

Risk Assessment & Action Plan

Thank you for completing your risk assessment. You will now have considered the risks that exist throughout your venue, detailed the work that you do and identified additional procedures that you will put in place to manage and minimise the risks of injury to your members, staff, volunteers, and visitors.

Please remember that the risk assessment is only a document and it is essential that you follow this up with real action to ensure that your place to play remains safe and secure. Keep revisiting the risk assessment to ensure that actions are completed as planned and as new hazards are identified, plans are put in place to manage these.

Completed by: Marie O'Connor

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Activities Assessment

Q1 Does the club have documented generic risk assessments relating to club activities?

- ☒ (YES) - The club has considered the risks and control measures associated with it's activities and documents these. The Proactive App provides a quick and efficient ways of completing pitch-side risk assessments and pre-session safety checks.
- ☐ (NO) - It is important to risk assess all activities associated with the club in order to implement measures to control these risks. A template risk assessment can be found at <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm> http://learn.sportenglandclubmatters.com/pluginfile.php/5137/mod_resource/content/2/risk_assessment_guide.pdf The Proactive App provides a quick and efficient ways of completing pitch-side risk assessments and pre-session safety checks.

Q3 Does the club have a written, signed and dated Health and Safety policy?

- ☒ (YES) - The club has and maintains a written, signed and dated Health and Safety policy.
- ☐ (NO) - If the club has 5 employees or more, it should have a written, signed and dated Health and Safety policy. <https://www.sportenglandclubmatters.com/club-planning/governance/policies-procedures/health-and-safety/>
- ☐ (NOT APPLICABLE)

Q2 Does the club ensure that prior to each game and training session a check is conducted to ensure the continued efficacy of the generic risk assessment and introduces new control if necessary?

- ☒ (YES) - The club understands the need to assess the risk of harm prior to any game and training session and does so. Any adjustments made to the original generic risk assessment should be recorded. The Proactive App provides a quick and efficient ways of completing pitch-side risk assessments and pre-session safety checks.
- ☐ (NO) - It is important that the club assesses the risk of harm prior to any game and training session for the safety of those running and taking part in the activity. A template activity risk assessment can be found at <https://www.hse.gov.uk/simple-health-safety/risk/risk-assessment-template-and-examples.htm> http://learn.sportenglandclubmatters.com/pluginfile.php/5137/mod_resource/content/2/risk_assessment_guide.pdf The Proactive App provides a quick and efficient ways of completing pitch-side risk assessments and pre-session safety checks.

Q4 Does the club have a GDPR compliant accident book and a nominated person responsible for the accident book?

- ☒ (YES) - The club maintains a GDPR compliant accident book for the recording of accident details and does have a nominated person responsible for the accident book.
- ☐ (NO) - The club should obtain a GDPR compliant accident book and use this to record the details of all accidents that occur during club activity. <https://www.sja.org.uk/first-aid-supplies/manuals-and-guides/risk-assessment-health-and-safety-at-work/accident-book-updated-2018/> Having a nominated person responsible for the accident book helps ensure completion of records following accidents which might be required for future reference. <https://www.hse.gov.uk/pubns/hsg245.pdf>

Q5 Are all coaches, committee members and other appropriate members aware of the emergency safety procedures, including the location of first aid kits, fire fighting equipment and defibrillators?

- ☒ (YES) - Details of emergency safety procedures and the location of all emergency equipment are provided to all coaches, committee members and other appropriate members.
- ☐ (NO) - Coaches, committee members and other appropriate members should be trained on emergency safety procedures and be made aware of what emergency equipment is provided and where it is located
<https://www.hse.gov.uk/entertainment/leisure/amateur-sports-club.htm>

Q7 Does the club follow RFU policies and procedures with regard to concussion and are all coaches and relevant members appropriately trained?

- ☒ (YES) - The club follows RFU policies and procedures with regard to concussion and all coaches and relevant members are appropriately trained
- ☐ (NO) - The club should follow RFU policies and procedures with regard to concussion and ensure that all coaches and relevant members are appropriately trained
<https://www.englandrugby.com/participation/playin/g/headcase>

Q9 Does the club have appropriate policies and procedures in place to manage the risk of infection by contagious diseases, including COVID-19?

- ☒ (YES) - The club has appropriate policies and procedures in place to manage the risk of infection by contagious diseases, including COVID-19
- ☐ (NO) - The club should have appropriate policies and procedures in place to manage the risk of infection by contagious diseases, including COVID-19. Guidance is available at
<https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

Q11 Is Personal Protective Equipment (PPE) provided to members and staff who undertake grounds maintenance or any other high risk activities?

- ☒ (YES) - The club recognises the risk of harm to users of equipment and ensures that appropriate Personal Protective Equipment (PPE) is provided to members and staff who undertake grounds maintenance or any other high risk activities
- ☐ (NO) - The Club is responsible for providing suitable PPE to volunteers or employees who use mowers, rollers, trimmers, brush cutters and other maintenance machines or substances and any other high risk equipment and chemicals. For further guidance on what your duties are see:
<http://www.hse.gov.uk/contact/faqs/ppe.htm>

Q6 Is there a club membership form, health declaration, and emergency contact information form in place with records kept in line with GDPR?

