

University of Oxford Sports Department

Oxford University Fencing Club Risk Assessment

Date: May 2017

Hazard	Risk	Who Might Be Harmed	Control Measures
Fire	Burns/Smoke Inhalation/Fatality	Participants	Committee to ensure that fire exits are obvious and that Activity Leader are aware of the correct procedure for evacuation in the case of a fire
Carbon Monoxide Leak From Heater	Asphyxiation	Participants/Other Cricket School Users	Activity Leaders to be aware of the presence of the carbon monoxide alarm in the cricket schools and know the correct procedure to follow should it sound
Inadequate/Substandard Protective Equipment	Minor/Major Injury	Participants	Activity Leaders to be vigilant and aware that fencers must be wearing the appropriate equipment of a suitable standard as outlined in the Club's Code of Conduct (Appendix B). The Club Armourer is to check the kit termly and remove/repair any kit that is not fit for purpose.
Drugs & Alcohol	Minor/Major Injury	Participants	Consumption of alcohol &/or non-prescription drugs is prohibited and anyone who arrives intoxicated will not be allowed to participate
Broken Blades	Minor/Major Injury	Participants	Armourer to check the blades termly to ensure that none have obvious kinks/have gone soft. Fencers/referees to be reminded of the danger of broken blades and to remain vigilant when fencing.
Disposal Of Broken Blades	Minor Injury	Sports Centre Staff	Broken blades to be disposed of by handing in to the staff at the front desk.
Obstacles/Trip Hazards	Minor/Major Injury	Participants	Pistes to be laid down as far away from obstacles as possible. Recommend to fencers that their footwear be of reasonable grip. Observation of rules regarding the fleche – attacking fencer must pass to their opponent's non-sword arm side.
Referees And Bystanders Caught Up In On Piste Action	Minor/Major Injury	Participants/Observers	Referees and bystanders to keep a safe distance from any fencing. Fencers and referees are to be aware of their surroundings. As much space left between pistes as possible.
Unqualified Or Uninsured Instructors/Coaches	Minor/Major Injury	Participants	Committee to ensure that instructors are qualified and insured and that supporting evidence is provided to the Sports Department's safety officer.
Water/Wax/Used Gun Pellets/Etc. On Floor	Minor/Major Injury – Slip Hazard	Participants/Other Cricket School Users	Activity leaders to be vigilant and ensure surface is clean and fit for purpose before the commencement of activities.

Automobile Accidents - Travel Between BUCS Fixtures And Other Similar Events	Minor/Major Injury/Fatality	Participants/Public	Safety Officer to check driving licence details of anyone who is going to drive an automobile for the club. Drivers must comply with road safety laws and hold a full driving licence. Trip resignation forms to be sent to the Sport Federation no later than 5pm on the Thursday before the fixture. Sports fed will forward the form to security services. The registration form for trips aboard MUST be sent a minimum of 1 month prior to the trip departing. Club Committee to supply Safety officer with travel insurance details and trip Risk Assessment. In the event of a major accident security services must be contacted 01865 289999.
Transporting Kit To And From Training	Minor Injury	Participants/Public	Committee to recommend that when possible fencers don't travel unaccompanied. Safety officer to remind fencers that any blades must be covered when being transported.
Broken Lights In The Low Ceiling Section Of The Cricket Schools	Minor Injury	Participants/Other Cricket School Users	Activity Leaders to limit fencing from happening this area if possible, fencers using the area are to be reminded of the danger and asked to act accordingly.
Storage Of Fencing Kit	Minor/Major Injury	Participants/Other Cricket School Users	Committee to remind fencers that bags are meant to be stored on the overhead racks, above the fencing cupboards. Fencers to be aware of the risk precariously balanced fencing bags can pose both when storing and retrieving their kit.
Medical Conditions	Minor/Major Injury	Participants	Fencers to be reminded that it is their duty to inform the Club of any relevant know medical condition (through the ASO if the issue is sensitive). Activity Leaders to check that everyone fit before commencing a session.
Injuries Sustained While Training	Minor/Major Injury	Participants	Activity Leaders should issue clear instructions. If an injury occurs, procedures outlined in the Club's Code of Conduct (section 8) are followed. Phone in cricket schools is used to alert reception to situation.
Personal Kit Security	Minor/Major Injury	Participants/Other Cricket School Users	Fencers reminded that any kit stored in the Cricket Schools should be secured and must be registered with the Club.
Equipment Taken/Used For Purposes Other Than Fencing	Minor/Major Injury/Fatality	Participants/Other Cricket Schools Users/Public	Club members reminded of the Club's policy on borrowing kit. Armourer to carry out termly sword inventory. Club kit to be kept in padlocked cupboards, the keys to which are only available from reception to a limited number of people.
Insufficient Lighting	Minor/Major Injury	Participants	Activity Leader to ensure lighting is sufficient before activities commence and to know what to do should a power cut occur.


Mains Electricity	Minor/Major Injury/Fatality	Participants	Fencers to be reminded of the risk posed by mains electricity and to be vigilant when using any of the mains boxes – check plugs aren't coming away from the wall and that power cords aren't frayed/obviously damaged before use.
Cricket Practice/Cricket Balls	Minor/Major Injury	Participants	Fencers to be aware of their surrounding if cricket practice is happening simultaneously to fencing training. Cricketers asked to use nets if batting/bowling practice is occurring, fencers to be aware of the possibility of loose balls underfoot.

Further Recommendations For Risk Reduction

Action	By When?	By Whom?	Completed?
Activity Leaders reminded to check that participants are wearing correct clothing and PPE before each session starts.	31 st Oct	Safety Officer	
Club to ensure that they have sufficient insurance and that a copy has been sent to the safety office	31 st Oct	Secretary	
Check that club coaches have supplied the safety office with copies of their relevant qualifications and insurance.	31 st Oct	President	
Safety briefing to be given to club members and a record made of who has received the briefing. The briefing may either be done in person or via distribution of a set of safety guidelines.	31 st Oct	Safety Officer	

The following sign to acknowledge that they have reviewed the above document and agree to comply with it while they hold their current position on the committee:

President  Date 11.05.17

Secretary  Date 02.06.17

Safety Officer

Margaret Medina.....

Date. 04/16/17.....