
Safeguarding	Members may take some time to adjust to returning to club / the changes made. 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.	PH	M	Nominated Welfare Officer present at all session. Officials Contact details shared
Safeguarding	Unrealistic sense of what and how fast a fencer will return to competition standard.	N/A	M	Coaches to reevaluate fencers' aims and in consultation with their parents/carers set new goals / competition targets.	Coaches PH	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.

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Health & Safety	Individuals with underlying health conditions effecting their immune system are of greater risk.	N/A	VH	Those with underlying health conditions effecting the immune system are to disclose these to the club, and not attend sessions unless they can present a Doctor's note confirming it is safe for them to do so.	RJ & YN	L	To be discussed during pre-return briefing. Health Survey
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	All clothing, jacket, plastron, breeches, glove, chest protector and mask will be issued to one individual. Sharing of equipment within a session, other than specific communal equipment, will be prohibited. All equipment to undergo an enhanced cleaning regime, as detailed in our Equipment Cleaning & Sharing Policy . Where communal equipment is to be touched, hands should be sanitised prior to touching.	RJ & YN	L	Communicated to members 12/08/20 Kit to be cleaned prior to returning to the club. Kit assignments to be made on the first week back.

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Equipment	Accessing equipment from the lockers on the viewing balcony provides limited opportunities for social distancing.	Members collect their own equipment from the club lockers.	VH	<p>Members not to access the viewing balcony.</p> <p>All equipment to be collected by designated club officials and left in drop off / collection sites.</p> <p>Club officials to wear full length sleeves and wear gloves when handling equipment.</p>	RJ & YN	L	<p>Communicated to members 12/08/20</p> <p>Drop off / collection sites to be identified weekly.</p>
Equipment	Sharing & cleaning of fencing "whites"	Members allocated their own jacket & plastron	M	<p>Members to ensure they only touch their own equipment.</p> <p>Whites to be washed monthly.</p> <p>Members given the option to store their equipment at home, providing they follow kit hygiene advice for personal kit.</p>	RJ & YN	L	Communicated to members 12/08/20
Equipment	Sharing & cleaning of masks	Members help themselves each week from the mask cupboard.	H	<p>All members to be allocated their own mask.</p> <p>After use, all masks are wiped down with 70% Ethanol, by a nominated club official wearing PPE, before being quarantined for 1 week.</p>	RJ & YN	L	<p>Communicated to members 12/08/20</p> <p>Cleaning in place</p>

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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 hanger, not stored communally.	RJ & YN	L	Communicated to members 12/08/20
Equipment	Sharing & cleaning of lames	Members collect their own lame from the communal bag.	M	All members to be allocated their own lame. Name tags to be added to aid identification. Lames to be left in quarantine for a week after use.	RJ & YN	L	Communicated to members 12/08/20
Equipment	Sharing of body wires & weapons	Accessed from communal bags	M	Nominated official, with frequently sanitised hands, will place all body wires / weapons required on the hall floor. Equipment to be returned to designated bags by individuals at the end of the session. Then left in quarantine for 7 days. Should equipment need to be shared between sessions, this can occur provided it has been disinfected between sessions, with 70% Ethanol and left for 15 minutes.	RJ & YN	L	Communicated to members 12/08/20 Switched from gloved hands to sanitised hands to prevent cross contamination.

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Equipment	Touching of communal equipment - Spools	N/A	M	<p>All fencers issued their own spool for each particular session.</p> <p>Fencers to carry their spool by the handle only (where possible).</p> <p>At the piste, nominated individual will plug/unplug the ground wire into the spool from 2 meters away. Individual to first sanitise their hands.</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>Communicated to members 12/08/20</p> <p>Cleaning in place</p>
Equipment	Touching of communal equipment – Scoring Boxes and Ground Wires	N/A	M	<p>Only touched by a nominated individual, including set/pack up.</p> <p>Box switch to be touched with a sanitised hand, after</p>	RJ & YN	L	<p>Communicated to members 12/08/20</p> <p>Additional hand sanitising</p>

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				<p>touching hands to be immediately re-sanitised</p> <p>If touching equipment, this must be done with an ungloved hand that has been properly sanitised prior to touching.</p> <p>After use equipment will be quarantined for 7 days.</p>			mitigations in place
Pre-arrival	Fencers / spectators attend sessions with COVID-19 symptoms, potentially exposing others.	N/A	M	<p>All <u>individuals</u> entering the hall will have completed a pre-attendance health questionnaire, declaring that they or anyone they have been in contact with has no symptoms.</p> <p>Records of these declarations will be archived.</p>	RJ & YN	L	Health Survey & Data logging set up.