- ☒ (YES) - The club records relevant and up to date medical and emergency contact information for all members and participants. Records are kept in line with GDPR.
- ☐ (NO) - Members and participants should complete the relevant membership forms, including information in relation to health issues/medical requirements and emergency contacts and keep these up to date. Storage of these records must comply with GDPR. Guidance can be found at
<https://www.sportenglandclubmatters.com/club-planning/governance/policies-procedures/data-protection-policy/>

Q8 Does the club follow RFU policies and procedures with regard to the safeguarding of children and adults at risk?

- ☒ (YES) - The club follows RFU policies and procedures with regard to the safeguarding of children and adults at risk
- ☐ (NO) - The club should follow RFU policies and procedures with regard to the safeguarding of children and adults at risk. Further guidance can be found at
<https://www.englandrugby.com/governance/safeguarding>

Q10 Are all chemicals on site stored and used correctly and in line with manufacturers guidelines?

- ☒ (YES) - The club recognises the risk of harm caused by misuse of chemicals and ensures these are kept and used in line with COSHH requirements.
- ☐ (NO) - The Control of Substances Hazardous to Health is a legal requirement that clubs must be aware of and compliant with. Further details can be found at
<https://www.hse.gov.uk/entertainment/leisure/faqs.htm> under Sport and at
<https://www.hse.gov.uk/coshh/basics/index.htm>

Facilities Assessment

Q12 As a club are you responsible for the management of the premises including buildings such as club house, changing room and equipment stores? (If you are a tenant, you should refer to your tenancy and your landlord for clarification)

- ☒ (YES) -
- ☐ (NO) - The club is not responsible for the management of the premises, but you should confirm the arrangements for the management of health and safety with your landlord. The club management committee should ensure the landlord is complying with their duties in respect of fire precautions and ensure the buildings are safe for the purposes the visitors are using them.

Q13 Are your buildings currently insured?

- ☒ (YES) - The clubhouse is a valuable asset to the club and it is good management of financial risk to ensure this is appropriately insured, protecting the club against potential costs should the property be damaged (for example by fire)
- ☐ (NO) - The clubhouse is a valuable asset to the club and it is good management of financial risk to ensure this is appropriately insured. Without appropriate insurance the club would potentially face substantial costs if property be damaged (for example by fire)

Q14 Have you had a valuation survey to confirm whether you are insuring your property to the correct rebuilding cost within the last 3 years?

- ☒ (YES) - The club recognises the importance of insuring its property for the correct amount, to avoid potential issues relating to underinsurance in the event of a claim, which could leave the club facing substantial costs.
- ☐ (NO) - Under insurance of club property can lead to issues in the event of a claim and mean that insurers could reduce the amount of any claim settlement. This could leave the club facing substantial uninsured costs and we recommend that a valuation is carried out to ensure the club property is appropriately insured.

Q16 Is there a fully functioning fire alarm and monitoring system installed?

- ☒ (YES) - The club has a fully functioning fire alarm system.
- ☐ (NO) - Most fires are preventable. Those responsible for rugby clubs can help to prevent them by taking responsibility for and adopting the right behaviours and procedures
<http://www.hse.gov.uk/toolbox/fire.htm>

Q18 Does the club ensure fire fighting appliances (extinguishers, fire blankets etc) are available and maintained annually or following use or damage?

- ☒ (YES) - The club has appropriate fire fighting appliances and keeps them maintained.
- ☐ (NO) - It is important that appropriate fire fighting appliances (fire blankets, fire extinguishers etc) are available within the club and are maintained annually or following use or damage
<https://www.fia.uk.com/news/blogs/the-importance-of-well-maintained-fire-extinguishers.html>

Q20 Are evacuation points clearly marked and information posted with regards where they are located?

- ☒ (YES) - Evacuation points are clearly marked and information is posted with regards where they are located
- ☐ (NO) - Evacuation points should be clearly marked and information is posted with regards where they are located
<http://www.legislation.gov.uk/uksi/2005/1541/article/14/made>

Q22 Have you completed an asbestos survey?

- ☒ (YES) -
- ☐ (NO) - There is a duty to manage asbestos under the Control of Asbestos Regulations 2012. If the club building(s) was built pre 2000 it is likely that asbestos is present and therefore an asbestos survey is required to be carried out by a competent person. Guidance can be found at <https://www.hse.gov.uk/asbestos/surveys.htm>

Q24 Are the premises secured at night to prevent unauthorised access, damage, or theft?

- ☒ (YES) - The club secures the premises at night to prevent unauthorised access.
- ☐ (NO) - Clubs carry a duty of care for any one who accesses your site and this duty extends to periods outside of normal operating times and as such clubs should ensure that unauthorised access is restricted and deterred.

