

## Fencing Institute Hazard Identification and Risk Assessment and Management

Hazard or Risk Identified	Risk Level	Level of Control					Action		
		Eliminate	Substitute	Engineer Control	Admin Control	PPE	How will we prevent it?	Person responsible	What we will do if it happens
Unknown people present in the building	Med	No	No	Yes	Yes	No	Where possible, keep the door closed. Will not run classes or tournaments when stadium is in use.	Coach or Club Captains	Speak to the person to see why they are in the building and if they are not associated with fencing ask them to leave.
Vehicle accident in car park	Med	No	No	Yes	Yes	No	Ensure cars parked safely.	Coach or Club Captains	Ensure people are safe and not injured.
Young people picked up by someone who is not safe.	Low	No	No	No	Yes	No	Ensure that when young people leave the building they know and expect to go with the person that arrives to take them away.	Coach or Club Captains	Call the Police.
Kitchen and cleaning solvents that could be ingested.	Med	No	No	Yes	Yes	No	Toxic chemicals to be kept in the locked cupboard. Kitchen cupboard to have child proof closures.	Coaches Administrator Cleaners.	Call 111 if the person has difficulty breathing. Emergency contacts to be contacted and arranged for pickup and advised to take to their Dr or Emergency Department. Call Healthline on 0800 611 116 if unsure.

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What could go wrong?	Low Med High Extreme								
									All coaches to have done at least Level 1 First Aid Course.
Sickness through poor hygiene.	Low	No	No	No	Yes	No	Adhere to our Covid 19 Policy regarding contact tracing and hygiene (attached).		Advise fencer to go to the Dr. In suspected Covid 19 cases, call the Ministry of Health.
Injuries - Soft tissue - Fractures - Cuts	Med	No	No	Yes	Yes	Yes	Ensure the pistes have edges secured down. Ensure that everyone in the salle area is wearing indoor sport shoes at all times to avoid cut feet on the metal pistes and help prevent rolled ankles. Correct clothing is worn at all times as detailed in the club rules (attached). Activities for balance will be conducted in a controlled environment. Remind fencers to rest with any existing injuries.	Coach or Club Captains	Ensure first aid kit has plenty of strapping tape, bandages and that there are ice pads in the freezer. Emergency contacts to be contacted and arranged for pickup of fencer if a serious injury. Advised to take to their Dr or Emergency Department. Fencing Institute Injury Report to be filled out and sent to the Administrator. All coaches to have done at least Level 1 First Aid Course.

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What could go wrong?	Low Med High Extreme								
							Fencers with long standing injuries to wear braces on ankle/knee or arm. Ensure appropriate behaviour in the salle as detailed in the club code of conduct (attached). Warming up exercises before classes and club nights.		
Concussion	Med	No	No	Yes	Yes	Yes	Masks to be worn at all times while fencing and being coached. Adherence to established fencing rules. Eg no body to body contact. Columns at the end of the pistes to be covered in protective material. Referees made aware of safety of players on the piste.	Referees, Officials, Coach, Club Captains	All coaches to have done at least Level 1 First Aid Course. Emergency contacts to be contacted and arranged for pickup of fencer. Advised to take to their Dr or Emergency Department. Fencer must have a note from their doctor before they can resume fencing.
Stab injuries through a	Low	No	No	Yes	Yes	Yes	Fencing with a broken blade can increase the risk of severe	Referees, Officials,	Assess injury and if necessary, call 111.

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broken blade or the blade going through protective clothing.	Low Med High Extreme						injury. Fencers, referees, coaches, and officials should inspect their equipment to ensure that it is safe for bouts. If a blade breaks it goes immediately into the container for broken blades should not be used again. Minimum clothing requirements must be worn at all times for both coaching and bouts as outlined in the club rules (attached). Teaching appropriate fencing behaviours. Displaying signage that shows safety messages.	Coaches, Club Captains Fencers	All coaches to have done at least Level 1 First Aid Course.

Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Critical
Probability	Rare	Low	Low	Low	Low	Medium
	Unlikely	Low	Low	Medium	Medium	High
	Possible	Low	Medium	High	High	High
	Likely	Low	Medium	High	High	Extreme
	Almost certain	Medium	Medium	High	Extreme	Extreme

Consequence	Description of Consequence
Insignificant	No treatment required
Minor	Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps)
Moderate	Injury requiring medical treatment or lost time
Major	Serious injury (injuries) requiring specialist medical treatment or hospitalisation
Critical	Loss of life, permanent disability or multiple serious injuries

Likelihood	Description of Likelihood
Rare	Will only occur in exceptional circumstances
Unlikely	Not likely to occur within the foreseeable future, or within the project lifecycle
Possible	May occur within the foreseeable future, or within the project lifecycle
Likely	Likely to occur within the foreseeable future, or within the project lifecycle
Almost Certain	Almost certain to occur within the foreseeable future or within the project lifecycle

Assessed Risk Level	Description of Risk Level	RISK MANAGEMENT ACTIONS
<b>Extreme</b>	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.
<b>High</b>	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken. If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result. Consider alternatives
<b>Medium</b>	If an incident were to occur, there would be some chance that an injury requiring First Aid would result.	Additional controls may be needed.
<b>Low</b>	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.

Hierarchy of Controls	
<p>Most effective (High level)</p>  <p>Least effective (Low level)</p>	<b>Elimination:</b> remove the hazard completely from the workplace or activity
	<b>Substitution:</b> replace a hazard with a less dangerous one (e.g. a less hazardous chemical)
	<b>Engineering control:</b> making an event safer separate people from the hazard (e.g. safety barrier)
	<b>Administration:</b> putting rules, signage or training in place to make the event safer (e.g. induction, route plan, safety training)
	<b>Personal Protective Equipment (PPE):</b> Protective clothing and equipment (e.g. masks, fencing gear)

# Club Rules

9/3/21

The overall intent of these club rules is safety. Risk of harm to fencers, coaches and visitors needs to be minimised. The pistes are very close to one another so fencers and coaches must be extra careful whether they are bouting or receiving lessons.

## On the Piste

### General

1. Access all the pistes from either end as close as you can to each wall.
2. Do not walk across the middle of the other pistes to access your bouting piste.
3. Be careful crossing over pistes at the wall when the piste is in use.
4. If fencers are moving towards you, pause until it is clear.
5. Shoes must always be worn in the salle, whether fencing or warming up.
6. Masks must be on and down once fencers are 2 metres away from either end wall. Fencers need to salute within 2 metres of the walls and not lift masks up until they are back at the walls.

### Bouting

7. The minimum clothing requirement is a chest protector (women), 350N plastron, 350N jacket, robust long pants with a pocket to secure the wireless pack, shoes, socks, glove and mask. If fencers have breeches, they should wear them. Long socks are preferable.
8. All clothing must be in good order, with no rips, holes or open zips and be worn correctly. Masks must meet all current FeNZ standards for determining structural condition and a 350N bib.

9. You should stay on your piste when fencing. If you do leave your piste during a bout, for any reason, it is your responsibility to avoid collisions, contact or interfering with other fencers.

#### Individual Lessons

10. Lessons should be conducted on the training piste or unused pistes, but priority must be given to bouting fencers; piste access and on piste rules must be observed.
11. When you are having a lesson from a club coach, the minimum clothing requirements are shoes, a glove and mask all in good condition.
12. During a club night when bouting is occurring full gear is required when receiving a lesson as in point 6 above.
13. When giving a lesson, the minimum clothing requirement is a coaching jacket or fencing jacket, shoes, glove and mask all in good condition.

#### Refereeing

14. A refereed bout can only occur on piste 1 and 8 so that the referee is clear from fencers.
15. Lessons take priority on the training piste over referred bouts.

#### Off the Piste

16. Your weapon must never be pointed or waved at or used to hit any person off piste.
17. Keep all your bags off the floor; place in the cubbyholes provided.
18. If you are not currently fencing you must store all your gear in your bag, in your storage space or tidily off the piste and outside of the salle.
19. All cups and dishes that you use must be washed after use and returned to storage or put into the dishwasher.
20. All gear must be hung up on the rails.
21. Fencers and coaches must change their clothes in the changing rooms and not the gear storage areas.
22. Anyone acting in a coaching capacity or running a non-club session is responsible for ensuring these rules are adhered to.



