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| **Date of Event:** |  |
| **Name of Event:** |  |
| **Venue:** |  |
| **Estimated Attendance:** | Total # participants throughout the day broken down by (approximately):  Athletes  Officials (Referees, Event Staff & Volunteers)  Coaches  School Staff  Spectators/Parents |
| **Date this Risk Assessment completed:** | Reviewed – Name(s): <>, Date <>  Signed Off (day of event) – Name: <>, Date <> |
| **Event Risk Assessment Prepared By:** | <Name> |
| **Venue Risk Assessment last reviewed:** | The venue should provide their own risk assessment which can be incorporated into the event risk assessment. |

|  |  |  | **Pre-Mitigation** | |  | **Post Mitigation** | |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Category** | **Description of Risk** | **Prob-ability** | **Impact** | **Mitigation Plan/Actions - THESE ARE EXAMPLES – EACH EVENT WILL HAVE IT’S OWN PROTOCOLS** | **Prob-ability** | **Impact** | **Resp/ Due Date** |
| 1 | People – Accident & Injury | Event team injure themselves during set up |  |  | * Clear direction and roles given to everyone involved in set-up, based on experience and knowledge. * PPE equipment provided as appropriate to role, including steel toe cap boots, gloves and knee pads for those managing sectional piste setup. * Event team/volunteers asked to inform Event Manager if unable to take part in manual labour to ensure no existing injuries are aggravated. |  |  | Events Team |
| 2 | People – Accident & Injury | Participants (including officials) injure themselves performing fencing activity on or around the Field of Play |  |  | * Event Piste plan will be created in advance and checked in accordance with safety standards. * On the day the event team will ensure enough space between pistes to fence and referee safely, as per the event piste plan. * Field of Play rules will be put in place to reduce congestion around pistes to allow officials (referees) and athletes to participate safely. * There will be run-off areas at end of all pistes (min 1m) with no trip hazards * Before any fencing commences in the morning, the events team will do a final check of the Field of Play (FoP), checking pistes are laid correctly to avoid tripping and injury and no equipment out of place or objects that could cause injury. * Space and time will be available for fencers to warm up before the competition starts, coaches (teachers) to ensure fencers are prepared correctly. Safety standards for warm-up equipment will be enforced. * Field of Play (FoP) team will constantly be walking the floor, keeping an eye out for any problems with pistes and fixing as and when needed. * Fencers not allowed to take larger bags onto field of play. |  |  | Coach / parent / carer / fencer  Events Team |
|  | People – Accident & Injury | Injured Participant fails to be treated appropriately |  |  | * If an injury does occur, the referee will immediately alert the medic or a member FoP team, whomever is closest to ensure medical support is provided. * The Medical Team will be present on both days of competition to provide first aid cover for any injuries/illnesses. |  |  |  |
|  | People – Accident & Injury | Fencer injured due to lack of technical competence (them or opponent) |  |  | * Fencers are expected to be at a competent level of ability due to the nature and level of event. * Advice over expected level of competence provided on entry form. * Referees reminded of rules on dangerous fencing |  |  |  |
|  | People – Accident & Injury | Fencer injured during bout and sustain injury such as bruise, graze or sprain | M | M | * See above | L | L | Fencers / event team /coaches |
|  | People – Accident & Injury | Fencer injured during bout due to unsafe equipment, such as masks falling off, sword piercing jacket or glove, wrong size mask or no under plastron being worn | M | M | * To ensure fencers are using correct equipment information will be provided in advance on the joining instructions/event page to fencers and clubs/schools, including specific information in relation to different age groups or weapons. * Information provided on the [entry information document](https://www.britishfencing.com/wp-content/uploads/2022/12/School-Teams-Entry-Information-2023-v1.pdf) on the BF website confirms kit specifications required for the event. * Coaches/teacher’s responsibility to ensure fencers are wearing appropriate footwear. * As part of the Referee briefing at the beginning of each day, referees will be informed of which pieces of kit to check before a bout starts and what to do if any kit is deemed unsafe. * In the briefing, referees will also be introduced to the medical team and the FoP team who will be in high vis vests, to ensure they know who to alert in the case of an emergency. * Referees will be required to carry out safety checks before the start of each bout and stop it immediately if they deem equipment to be unsafe during a bout. * Gloves will be checked for holes * Sabre gloves checked for minimum standards * Masks will be checked for safe Velcro/back strap and obvious areas of weakness * Underplastrons will be checked * Weapon Control will be at event checking x/y/z |  |  |  |