Q15 Has a fire risk assessment been completed for the clubhouse/ property?

- ☒ (YES) - The club has a completed fire risk assessment.
- ☐ (NO) - The clubhouse/ property is required to have a fire risk assessment in place (Regulatory Reform (Fire Safety) Order 2005. See link for more information about fire and fire risk assessments; <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>

Q17 Is the fire alarm system subject to 6 monthly inspections by a competent person?

- ☒ (YES) - The fire alarm system is inspected at least every 6 months and remedial actions taken by a competent person.
- ☐ (NO) - To comply with the Regulatory reform (Fire Safety) Order 2005 fire alarm systems MUST be regularly maintained by a competent person
<https://www.fia.uk.com/cut-false-alarm-costs/reducing-false-alarms/maintaining-your-fire-alarm-system.html>

Q19 Following the fire risk assessment is there recommended emergency lighting installed and inspected monthly and annually?

- ☒ (YES) - An emergency lighting system is installed and inspected manually and annually in line with BS5266
- ☐ (NO) - To comply with the Regulatory Reform (Fire Safety) Order 2005 emergency routes and exits requiring illumination must be provided with adequate emergency lighting in case of the failure of normal lighting
<http://www.legislation.gov.uk/uksi/2005/1541/article/14/made>

Q21 Is there a fully functioning security/intruder alarm fitted within the premises?

- ☒ (YES) - The club has a fully functioning security/intruder alarm within the premises.
- ☐ (NO) - Clubs are required to be kept safe and secure. Information and guidance on ground security, crime and anti-social behaviour can be found here (Link to ECB ground security document)

Q23 Did the asbestos survey identify asbestos on the premises?

- ☐ (YES) -
- ☒ (NO) - Your survey did not identify asbestos on the premises.

Q25 Are all electrical installations, sockets etc. checked annually by a competent person as part of the regular maintenance programme with an Electrical Installation Condition report produced every 5 years?

- ☒ (YES) - The club recognises the risks associated with electricity and ensures that a competent electrician inspects the electrical installations on a regular basis to ensure everyone who uses the facility is not harmed.
- ☐ (NO) - There are risks associated with electricity therefore a competent electrician should inspect the electrical installations regularly to ensure everyone who uses the facility is not harmed.
<https://www.hse.gov.uk/electricity/faq.htm>
- ☐ (NOT APPLICABLE)

Q26 Are all portable electrical appliances inspected annually by a qualified electrician and any defect identified remedied?

- ☒ (YES) - The club has portable electrical appliances checked in accordance with PAT regulations.
- ☐ (NO) - It is recommended that the occupiers of any premises should PAT test all portable electronic equipment, to ensure it is safe for use.
<https://www.hse.gov.uk/electricity/faq.htm>
- ☐ (NOT APPLICABLE)

Q28 Does the club have an up to date water risk assessment (Legionella Risk Assessment) which includes irrigation tanks?

- ☒ (YES) - The Club is aware of its duties to manage water (Legionella) effectively to avoid exposing volunteers, staff, players, visitors and children to potentially deadly Legionella bacteria. The Club has carried out a risk assessment on the hot and cold water systems including irrigation tanks in the last two years.
- ☐ (NO) - It is a legal requirement to assess and control the risk of exposure to Legionella bacteria found in water. Therefore, it is strongly recommended that the Club instructs a competent third party to undertake a legionella risk assessment where hot and cold water is stored (tanks or calorifiers), used and where there is a means of creating and transmitting breathable water droplets (aerosols) for example showers. Potential sources of risk which are considered significant must be acted upon within a specified time frame. The risk assessment must be reviewed every 2 years or following any changes to the building or plant. For more information on Legionella refer to:
<http://www.hse.gov.uk/pubns/books/l8.htm>

Q30 Are appropriate steps taken to manage the risk of scalding from hot water, such as use of warning signs on wash basins and use of thermostatic showers

- ☒ (YES) - The club has identified the risk of scalding from hot water and has taken appropriate steps to manage this risk, by installing thermostatic showers where appropriate and displaying signs to warn of the risks caused by hot water.
- ☐ (NO) - The club should consider the risk of scalding from hot water and take appropriate steps to manage this risk, such as displaying hot water warning signs at hand wash basins and installing thermostatic mixing valves on taps and showers.

Q32 Is non slip flooring provided in the showers and changing rooms

- ☒ (YES) - Non slip flooring provided in the showers and changing rooms
- ☐ (NO) - It is recommended that the Club reviews its current flooring in the changing rooms, showers and toilets. Anti-slip flooring should be provided in areas where there is a high risk of slipping. Flooring should also be spike resistant. Concrete floors in changing rooms do constitute anti-slip. Until such time as anti-slip flooring is provided, it is recommended that the Club highlight the issue with slippery flooring by displaying warning signs.

