

1 Introduction

This document describes the procedures adopted by the Bath Sword Club in order to provide a safe environment in which the members and visitors can pursue the sport of fencing.

2 Responsibilities

The Committee of the Club has a responsibility to the members to ensure, as far as is possible, that they are not put in danger.

A Safety Officer is appointed to the Committee and takes responsibility for checking Safety.

The Safety Officer reports each year to the AGM of the Club.

The Safety Officer is responsible for regular review of the procedures.

Safety in the junior session is the responsibility of the club coaches.

All activities are supervised. All equipment used is checked annually to be fit for use.

Safety in the senior session is the individual responsibility of every member of the Club.

Members are responsible for the equipment they use and must ensure that it is in good order.

Members should also be vigilant about their opponents attitude to safety. A member should refuse to fence anyone who appears to have defective equipment or an approach to fencing that could result in an accident.

3 Information

An information pack is provided to each person coming to the Club for the first time.

The pack contains, among other things, the Safety Policy Statement and a list of the safety equipment a member must procure.

4. Equipment For Beginners

The Club maintains a stock of equipment for use by beginners:

- Masks
- Jackets and Breast protectors
- Plastrons
- Weapons

Each item of equipment is marked with a unique identifier and recorded in an Equipment Register maintained by the Armourer.

Club coaches will ensure that beginners have proper safety equipment when fencing and beginners are responsible for proper use of that equipment.

4.1 Masks

The Armourer is responsible for visually checking masks at least once a year for:

- Rusting
- Deformation
- Weakness of the mesh
- Decay or loosening of the fabric
- Brittleness of the lining that could cause laceration to the face
- Weakness in the bib or its attachment to the mesh
- Conformance to the current minimum safety standard

Masks that are found to be defective should be rendered unusable by crushing them and leaving them for rubbish disposal. The destruction of the item is recorded in the Equipment Register.

4.2 Jackets and Protectors

The Armourer is responsible for checking jackets and protectors at least once a year for:

- Holes in jackets
- Split seams or decaying stitching
- Split or cracked protectors
- Missing buttons or broken zips
- CE marking on jackets
- Conformance to the current minimum safety standard

A jacket may be repaired at the discretion of the Armourer. Condemned items are taken from the Club for disposal. The disposal of the item is recorded in the Equipment Register.

4.3 Plastrons

The Armourer is responsible for checking plastrons at least once a year for:

- Holes and splits
- CE marking
- Conformance to the current minimum safety standard

A damaged plastron must be condemned and taken from the Club for disposal. The disposal of the item is recorded in the Equipment Register.

4.4 Weapons

Coaches are responsible for isolating blades that break during the evening and rendering them unusable by dismantling the weapon.

At least once a year the Armourer inspects the complete stock of weapons for:

- Broken blades
- Deformation of blades suggesting a weakness
- Presence of an effective button on steam foils

Weapons with damaged blades are dismantled.
Damaged or missing buttons are replaced.

Broken blades are considered as dangerous items and should be taken off the premises at the end of the evening.

5. Electric Recording Equipment (Boxes)

Battery powered boxes do not pose a safety problem. The club owns several mains powered boxes which are potential risks.

At least once a year the Safety Officer inspects the mains leads for:

- Damaged plugs or extension sockets
- Loose or exposed wiring
- Cables coming free from cable grips inside the plug

The Safety Officer brings the item to the notice of a competent person for repair. The item should not be used until a repair has been completed.

At least once a year the Safety Officer inspects the condition of wall sockets. Faults in wall sockets should be notified in writing to the Manager of the Sports Hall.

Repairs should be carried out promptly by a competent person.

6. Equipment Register

A book is kept in the Club store cupboard. Each item owned by the Club is recorded with the following details:

- Unique identifier
- Date of acquisition (for new purchases)
- Date of disposal

Each inspection by the Armourer is recorded with the following details:

- Date
- Signature of the Armourer
- Summary counts of items checked, disposed of.

7. Safety Officer

The duties of the Safety Officer are:

At yearly intervals to inspect the Club equipment and Equipment Register and to verify that the safety procedures are being carried out in accordance with this document. The inspection is recorded in the Equipment Register.

Each inspection by the Safety Officer is recorded with the following details:

- Date
- Signature of the Safety Officer
- Deficiencies
- For each safety deficiency a date is recorded when the deficiency has been rectified

At intervals at his/her discretion to inspect the protective clothing worn by the fencers.

At the AGM to present a report on safety matters.

To review this document annually and to recommend changes to the Committee.

8. Dangerous Behaviour

The Safety Officer has the authority of the Committee to warn any fencer whose behaviour could cause injury to an opponent or himself/herself eg:

- hard or dangerous hitting
- jostling or violent physical contact
- unsafe protective clothing
- unsafe weapons

The Safety Officer has the authority of the Committee to immediately suspend any fencer who, in the opinion of the Safety Officer, is likely to cause injury eg:

- ignores warnings
- tampers with weapons eg by filing or by heating the blade

Hard hitting is unnecessary in fencing. It could increase the risk of injury. If a member considers another to be hitting too hard, he/she should point this out to the other fencer.

If the hard hitting continues, the member should bring it to the attention of a committee member who will make the decision whether to ban the fencer from the club.

9. First Aid

In the case of any accident, a person should locate a member of the Sports Centre staff and request assistance. All Sports Centre staff are qualified first aiders.

Any accident should be recorded in the Accident Register which is kept in the Club storeroom. Each entry should include the following details:

- Date
- Name of the person injured
- Details of the injury
- Name of the person making the entry

10. Fire

In the event of the fire alarm bell ringing fencers are to immediately lay down their weapons, remove their masks and proceed to the fire collection point which is the grassed area between the Founders Hall and the East car park.