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Arrival	Participants unable to socially distance upon arrival to the venue.	Participants entered the hall upon arrival.	H	<p>Individuals asked to congregate outside the venue, on the patio area adhering to physical distancing guidelines, prior to being invited into the hall by a club official.</p> <p>Club official will confirm all individuals have completed their pre-attendance health questionnaire & provided Track & Trace Contact Details.</p> <p>Those not having completed a pre-attendance health questionnaire will have to undergo a verbal declaration prior to admission.</p> <p>Individuals asked to time their arrivals to within 5 minutes of their session start time.</p>	RJ & YN	L	Communicated to members 12/08/20
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>	Coaches	L	In place

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				Activity should avoid the use of objects such as tennis balls etc that go between individuals.			
Fencing	Inability of participants / spectators to physically distance from one another	N/A	VH	<p>Max capacity set to allow all <u>individuals</u> 9.29 m².</p> <p>Hall dimensions are: 21.21 m x 12.16 m</p> <p>All pistes will be spaced 2 meters apart no more than 2 fencers on a piste at any one time.</p> <p>Fencers register their attendance in advance.</p> <p>Only essential spectators, i.e. those playing an active role in the session to be present. Spectators to be included in maximum capacity.</p> <p>If present, spectators will form part of the bubble of 6.</p> <p>When not fencing / engaged in pairs training, individuals must always respect 2 meters physical distancing.</p>	<p>RJ & YN</p> <p>Ormiston Denes</p>	L	<p>Max capacity set to 14.</p> <p>Hall has space for either 3 x electric pistes or 2 x electric & 1 x coaching piste. Set 2 meters apart.</p> <p>Fencers briefed prior to each session on hall layout / distancing guidelines.</p> <p>As of 01/10/20 spectators (if present) will now be placed within a bubble of 6.</p> <p>If not actively fencing / sparing – all</p>

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				All distancing information will be communicated to fencers prior to attending.			individuals must remain greater than 2 m apart.
Fencing	Fencers coming within 2 meters of each other.	N/A	H	<p>British Fencing has received permission from DCMS to allow restricted sparring to occur.</p> <p>It is acknowledged that during sparring fencers have the risk of coming closer than 2 meters. This is mitigated by restricting bout length to the following: 1 x 15 hits or 3 x 5 hits, up to a maximum of 10 mins fencing time.</p> <p>All Fencers should wear a close-fitting face mask whilst sparring or taking part in pairs training. Where a face mask can not be worn a mask liner should be worn.</p>	RJ & YN Coaches	M	<p>No age exceptions as to who should be wearing a face covering.</p> <p>Communicated to members 12/08/20</p>
Fencing	Fencers sparring against large numbers of opponents increases the risk of transmission.	N/A	VH	<p>Fencing activity (sparring and pairs-based training) restricted to groups of a maximum of 6 people.</p> <p>These groups last for the entire session but can vary between</p>	RJ & YN Coaches	L	All fencers must book attendance by the preceding Tuesday.

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				<p>sessions. However, fencers can only attend one session per day.</p> <p>Multiple groups of 6 can be present in the hall, but fencers cannot go between groups.</p> <p>Where coaches are performing 1:1 lessons, they will be included in the count of 6 people.</p> <p>Detailed records of who is in each group to be maintained to support NHS Test and Trace.</p>			<p>Communicated to members 12/08/20</p> <p>01/10/20 Club Test and Trace record modified to aid tracking of bubbles</p>
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 at distance.</p> <p>No close quarters fencing or actions which result in corps a corps.</p> <p>No fleching or other actions that place the fencers within 1 meter of each other.</p>	RJ & YN Coaches	L	Communicated to members 12/08/20

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Coaching	Unknown fitness & health status of members after an extended period of inactivity may increase their chance of injury.	N/A	M	All fencers offered the opportunity to speak 1:1 with the club coach / welfare officer prior to return. Return to fencing session plan designed to ease people into returning to the sport.	RJ & PH	L	Members advised of this via email on 03/08/2020
Coaching	High intensity training, especially when wearing face coverings poses a risk of exhaustion.	All coaching activities include scheduled breaks. Fencers encouraged to take breaks when needed and remain hydrated.	VH	Participants encouraged to monitor their breathing and heart rates and take breaks when needed. Frequency of scheduled breaks to be increased, especially when participants are wearing face coverings. Coaches and Welfare Officers to help fencers understand that their physical ability has likely diminished but will recover over time.	Coaches RJ & YN	M	Communicated to members 12/08/20
Coaching	Coaching numerous participants, or those from different groups, increases the risk of transmission	Coach provides as many individual lessons as time permits.	VH	Individual lessons must be capped to a maximum of 15 minutes. Coaching limited to 5 individuals, per session. These individuals must all belong to the same group.	Coaches RJ & YN	L	All coaches, regular and occasional to attend return to club briefing – 13/08/20.