Q27 If you have a gas boiler is it serviced annually by a Gas Safe Engineer?

- ☒ (YES) - The club recognises the risk of a poorly maintained boiler and ensure this is serviced annually by a Gas Safe Engineer
- ☐ (NO) - It is recommended that the Club instructs a Gas Safe registered Gas engineer to service the boiler in accordance with the manufacturer's recommendations.
<https://www.hse.gov.uk/toolbox/gas.htm>
- ☐ (NOT APPLICABLE)

Q29 Is there an up to date plan for dealing with water risk (Legionella)?

- ☒ (YES) - The club manages water risks (Legionella) effectively using a written plan and records put together by a competent person.
- ☐ (NO) - It is strongly recommended that the club instructs a competent third party to carry out a Legionella Risk Assessment which formulates an action plan to reduce risk.
<https://www.hse.gov.uk/legionnaires/things-to-consider.htm>

Q31 Are facilities provided within the changing rooms to safely dispose of soiled waste, sanitary products, dressings, etc.?

- ☒ (YES) - The Club recognises that soiled dressings / dressings which are disposed of in the changing rooms and / or showers can present a risk to other changing room / shower users from cross infection via cuts or inhaling/ ingestion or absorption. Bins are provided in the changing rooms which are purely for the safe disposal of soiled dressings / bandages. Sanitary bins are provided in female changing rooms and toilets. The bodily fluids bin has a bio-hazard bin liner. The person(s) responsible for the removal of the bio-hazard bag will have the appropriate PPE to wear and know where to dispose of the bag.
- ☐ (NO) - It is recommended best practice for the Club to provide facilities whereby soiled dressings / bandages can be disposed of safely and therefore reducing the risk of cross infection. A blood bin or bodily fluid bin is recommended and these should be lined with bio-hazard bins. It is recommended that cleaning staff responsible for emptying such bins are provided with the correct PPE and are instructed on how to dispose of the bio-hazard bag accordingly.

Q33 Does the club have accessible facilities?

- ☒ (YES) - The club has accessible facilities for those with additional needs and varying abilities.
- ☐ (NO) - If the club does not have accessible facilities for those with additional needs and varying abilities, the RFU may be able to assist you and you should speak to your local rugby development team.

Q34 If the club has lifts, platform lifts, ramps or other accessibility equipment, is this equipment maintained to the manufacturer/installer recommendations?

- ☐ (YES) - The club recognises that the safe reliable working of this equipment is important and should keep and file a copy of all service documents and log that all service actions have been met.
- ☐ (NO) - It is vital that all access equipment is in a safe working order for when it is required. Consult the supplier/installer for all equipment to determine service requirements - carry out the service and keep records of the service and resulting actions.
- ☒ (NOT APPLICABLE)

Q35 Is there a documented maintenance programme in place to ensure that all club facilities and equipment are in good condition according to manufacturer guidance?

- ☒ (YES) - The club recognises the risk of harm caused by faulty equipment and facilities. A documented maintenance programme is in place to ensure all are kept in good condition.
- ☐ (NO) - Clubs have a legal responsibility to ensure that all facilities and equipment are fit for purpose, are well maintained, and remain clean and safe. The club should put in place a documented maintenance programme for club facilities and equipment.

Q36 Is there a policy in place to ensure all spills are reported and cleaned up as soon as possible, to avoid the risk of slips and trips?

- ☒ (YES) - The club recognises that spills happen and procedures in place to ensure they are reported and cleaned up as soon as possible.
- ☐ (NO) - It is recommended that the club develops a written procedure for staff to ensure that spills are cleared as soon as they are noticed or reported. This can be a simple poster format for staff to refer to.

Q37 Are risk assessments completed in respect of all specialist roles related to the management of bar facilities, including management of deliveries, line cleaning, barrel changing and glass collection and are relevant staff and volunteers appropriately trained in these activities?

- ☒ (YES) - The club recognises the risks associated with running bar facilities. Risk assessments are completed in respect of all specialist roles related to the management of the bar, including management of deliveries, line cleaning, barrel changing and glass collection and relevant staff and volunteers are appropriately trained in these activities?
- ☐ (NO) - Risks associated with running bar facilities should be given particular attention, as they can lead to serious injury. Risk assessments should be completed in respect of all specialist roles related to the management of the bar, including management of deliveries, line cleaning, barrel changing and glass collection and relevant staff and volunteers should be appropriately trained in these activities? Guidance is available at <https://www.hse.gov.uk/catering/getting-started.htm>
- ☐ (NOT APPLICABLE)

Outside Facilities Assessment

Q38 Are there regular, documented inspections of club grounds, buildings, the outfield, nets, car parks, paths, and steps carried out whenever in use?