## Code of Conduct

I agree to:

1. Respect fencers, coaches, officials and referees.
2. Not use any form of rudeness, abuse, obscene language, harassment, discrimination or victimisation towards others.
3. Show concern and caution towards others who may be sick or injured.
4. Participate in the spirit of fair play, cooperation and good conduct.
5. Be gracious both in victory and in defeat.
6. Accept responsibility for my own behaviour and actions.
7. Be considerate and honest in all my dealings with others.
8. Be a positive role model.
9. Assist and encourage those less experienced than myself.
10. Protect the club facilities and equipment.
11. Be aware of, and maintain, an uncompromising adherence to, standards, rules, regulations and policies of the Fencing Institute.
12. Reject corruption, drugs, racism, sexism and violence.
13. Promote the interests of fencing.

Unite  
against  
COVID-19



Fencing Institute

# Covid 19 Response Plan Under Level 2

29 May 2020

## Update

As of Friday 12pm 29 May, Sport New Zealand Covid-19 Alert Level 2 guidelines have been updated following the government announcement of allowing gatherings of up to 100.

Gatherings of up to 100 are now allowed subject to contact tracing and hygiene measures. There are no physical distancing requirements for a group up to 100. Physical distancing of 2 metres should, however, be maintained wherever possible, especially from people that you don't know. It is recognised that contact during physical activity will occur but this should be minimised as much as possible, especially off the field of play.

## Introduction

Sport New Zealand Covid-19 Alert Level 2 guidelines allow for sports, such as fencing, to resume if they are compliant with public health measures. This means that sports can only resume where good contact tracing is possible and hygiene measures, particularly washing and drying of hands and regular sanitising of equipment and surfaces, are in place.

The maximum gathering has now been increased to 100 people within an indoor facility for all community sport. Therefore, all fencing clubs are required to restrict their attendees including fencers, spectators, coaches and officials to 10 persons at any one time. Everyone must adhere to these requirements or they could forfeit their membership. We do not want to start a cluster from the Fencing Institute and put others at risk.

This plan outlines how the Fencing Institute will comply with those measures. Some measures may be relaxed by the government over time and this plan will be updated. This is the first edition of the plan and it may have to be revised after fencing commences and improvements can be seen.

## Health

If you are unwell or even have a slightly tickly throat do not come to the Fencing Institute. If you or a close contact are awaiting a Covid 19 test or awaiting a test result, please do not come to the Fencing Institute. We will have a sign at the door outlining our requirements. (See attached as Appendix 1)

## Contact Tracing

All people entering and exiting the Fencing Institute must register using a QR code contactless system. (See attached as Appendix 2)

Anyone wishing to enter the Fencing Institute must have a smart phone to read the QR code. Wifi is now connected which can be used if necessary. An iPhone can use the camera function which will open up a Google form. For all other phones people must already have downloaded a QR scanner app. There is a scan for club members and a separate scan for non club members. Club members will only be required to submit their names as we already hold members' contact details. These will be checked to see if they are accurate and up to date. Non club members will be required to submit their name, phone number, email and address at least for their first entry. The form will generate your name along with a date and time stamp of when you arrive and leave the Fencing Institute. This information will be given to the Ministry of Health and/or the Canterbury District Health Board on request if it is required for contact tracing purposes. We will not use it for any other purpose and will destroy non club member details after four weeks. It will be kept on the Fencing Institute administrators' computer.

## Hygiene

Hand sanitiser will be available at the door when people enter. There are also bathrooms with hot water, soap and hand towels. Hands must be washed before leaving the building.

At the end of every day bathrooms will be cleaned and all surfaces will be wiped down. This includes spoons, remotes, benches and door handles.

To reduce surface areas, the kitchen will be closed. Eating will not be permitted anywhere within the building.

Fencers must bring their own named water bottles with water. They cannot access the kitchen to use glasses or cups.