|  | People – Accident & Injury | Head Injury (Concussion Protocol) |  |  | * Medical Team at event to provide first aid cover for any suspected head injury and advise on whether the fencer can continue or not. |  |  | Event Team/ Medical Team |
|  | People- Accident & Injury | Cardiac Arrests/ Serious Sudden onset illness | L | H | * Event Manager to arrange with Medical Team and Venue to confirm the location of the on-site defib and communicate information with Event team on venue protocols (including responsibilities for calling of ambulance) * Action plan for Major Incidents. Communication plan established with venue Staff. * Event team briefing to include medical briefing in relation to dealing with a cardiac arrest. | L | M | Event Team/ Medical Team/ Venue Staff |
|  | People – Accident & Injury | Fencers / event staff / spectators injure themselves moving around the venue and into the FOP | M | M | * Limited access to the FoP (this covers the majority of the sports hall) with staffed regularly walking the floor to check accreditations. * To reduce trip hazards, Bag storage areas provided on balconies, which are clearly signed. Bags are not allowed to be stored in walkway/high traffic areas ensure walkways are kept clear for any wheelchair or mobility mobiles at the venue. * Ensure all event equipment that is not in use (e.g. storage bags and trolleys) are safely stored and out of the way for the duration of the event. * Report any spills as soon as they occur to the venue staff. * All wiring that runs across the walkways is taped down and regularly checked throughout the weekend to ensure it is still in place and not becoming a trip hazard. * Results posted online to reduce crowding around certain areas | L | L | Fencers / Event Team/ spectators / coaches |
|  | People | Reduced Personal Hygiene standards lead to spreading of viral infections | M | M | * Hand sanitiser will be available around the event space. * Venue signs will remind people to wash their hands regularly. | L | L | fencers / coaches / parents / carers / volunteers |
|  | People – Accessibility | Wheelchair users unable to access areas needed throughout the event | M | M | * Designated FoC Disabled Parking Bays at venue * Accessible Toilets on site. * All spectators to watch from balcony areas – step free access from main entrance. | L | L | Events Team/Fencers/Coaches/Spectators/Volunteers/Parents/Carers |
|  | People- Lost/Found Child | Reported Lost or Found Child by attendee | H | H | * A lost (or found) child or vulnerable person will be reported to the Event Manager, who will work with the Event Welfare Officer to manage the incident. * Organising Team will work using the Child Protection in Sport Unit procedure and flowchart to manage the incident. * Information will be provided by events team and will be covered in the volunteer briefing. |  |  | Events Team/ Venue Staff |
|  | Safeguarding & Welfare | Fencers becoming anxious and overwhelmed | M | M | * Team trained to spot signs. * Referees to referee in age/level appropriate way * Appointed Welfare Officer for all days of competition, details made available on the day to all fencers and event staff. * Event staff there to help with supporting fencers. | L | L | Events Team/ WO/ Referees |
|  | Safeguarding & Welfare | Failure to identify/report safeguarding issue | M | M | * All event volunteers to have undergone safeguarding training * Appointed Welfare Officer for all days of competition, details made available on the day to all fencers and event staff. * Signage with BF Welfare Officer Contact Details throughout venue. | L | L | Event Organisers/Welfare Officer |
|  | Safeguarding & Welfare | Officials receive harassment and abuse |  |  | * Protocol in place (and card system) to deal with escalating situations. * FoP to provide additional protection for officials | M | M | Welfare Officer |
|  | Safeguarding & Welfare | Hot weather negatively impacts participants |  |  | * Implement BF Hot Weather Guidance |  |  | Events Team |
|  | Safeguarding & Welfare | Event provides environment for access to children without the relevant checks |  |  | * Accreditation system to identify people undertaking roles which have greater access to young people * Ensure that UK based coach/welfare officers/referees are on the relevant BF Register which requires the relevant checks. |  |  |  |
|  | Governance | Participants not covered under BF insurance policy |  |  | * BF Policies implemented * Participants with appropriate membership - event entries taken through Sport80. |  |  | Events Team |
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