- ☒ (YES) - The club recognises the risk of slips and trips in the club grounds, including paths, steps and car parks. These areas are routinely inspected whenever in use and those inspections are documented for future reference.
- ☐ (NO) - Inspections should take place whenever in use in order to ensure that facilities remain safe and in good working order and these inspections should be documented as you may need to rely on them in future. <https://www.hse.gov.uk/slips/index.htm>

Q40 Are routes for cars and pedestrians clearly segregated, defined, and identifiable?

- ☒ (YES) - The club recognises the danger posed to pedestrians in car parks and has taken steps to ensure pedestrian routes are clearly defined and identifiable.
- ☐ (NO) - Clubs should make it clear where pedestrian zones are. Pedestrians should be able to safely cross/get off the car park on to pavements as soon as possible <https://www.hse.gov.uk/workplacetransport/separating.htm>

Q39 Is there adequate lighting across the site to enable safe walking between facilities to car park etc.?

- ☒ (YES) - Lighting is placed in all areas to maintain suitably safe levels to prevent trips and falls. Lighting is included in the regular maintenance checks
- ☐ (NO) - The Club should provide safe routes of access to and from the car park, around the clubhouse and to outdoor nets. Inadequate levels of lighting can give rise to accidents. Routine inspections of club lighting will ensure that where lighting has failed it is repaired as soon as possible.

Q41 Are footpaths regularly inspected to ensure they are safe for use and cleared as appropriate (e.g. cleared of ice in winter and vegetation cut back in summer).

- ☒ (YES) - The club recognises that defective, obstructed or unsafe footpaths are a hazard and has appropriate procedures in place to ensure they are kept clear and safe for use.
- ☐ (NO) - Defective, obstructed or unsafe footpaths are a hazard. These should be inspected regularly and appropriate procedures put in place to ensure they are kept clear and safe for use.

Q42 Is all grounds maintenance equipment safely and securely stored away and routinely inspected and maintained in line with manufacturers' guidelines?

- ☒ (YES) - Grounds maintenance equipment is safely and securely stored away and routinely inspected and maintained in line with manufacturers' guidelines.
- ☐ (NO) - Grounds maintenance equipment should be stored safely and securely. The club should maintain machinery in line with the manufacturer's recommendations. Maintenance can be performed by competent members of staff or use a third party. For further information regarding the provision and use of work equipment see the following website: <http://www.hse.gov.uk/work-equipment-machinery/puwer.htm>

Q44 Are risk assessments completed with regard to the use and maintenance of training equipment, such as scrum machines?

- ☒ (YES) - The club recognises the risk associated with improper use or maintenance of training equipment. Risk assessments are completed with regard to the use and maintenance of training equipment, such as scrum machines?
- ☐ (NO) - Improper use or poorly maintained training equipment can cause injury. Risk assessments should be completed with regard to the use and maintenance of training equipment, such as scrum machines?

First Aid Assessment

Q45 Does the club have an individual or group of individuals (e.g. Club RugbySafe Lead) who are responsible for organising and managing the club's first aid/immediate care provision for all training and matches?

- ☒ (YES) - The club has an appointed Club RugbySafe Lead and/or individual or group of individuals who are responsible for first aid/immediate care provision.
- ☐ (NO) - The club should identify an individual and/or group of individuals to take on the Club RugbySafe Lead role and the responsibility for organising first aid/immediate care provision. More information on the Club RugbySafe Lead role is available on the RugbySafe home page. <https://www.englandrugby.com/participation/playin-g/player-welfare-rugby-safe>

Q47 Does the club's First Aid/Immediate Care Provision for all training and matches meet (at least) the minimum recommended provision set out in the RFU's First Aid & Immediate Care Provision Guidelines?

- ☒ (YES) - The club's First Aid/Immediate Care Provision for all training and matches meet (at least) the minimum recommended provision set out in the RFU's First Aid & Immediate Care Provision Guidelines? The First Aid & Immediate Care Provision Guidelines are available on the RugbySafe home page. <https://www.englandrugby.com/participation/playin-g/player-welfare-rugby-safe>
- ☐ (NO) - The RFU's First Aid & Immediate Care Provision Guidelines set out the minimum recommended guidelines for provision that should be in place at all training sessions and matches. The level of provision required will depend on number of factors including playing level and format i.e. standard match or festival. The First Aid & Immediate Care Provision Guidelines are available on the RugbySafe home page. <https://www.englandrugby.com/participation/playin-g/player-welfare-rugby-safe>

Q43 Is there a documented defective equipment reporting procedure?

- ☒ (YES) - The club recognises the need to remove and repair/dispose of any defective equipment and has a procedure in place to communicate defects to all concerned.
- ☐ (NO) - The club should put in place a documented defective equipment reporting procedure to avoid any use of defective equipment. <https://www.hse.gov.uk/toolbox/machinery/safety.htm>

Q46 Does the club ensure that live risk assessments, including relevant personnel (e.g. coaches or team managers) completing and recording a pre-session safety check prior to each game and training session? NB. A 'live risk assessment' is the practice of observing, assessing, identifying and (where removing/reducing risk in the current environment (e.g. playing area, number of people, facilities, provision etc.).

