



RISK ASSESSMENT & DUTY OF CARE GUIDELINES

To be safe, there are certain factors that require verification prior to any fencing class or club taking place. Whilst there are no specific instructions, guidelines such as these are issued for the fencing coach to use.

Not all requirements can always be met. However, certain minimum should be requisite for a safe class / club.

1. Fire, accident and evacuation procedures must be accessible to the fencing coach
2. The fencing coach should govern the number of attendees. He/she will decide the maximum number taking the following into account;
 - Amount of kit available
 - Size of venue
 - Age of attendees. There are no formal guidelines on this aspect. However, the fencing coach should take age and ability of the attendees into account, i.e. where disabled attendees are present their requirements may lead to reductions in overall attendees.
3. Floor space should be adequate for a group of 14 fencers, recommended minimum, 1 Badminton court.
4. If access for wheelchairs is required this must be verified before any such attendees arrive. Toilet and changing facilities should also be verified to enable ease of access.
5. Lighting should be sufficient to enable all areas of the floor to be covered and any lamp that is not working should be reported to the venue organiser immediately.
6. The floor should, preferably, be non-slip. If this is not the case the fencing coach should, using his/her own experience, make a decision as to the suitability of the floor. He / she should always remember that attendees will be moving across the surface, sometimes at speed and there should not be a serious risk of 'slipping or sliding'.
7. Totals of all equipment must be checked at the start of a fencing session and at the conclusion of the session.
8. The storage area for fencing kit **MUST** always be accessible to attendees and the fencing coach.
9. The storage area must be secure when left unattended.
10. Weapons in particular **MUST ALWAYS BE STORED SAFELY AND SECURELY.**
11. Spillage of water or other fluids on the floor **MUST BE CLEANED UP IMMEDIATELY**

DUTY OF CARE

1. A register of attendees **MUST BE MAINTAINED.**
 2. The fencing coach **MUST** ensure that all attendees understand the personal safety rules.
 3. Evacuation procedures must be made clear to all attendees. Where young people are in attendance it should be explained to them to ensure they fully understand where they **MUST ASSEMBLE** should there be need to evacuate.
 4. Sitting of personal kit must be such that it does **NOT** endanger the attendees.
 5. In the case of a blade breaking, fencing will **HALT** and the broken weapon and any pieces that can be found, handed to the fencing coach
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PERSONAL SAFETY RULES

Your safety is of paramount importance.

To that end the following **should be adhered to at all times:**

In all instances you are advised that great care **must** be taken when picking up or putting down weapons. They **must never** be waved around.

If you have a rest from fencing you must put your weapon in the store area. Rules for collecting and returning weapons **must be obeyed.**

COLLECTING KIT

When collecting kit, go to the store **one person at a time**

Before collecting a weapon check that the jacket you have selected has no holes or tears, has a method of fastening that works and that it is a reasonable fit.

Ladies must also ensure chest protectors are in place in the fencing jacket.

Check that the mask you have selected has no rust, has no major dents, is not broken in any way and that it fits properly. If you are uncertain, **ask.**

Before you collect a weapon **put your mask on – using both hands to do so.**

Ensure that a non-electric foil blade has a plastic button covering the point.

Walk away from the weapon store **carrying the weapon point down.**

You **must keep your mask on when holding a weapon** unless the fencing coach instructs you otherwise.

If you have a question or any doubts regarding safety, ask the coach in charge.

RETURNING KIT

When returning kit go to the store **one person at a time**

Keep your mask on until you have returned your weapons to the store

Carefully replace your weapon in the weapon store area you took it from.

Replace the jacket and mask in the store you collected it from.

Use **BOTH HANDS** to put your mask on or to remove your mask.

CONDUCT IN THE FENCING HALL

Approach the piste with care and **always carry weapons point down.**

Never cross the floor / piste between people fencing.

Walk! Do not run!

Never cross blades with anyone unless you are both wearing masks, fencing jackets, gloves and under jacket plastrons.
