RISK ASSESSMENT FORM

Introduction

This Risk Assessment has been drawn up prior to the commencement of any fencing activity and will be reviewed annually, or when a substantive change occurs in circumstances or practice.

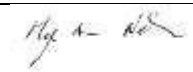
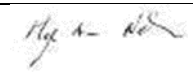
It is essential that any Risk Management undertaken in this document be strictly adhered to. A copy will be signed, and retained, by each Club Coach.

Where fencing activities are being provided for a third party such as a school or activity centre, it is recommended that coaches ensure that employers have seen and consent to the content of this form and that their signature is obtained.

It is the responsibility of the Employer to ensure that the coach is adequately qualified for the work undertaken and has current British Fencing Registration.

In the case of any accident, a copy of this form should be forwarded to the Scottish Fencing along with the accident report.

Nature of activity	Fencing
Venue	Pickaquoy Sports Centre Kirkwall Orkney
Date and recurrence	Amended 01/03/2019 for Wednesdays recurring club night and ad hoc seniors sessions
Group	Orkney Fencing Club
Anticipated number of participants	30 maximum
Age range of participants	10-75 years of age

Name of Coach/Leader	Moya Nelson
Signature of Coach/ Leader	
Email	moya.nelson23@gmail.com
Phone Number	01856751278
Date	01/03/2019
Name of Responsible Person	Moya Nelson
I have read the Risk Assessment and agree to the contents	Yes
Signature of Responsible Person	 Date 01 / 03 / 2019

(C) CONSEQUENCE
1 Slight
2 Minor
3 Serious
4 Major

(F) FREQUENCY
1 Negligible
2 Unlikely
3 Likely
4 Probable

HAZARD	*CAUSE/RISK*	*CONSEQUENCE*	*Who might be harmed*	*Before Control* (C) (F)	*How Risk is Controlled*	*Action by Whom*	*After Control* (C) (F)
Falling/slipping on floor	***Dirty/wet floor***	***Minor Injuries***	***All Persons***	***2 3***	***Ensure floor is swept clean prior to activity commencing***	*Sports centre staff, checked by Coach prior to session starting*	***2 2***
Falling over equipment	***Fencing bags, equipment etc left lying on the floor***	***Minor Injuries***	***All Persons***	***3 3***	***All equipment to be kept in designated storage areas. Floor area to be kept clear of personal possessions.***	*All OFC members, coaches and coaching assistants*	***3 1***
Electrocution	***Faulty electrical equipment. Mains operated scoring equipment is sometimes used.***	***Death/Serious Injury***	***All Persons***	***4 3***	***Ensure equipment is regularly tested by a competent person. Ensure equipment is set-up and used correctly.***	*Coach and armourer and all fencers to notify of any concerns*	***4 2***
Penetration with blades	***Broken/ damaged blades***	***Death/Serious Injury***	***Fencers***	***4 4***	***Inspect weapons and clothing regularly. Ensure adequate supervision and training is provided***	*Coaches, coaching assistants and all fencers*	***4 2***
Personal Protection Equipment	***Personal Harm/ Injury***	***Major Injury***	***Fencers***	***3 3***	***Ensure adequate (correctly fitting) protective clothing is worn and used correctly. Ensure all clothing and weapons are checked***	*Coach and armourer and all fencers to notify of any concerns*	***2 2***

					regularly for damage.		
COSHH	***Personal Harm/ Harm to others from materials***	***Major Injury***	***All Persons***	***3 3***	***Ensure that all substances covered by the COSHH regulations are stored and used appropriately by the appropriate authorised persons.***	*Coach*	***3 2***
Impact with Fencers/ spectators/weapons etc	***Personal Harm / Injury***	***Major Injury***	***All Persons***	***3 3***	***Ensure that the fencing area is clearly marked. Provide safe routes for spectators, members of the public, non-fencing members to move about. Ensure that only authorised persons are allowed close to the fencing area. Fencers to wear masks before picking up weapons.***	*Coach, fencers refereeing sparring and all fencers*	***3 2***
Dangerous Fencing	***Personal Harm/ Injury***	***Major Injury***	***All Persons***	***3 3***	***Ensure adequate supervision is provided at all times. Never leave classes/ individuals unsupervised. Provide adequate technical training. Provide safety instructions/ briefings prior to the activity commencing.***	*Coach, coaching assistants and all fencers*	***3 2***
Late Child pick -up	***Stress / potential physical injury if allowed to travel home unaccompanied***	***Potentially Major injury***	***Junior fencers***	***3 2***	***Ensure all Club responsible persons have parent / guardian contact details. Arrange with parent / guardian that in the event they cannot be reached, it is permissible for Club responsible person can***	***Coaches, coaching assistants and Club Welfare representatives***	***1 2***

					accompany child home.		

Definitions applied in this Document

Slight – slight injuries, cuts, bruises etc. No absence from work
Minor – Minor injuries, where people are off work for periods not in excess of 3 days. Serious
– Injuries where people are off work for periods in excess of 3 days.
Major – Death or Major injury as defined in 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 Frequency:
Negligible – unlikely that harm will occur
Unlikely – where harm will seldom occur
Likely – where harm will occur frequently
Probable – where it is certain that harm will occur