- ☒ (YES) - The club understands the need to assess any risk prior to any game and training session and does so. The Proactive App provides a quick and efficient ways of completing pitch-side risk assessments and pre-session safety checks.
- ☐ (NO) - It is important that the risk of injury, equipment and training area/pitch are checked prior to any training session or match for the safety of those running and taking part in the activity. The Proactive App can provides a quick and efficient ways of completing pitch-side risk assessments/pre-session safety check

Q48 Does the club carry out a specific risk assessments for any other rugby activity/events e.g. hosting tournaments/festivals?

- ☒ (YES) - The club understands the need to assess any additional risk when hosting/running other rugby activities such as tournaments and the RFU's First Aid & Immediate Care Provision Guidelines are adhered to. More information of event risk assessments is available on the England Rugby Insurance Centre
- ☐ (NO) - It is important that the risk of injury, playing areas/pitches and number of people/players on site is assessed as part of a specific risk assessment for any rugby activity such as a festivals. The level of first aid/immediate care pitch-side provision should adhere to the RFU's First Aid & Immediate Care Provision Guidelines. For larger events, additional levels of provision may be required. More information of event risk assessments is available on the England Rugby Insurance Centre. The First Aid & Immediate Care Provision Guidelines are available on the RugbySafe home page.

Q49 Are all first aiders qualified to a minimum of Level 3 qualification e.g. Emergency First Aid in Rugby Union, Emergency First Aid at Work, Football Association A Level 3 Emergency Medical First Aid in Football or equivalent?

- ☒ (YES) - All the club's appointed first aiders are qualified to a minimum of Level 3 qualification. It is important to ensure that all qualifications are kept up to date in most cases a first aid qualification lasts 3 years. Information on first aid and immediate care courses and qualifications are on the RugbySafe home page.
<https://www.englandrugby.com/participation/playin/player-welfare-rugby-safe>
- ☐ (NO) - The minimum qualification for a designated first aider is the Emergency First Aid in Rugby Union, Emergency First Aid at Work (EFAW) or equivalent. These qualifications require a minimum of 7 learning hours. The type of qualification/personnel required will depend on number of factors including playing level and format i.e. standard match or festival. The type of qualification/personnel required will depend on number of factors including playing level and format i.e. standard match or festival. The Emergency First Aid in Rugby Union (EFARU) course is recommended as it covers specific the first aid needs in rugby. More information on the EFARU and other appropriate first aid qualifications is available on the RugbySafe home page.
<https://www.englandrugby.com/participation/playin/player-welfare-rugby-safe>

Q51 Does the club have a process in place to record all suspected concussions and to monitor players through the appropriate Graduated Return to Play (GRTP) programme, including informing relevant personnel (i.e. coach, player, parent or teacher) where appropriate?

- ☒ (YES) - The club has a process in place to ensure that all players with a suspected concussion goes through the appropriate GRTP programme and has a process to inform relevant personnel. Information on the GRTP is available on the HEADCASE home page. The Proactive App provides a quick and efficient way of recording suspected concussions.
<https://www.englandrugby.com/participation/playin/headcase>
- ☐ (NO) - It is important that clubs recognise their role in supporting player welfare and the management of players with a suspected concussion. The club should develop a process to ensure that all players with a suspected concussion are identified and go through the appropriate GRTP programme. Additionally the club should have a process to inform relevant personnel who can support the player through their GRTP. Information on the GRTP is available on the HEADCASE home page. The Proactive App provides a quick and efficient way of recording suspected concussions.
<https://www.englandrugby.com/participation/playin/headcase>

Q50 Does the club have a process in place to ensure that all first aiders, coaches, club referees and other relevant personnel have completed the online HEADCASE concussion awareness module?

- ☒ (YES) - The club has a process in place to ensure that all first aiders, coaches, club referees and other relevant personnel complete the online HEADCASE concussion awareness module? HEADCASE resources are available on the HEADCASE home page.
<https://www.englandrugby.com/participation/playin/headcase>
- ☐ (NO) - It is important that clubs recognise their role in identifying, supporting and managing players with a suspected concussion. All first aiders, coaches, club referees and other relevant personnel should be aware of the potential signs and symptoms of concussion and how to manage a suspected concussion. The free to access HEADCASE online learning and other resources are available on the HEADCASE home page.
<https://www.englandrugby.com/participation/playin/headcase>

Q52 Does every first aider/immediate care practitioner have an appropriately stocked first aid kit available pitch-side for both training and matches?