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				<p>Detailed records of all participants coached to be recorded.</p> <p>Coaches to wear a face covering where possible. If this can not be done, then a mask liner should instead be worn.</p>			
Refereeing	Referees unable to maintain 2 meters physical distancing.	Referees placed at a safe distance from fencers, with the option of wearing a fencing mask if they wish.	H	<p>Most matches will be unrefereed to aid physical distancing of participants.</p> <p>Where matches are refereed, the referee will be 2 meters away from all fencers and all other referees.</p> <p>Referees should wear a face covering and where possible communicate through hand signals.</p>	RJ & YN	L	<p>Referring is allowed providing individuals can maintain 2 meters distancing at all times.</p> <p>Refereeing can only occur when coaching is not.</p>
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 also encouraged to confidentially inform the club. Details of who will not be communicated to the wider membership / committee.</p>	<p>RJ & YN</p> <p>PH & British Fencing</p> <p>Ormiston Denes</p>	L	<p>System in place.</p> <p>28/09/2020 individuals reminded of the importance of informing the club if they</p>

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				<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>Centre also to be informed if appropriate.</p>			test positive after attendance.
Participants	Increased risk of transmission when shouting / screaming.	N/A	H	<p>All participants, including officials to refrain from shouting / screaming, including projecting their voice unless necessary in emergency situations.</p> <p>All announcements to occur via email or other forms of electronic communication.</p>	RJ & YN	L	Communicated to members 12/08/20
Participants	Poor personal hygiene standards	N/A	M	<p>Members asked to supply their own hand sanitiser where possible.</p> <p>Members asked to sanitise their hands prior to entering the venue and reminded to sanitise them frequently</p>	RJ & YN	L	<p>Communicated to members 12/08/20</p> <p>01/10/2020 Increased use of hand sanitiser at</p>

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				<p>during the session, especially before and after touching equipment.</p> <p>Members to follow the expected personal kit hygiene standards detailed in our Equipment Cleaning & Sharing Policy.</p>			club sessions encouraged
Participants	General risk of transmission (Face Coverings)	N/A	H	All individuals, at all times should be wearing a face covering unless they are drinking, eating or catching their breath at the end of their piste.	RJ & YN	L	Communicated to members 12/08/20
Spectators	Risk of transmission through use of communal chairs / benches	Spectators free to sit on benches / chairs provided by the school.	M	Limited number of centre's chairs available for spectators. Chairs will be sanitised by club official wearing PPE	Ormiston Denes RJ & YN	L	Communicated to members 13/08/20
Venue	Risk of transmission from venue.	N/A	M	<p>GYWFC will ask for a copy of the Ormiston Denes Risk Assessment and cleaning plan.</p> <p>GYWFC to follow and communicate all guidance issued by Ormiston Denes.</p>	Ormiston Denes RJ & YN	L	Received & Communicated to members 12/08/20

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Venue	Individuals unable to physically distance when entering / exiting the venue, or between sessions.	Entry & exit is uncontrolled.	M	All participants should enter & exist whilst maintaining 2 meters physical distancing. All participants of a session should vacate the building, prior to the next session entering Entrance is via reception, with exit through the rear of the gym.	Ormiston Denes RJ & YN	L	Communicated to members 12/08/20
Venue	Increased risk of transmission in areas with poor ventilation.	Windows etc opened depending on temperature.	VH	Windows will be opened prior to the club's arrival. Opening pole must be sanitised after use.	Ormiston Denes RJ & YN	M	In place
Venue	Risk of transmission from venue facilities, i.e water fountains / vending machines	N/A	M	Members to arrive ready to participate with their own water bottles/ drinks. Venue water fountains etc will not be available.	RJ & YN	L	Communicated to members 12/08/20
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 in the fencing hall, providing suitable sports underlayers are being worn.	Ormiston Denes RJ & YN	M	Communicated to members 12/08/20

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

Assessment Date: 13/08/20



COVID-19 Risk Assessment reviewed (V1.1) following the Government's announcement on the 22nd September 2020. Modifications are highlighted in **Blue** – changes mainly focus on reinforcing measures in place (distancing, bubbles of 6, hand sanitising) and encouraging use of the NHS Test & Trace App.

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

Review Date: 01/10/20



Scheduled Review Date: 01/12/20 – if not sooner.

Club assessed as: Green – GYWFC is in a position to remain open.