No gear should be shared particularly gloves and masks.

Fencing bags may be left at the Fencing Institute but clothing and masks should be taken home and washed/dried.

## Maximum Number within the Building

The maximum number of people allowed within the building at any one time is now 100. This includes fencers, spectators, coaches and officials. This means that bookings are not now required and club nights and class times will revert back to normal times.

## Private Lessons

Outside of club nights private lessons between a coach and a pupil may take place. The coach is responsible for checking fencers in and ensuring that all the requirements in this plan are adhered to.

## Group Lessons

Group lessons may take place in their original time. The coach is responsible for checking fencers in and ensuring that all the requirements are adhered to. This includes cleaning all surfaces, equipment and ensuring all loan equipment washed and back for the next day.

## Loaned Equipment

Some fencers that attend a private lesson and group lessons will be loaning equipment that is based at the Fencing Institute. All clothing must be taken away and washed and masks sprayed and wiped with the sanitiser provided and left to dry overnight. Equipment used by one fencer cannot be used the same day by another fencer.

## Fencing Calendar

All National tournaments have been cancelled for the foreseeable future. Regional, local and our own club competitions will resume once the 10 person limit has been lifted. We will then release the new competition calendar.

## Club Safety Rules and Code of Conduct

Please refamiliarize yourself with the club's safety rules. They can be found on our website [here](#).

Please note that security cameras have been installed. Notices will be in place and clearly visible.

## Questions

If you have any questions or suggestions on how the smooth operation of the Fencing Institute could be improved during this time please contact a member of the committee.



## Level 2 Covid 19 Requirements

1. If you are unwell – do not come in.
2. Only 100 people at any one time are allowed inside.
3. Sanitise your hands at the door when you arrive at the Fencing Institute.
4. Scan the QR code.
5. Only 2 people at one time allowed in the bag room.
6. Changing rooms must be used for taking gear on and off.
7. Do not use or share other people's clothing or gear especially masks and gloves.
8. Keep 2 metres apart when off the piste.
9. Sneeze into your arm or tissue. Put the tissue in the bin.
10. Do not touch your face.
11. Wash your hands before you leave the Fencing Institute.

We hope you enjoy your fencing.

## Covid Contact Tracing

Sign in here before you enter

Club Members



Non Club & Class Members



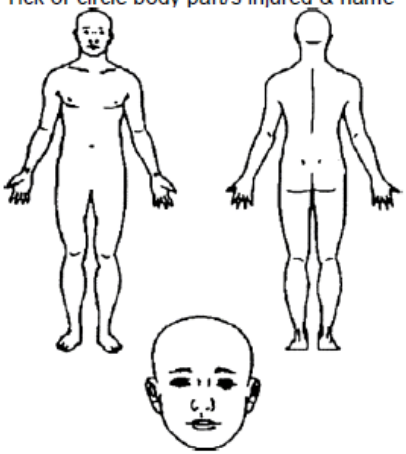
An iphone can scan this from the camera. If you do not have a QR reader go to our website <https://www.thefencinginstitute.co.nz> and scroll down to the bottom of the home page to log in.

Name \_\_\_\_\_

Non Club member details: email \_\_\_\_\_ Phone \_\_\_\_\_

Date of Injury \_\_\_/\_\_\_/\_\_\_ Time \_\_\_:\_\_\_ am/pm Is the injured person a Fencer/ Referee/Coach/Spectator