- ☒ (YES) - Every first aider/immediate care practitioner is allocated their own appropriately stocked first aid for all training sessions and matches? For more information on first aid kits including a suggested contents list to go the RugbySafe home page.
<https://www.englandrugby.com/participation/playin/player-welfare-rugby-safe>
- ☐ (NO) - The RFU's First Aid & Immediate Care Provision Guidelines recommend that every first aider has a first aid kit with them pitch-side at all training sessions and matches. It is important that clubs recognise their role in providing good player welfare, ensuring all first aiders are appropriately equipped with fully stocked first aid kits. For more information on first aid kits including a suggested contents list to go the RugbySafe home page.
<https://www.englandrugby.com/participation/playin/player-welfare-rugby-safe>

Q53

Is there an on-pitch Medical Emergency Action Plan (MEAP) in place for on-pitch incidents? As per Regulation 9, the MEAP should include: (a) access to a telephone to ensure that the emergency services can be contacted immediately when needed; and clear vehicular access for an ambulance or other emergency vehicle



(YES) - The club has an on-pitch MEAP in place and all relevant personnel are aware of the plan and their role within it. Best Practice is to have a copy of the MEAP in every first aid kit as well as a copy displayed appropriately in the club. More information on Medical Emergency Action Plans including a template is available on the RugbySafe home page.
<https://www.englandrugby.com/participation/playin-g/player-welfare-rugby-safe>



(NO) - An on-pitch medical Emergency Action Plan (MEAP) provides a clear process for what should happen should a serious incident / injury occur. It is recommended that the RugbySafe lead or other relevant individual is responsible for developing and reviewing the MEAP and ensuring all relevant personnel e.g. coaches, team managers etc. are aware of the plan and their role within it. Copies of the club's MEAP should be in every first aid kit as well as a copy displayed appropriately in the club. More information on Medical Emergency Action Plans including a template is available on the RugbySafe home page.
<https://www.englandrugby.com/participation/playin-g/player-welfare-rugby-safe>

Q55

Does the club have an Automated External Defibrillator(s) (AED) and have a process for the governance, maintenance and regular checking of the unit?



(YES) - The club has an AED(s), it is checked regularly and there is a process in place for the appropriate governance and maintenance. For clubs with an AED it is crucial that it is regularly checked and maintained. It is strongly advised that the AED unit(s) is registered with the local ambulance service. The Community Heartbeat Trust provide information and support on the maintenance and governance of AEDs.
<https://www.communityheartbeat.org.uk/sports-clubs>



(NO) - If there is no AED on site, the club should be aware of the location of the nearest accessible AED unit. If this is in excess of 500m away, the club should consider having an AED available on site, especially if it is remotely based (i.e. would take the emergency services longer to arrive). The Community Heartbeat Trust provide information and support on purchasing, the maintenance and governance of AEDs.
<https://www.communityheartbeat.org.uk/sports-clubs>

Q54

Does the club have a specifically allocated first aid room?



(YES) - The club has a specifically allocated first aid room and is set up/used appropriately for first aid treatment. More information on what a first aid room should include is available at: RugbySafe home page
<https://www.englandrugby.com/participation/playin-g/player-welfare-rugby-safe>



(NO) - Clubs should consider if it is necessary and reasonably practicable to have an allocated first aid room. Ideally this room should be designated for the sole use as first aid room and contain specific requirements such as a first aid equipment store and a clinical waste disposal. More information on what a first aid room should include is available at: RugbySafe home page
<https://www.englandrugby.com/participation/playin-g/player-welfare-rugby-safe>

Q56

Does the club have other additional first aid / medical equipment e.g. spinal boards and has a process in place for usage, storing it appropriately and ensuring it maintained and regularly checked as appropriate?



(YES) - The club has other additional first aid / medical equipment and has a process in place for the storage, usage and maintenance as appropriate. Remember, spinal boards and other specialist equipment should only be used by appropriately trained individuals (e.g. Health Care Professionals and not general First Aiders). More information on what a first aid/medical equipment is available at: RugbySafe home page
<https://www.englandrugby.com/participation/playin-g/player-welfare-rugby-safe>



(NO) - Before acquiring any additional first aid or medical equipment such as spinal boards it is important to consider whether it is required. Spinal boards and other specialist equipment should only be used by appropriately trained individuals, therefore clubs should consider the value of purchasing such equipment board if there is no one trained to use it. In most cases, only Health Care Professionals and Immediate Care Practitioners (not First Aiders) are trained to use such equipment. It is recommended that clubs have a folding stretcher available for use by the ambulance services and other appropriately trained individuals if required. More information on what a first aid/medical equipment is available at: RugbySafe home page.
<https://www.englandrugby.com/participation/playin-g/player-welfare-rugby-safe>

Q57 Does the club collect medical information, a health declaration, and emergency contact information from all players/parents? Is the process GDPR compliant and are the records stored securely?

