



RISK ASSESSMENT FORM (SAMPLE)

Introduction

This Risk Assessment form should be filled out prior to the commencement of any fencing activity and reviewed on a regular basis. Members are reminded that this Risk Assessment will form a vital document in the case of any accident or claim. Therefore the Risk Assessment should be completed carefully and kept in a safe place. It is essential that any Risk Management undertaken in this document be strictly adhered to.

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 any Child Protection and/or First Aid qualification such as is deemed necessary for this activity. The existence of this Risk Assessment does not constitute any guarantee on the part of the BAF as to the suitability or qualifications of the coach.

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

Nature of Activity		
Venue		
Date (If this is a recurring activity, give the date of its inception and indicate its frequency thereafter)		
Group or Employer (if appropriate)		
Anticipated Number of Participants		
Age Range of Participants		

Name of Coach/Leader		
Signature of Coach/Leader		
Email		
Phone Number		
Date		

Name of Employer/Responsible Person		
I have read this Risk Assessment and agree to the contents		
	Signature of Employer/Responsible Person	Date



RISK ASSESSMENT FORM (SAMPLE)

(C) CONSEQUENCE

- 1 Slight
- 2 Minor
- 3 Serious
- 4 Major

(F) FREQUENCY

- 1 Negligible
- 2 Unlikely
- 3 Likely
- 4 Probable

These sections to be completed by the coach/leader/responsible person

HAZARD	CAUSE/RISK	CONSEQUENCE	Who might be harmed	Before Control		How Risk is Controlled	Action by Whom	After Control	
				(C)	(F)			(C)	(F)
Falling/slipping on floor	Dirty/wet floor	Minor Injuries	All Persons	2	3	Ensure floor is swept clean prior to activity commencing		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.		3	1
Penetration with blades	Broken/ damaged blades	Death/Serious Injury	Fencers	4	4	Inspect weapons and clothing regularly. Ensure adequate supervision and training is provided		4	2
Electrocution	Faulty electrical equipment	Death/Serious Injury	All Persons	4	3	Ensure equipment is regularly tested by a competent person. Ensure equipment is used correctly.		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 regularly for damage.		2	2
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.		3	2



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Use this part of the form to record any additional hazards or concerns which may be specific to the venue being used or to the participants in the activity

These sections to be completed by the coach/leader/responsible person

HAZARD	CAUSE/RISK	CONSEQUENCE	Who might be harmed	Before Control (C) (F)	How Risk is Controlled	Action by Whom	After Control (C) (F)
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.		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.		3 2

Note: Consequence: 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



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