Venue \_\_\_\_\_ Event/Occasion \_\_\_\_\_

<p><b>How did the Injury occur</b></p> <p><input type="checkbox"/> struck by blade</p> <p><input type="checkbox"/> collision with other fencer/ referee</p> <p><input type="checkbox"/> collision with fixed object</p> <p><input type="checkbox"/> fall/ stumble/ slip/ strip</p> <p><input type="checkbox"/> over exertion (e.g. muscle tear)</p> <p><input type="checkbox"/> overuse</p> <p><input type="checkbox"/> temperature related e.g. heat stress</p> <p><input type="checkbox"/> loss of consciousness</p> <p><input type="checkbox"/> unspecified medical condition</p> <p><input type="checkbox"/> other _____</p> <p><b>Explain exactly how the incident occurred</b></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p><b>Initial treatment given by</b></p> <p>_____</p> <p><b>Referred to</b></p> <p><input type="checkbox"/> no referral</p> <p><input type="checkbox"/> Dr</p> <p><input type="checkbox"/> physiotherapist</p> <p><input type="checkbox"/> ambulance</p> <p><input type="checkbox"/> hospital</p> <p><input type="checkbox"/> other _____</p> <p><b>Action</b></p> <p><input type="checkbox"/> immediate return to activity</p> <p><input type="checkbox"/> able to return but fencer chose not to</p> <p><input type="checkbox"/> further assessment &amp; returned</p> <p><input type="checkbox"/> unable to return</p>	<p><b>Ongoing management by</b></p> <p><input type="checkbox"/> none</p> <p><input type="checkbox"/> Dr</p> <p><input type="checkbox"/> physiotherapist</p> <p><input type="checkbox"/> nurse</p> <p><input type="checkbox"/> sports trainer</p> <p><input type="checkbox"/> other _____</p> <p><b>Impact assessment</b></p> <p><input type="checkbox"/> mild (1-7 days off fencing)</p> <p><input type="checkbox"/> moderate (8-21 days off fencing)</p> <p><input type="checkbox"/> severe (&gt; 21 days off fencing)</p> <p><b>Ongoing outcome</b></p> <p>_____</p> <p>_____</p> <p><b>Body Region Injured</b></p> <p>Tick or circle body part/s injured &amp; name</p> 	<p><b>Body part/s</b></p> <p>_____</p> <p>_____</p> <p><b>Side</b></p> <p><input type="checkbox"/> n/a <input type="checkbox"/> right <input type="checkbox"/> left</p> <p><b>Nature of Injury/Illness</b></p> <p><input type="checkbox"/> abrasion/graze</p> <p><input type="checkbox"/> sprain e.g. ligament tear</p> <p><input type="checkbox"/> strain e.g. muscle tear</p> <p><input type="checkbox"/> open wound/ laceration/ cut</p> <p><input type="checkbox"/> bruise/ contusion</p> <p><input type="checkbox"/> inflammation/ swelling</p> <p><input type="checkbox"/> fracture (including suspected)</p> <p><input type="checkbox"/> dislocation/ subluxation</p> <p><input type="checkbox"/> overuse injury to muscle or tendon</p> <p><input type="checkbox"/> blisters</p> <p><input type="checkbox"/> concussion</p> <p><input type="checkbox"/> cardiac problem</p> <p><input type="checkbox"/> respiratory problem</p> <p><input type="checkbox"/> loss of consciousness</p> <p><input type="checkbox"/> unspecified medical condition</p> <p><input type="checkbox"/> other _____</p> <p><b>Protective Equipment</b></p> <p>Was protective equipment worn on the injured body part? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what type e.g. shoes, breeches, brace</p> <p>_____</p> <p><b>Previous history of injury</b></p> <p>_____</p> <p>_____</p>	<p><b>Initial Treatment</b></p> <p><input type="checkbox"/> none given (not required)</p> <p><input type="checkbox"/> none given (referred elsewhere)</p> <p><input type="checkbox"/> RICER</p> <p><input type="checkbox"/> sling/ splint</p> <p><input type="checkbox"/> taping only</p> <p><input type="checkbox"/> dressing</p> <p><input type="checkbox"/> crutches</p> <p><input type="checkbox"/> stretch exercises</p> <p><input type="checkbox"/> CPR</p> <p><input type="checkbox"/> other _____</p> <p>Were there any contributing factors to the incident, e.g. unsuitable footwear, piste surface, equipment malfunction, foul play etc.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Are there any improvements that could be made to the Fencing Institute to prevent a further similar injury occurring?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>I consent to this information being held on the Fencing Institute database. I understand it will only be used in aggregate form so that the FI can improve safety. No details will be disclosed to anyone outside of the Fencing Institute committee.</p> <p><b>Signature</b></p> <p>_____</p> <p><b>Date</b></p> <p>_____</p>
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