- ☒ (YES) - The club records relevant and up to date medical and emergency contact information for all players. Where appropriate, players/parents are asked to complete a health declaration. Records are kept securely and in line with GDPR. Best practice would be storing this data in GMS. Age Grade Registrations – Completing medical details on GMS is not obligatory but in the interest of player safety it is strongly recommend you do so. Adult Players – Can add notes to their GMS profile with medical information. Waivers for medical conditions and emergency contact details distribution is optional. It is recommended that these are agreed.
- ☐ (NO) - Clubs should have a process in place to ensure all players and parents provide relevant medical information and emergency contact details. Where relevant it may be appropriate to ask to player/parent to complete a health declaration form (e.g. the player has a pre-existing condition). It is important that this records are kept up to date, are stored securely and must comply with GDPR. Best practice would be storing this data in GMS. Age Grade Registrations – Completing medical details on GMS is not obligatory but in the interest of player safety it is strongly recommend you do so. Adult Players – Can add notes to their GMS profile with medical information. Waivers for medical conditions and emergency contact details distribution is optional. It is recommended that these are agreed.

Q59 Is the club aware on what injuries should be reported to the RFU?

- ☒ (YES) - The club is aware on what injuries should be reported to the RFU. The RFU Reportable Injury Event forms are available via the RugbySafe home page <https://www.englandrugby.com/participation/playin g/player-welfare-rugby-safe>
- ☐ (NO) - It is crucial that all reportable injury events are submitted to the RFU in order the appropriate support to be put in place. Reportable injury events are defined as: An injury which results in the player being admitted to a hospital (this does not include those that attend an Accident or Emergency Department and are allowed home from there). Clubs and schools are also required to report injuries in which artificial grass pitches or equipment such as sports goggles are involved. Deaths which occur during or within 6 hours of a game finishing. More information and the RFU Reportable Injury Event forms are available via the RugbySafe home page. <https://www.englandrugby.com/participation/playing/player-welfare-rugby-safe>

Q58 Does the club have a process for recording “on-pitch” incidents and injuries that require first aid attention? Is the process GDPR compliant and are the records stored securely? N.B. Clubs with employees (including paid coaches and players) will be subject to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995. These clubs have a legal requirement to report accidents and ill health at work. Information on this is given by the HSE.

- ☒ (YES) - The club maintains a GDPR compliant. Records (e.g. an injury/incident record book) and there is a nominated person(s) responsible for the storage/security of the records. The Proactive App provides a quick and efficient system for clubs, to ensure injuries and incidents both on and off the pitch are recorded and maintained in a secure and appropriate manner. More information on injury reporting is available on the RugbySafe home page <https://www.englandrugby.com/participation/playin g/player-welfare-rugby-safe>
- ☐ (NO) - It is highly recommended that clubs have a process in place to record incidents/injuries on the pitch that required first aid attention. Every first aider should have access to ensure all applicable incidents /injuries are recorded appropriately. The Proactive App provides a quick and efficient system for club, to ensure injuries and incidents both on and off the pitch are recorded and maintained in a secure and appropriate manner. More information on injury reporting is available on the RugbySafe home page <https://www.englandrugby.com/participation/playin g/player-welfare-rugby-safe>

Q60 Does the club monitor and review its on-pitch injuries on a regular/seasonal basis? Does the club then use this information to help identify injury trends and possible areas for improvement to reduce the risk of injury? For example, a training intervention for either the coach and/or players to improve tackle technique.

- ☒ (YES) - The club has a regular/seasonal injury monitoring process in place and reviews this to identify actions/interventions where appropriate. The Proactive App provides a quick and efficient system for clubs, it allows injury/incident reporting as well as provides reports to identify injury/incident trends. More information on injury reporting is available on the RugbySafe home page <https://www.englandrugby.com/participation/playin g/player-welfare-rugby-safe>
- ☐ (NO) - Monitoring information on injury/incidents can help you identify injury/incidents trends and possible areas for improvement in the control of health and safety risks. It can also be used for reference in future risk assessments. The Proactive App provides a quick and efficient system for clubs, it allows injury/incident reporting as well as provides reports to identify injury/incident trends. More information on injury reporting is available on the RugbySafe home page <https://www.englandrugby.com/participation/playin g/player-welfare-rugby-safe>

Q61

Does the club use the Activate Injury Prevention Exercise Programme as part of training sessions and match-day preparations for both the age grade and adult teams?



(YES) - The club, recognises it's responsibility to provide good player welfare provision. The clubs values the importance of using Activate into training sessions and game preparation (across all age groups and teams) to support the reduction of potential injury and concussion risk as well as improve players' readiness to participate in rugby activity. The latest Activate resources is available on the England Rugby Activate Page.



(NO) - Activate is an injury prevention exercise programme that can be integrated into training and pre-match sessions. The programme is evidenced-based, with studies showing that performing the exercises regularly (3 times a week) can reducing the risk of injury including concussion. The programme is designed to improve movement control and functional strength, helping players with the game's physical demands and potentially improve playing performance. It is important that clubs recognise their role in providing good player welfare. Clubs should look to embed Activate into training sessions and game preparation (across all age groups and teams) to support the reduction of potential injury and concussion risk as well as improve players' readiness to participate in rugby activity. More information on the Activate Injury Prevention Exercise Programme, including free downloadable resources and videos is available on the England Rugby Activate Page.