



# **Rochford Hundred Rugby Club**

THE RUGBY PARK – MAGNOLIA ROAD – HAWKWELL – ESSEX SS4 3AD

## **Health and Safety Policy Statement**

In accordance with the regulations detailed under the Management of Health and Safety Regulations 1992 and the Health and Safety at Work Act 1974, Rochford Hundred Rugby Football Club is making a positive commitment to achieving the highest standards of health, safety and welfare for all of those who may be affected by the activities of its operations.

It is the duty of every individual under Section 7 of the Health and Safety at Work Act 1974 to take reasonable care for their own safety and the safety of others who may be affected by their acts or omissions.

As a result, all individuals are actively encouraged by Rochford Hundred Rugby Football Club to communicate any health and safety matters, which may affect themselves or others.

Rochford Hundred Rugby Football Club as a Rugby Club will as far as reasonably practicable also meet its statutory obligations in the maintenance and provision of the following:-

- Risk assessment activities
- Effective lines of communication for all those affected by the operating practices for Rochford Hundred Rugby Football Club
- Regular monitoring and review of all health and safety practices
- Safe equipment and safe systems of work in their operation
- Regular servicing and checking of all machinery and equipment.
- Safe arrangements for use, handling, storage and transportation of all equipment,
- Materials and substances for use at work.
- Adequate facilities and arrangements with regard to welfare

This club is strongly committed to encouraging our playing members to train hard and compete, but the health, wellbeing and safety of each individual is always our paramount concern.

## **Processes and Procedures and Management**

The Executive Committee of Rochford Hundred Rugby Football Club will be responsible for the implementation of the Health and Safety Policy in accordance with the responsibilities prescribed by the Management of Health and Safety at Work Act 1992.

## **Risk Assessment**

As part of our on-going responsibilities, we will carry out regular Risk Assessments to ensure that all potential risks are identified and subsequently controlled. This will be in accordance with the following:

- the identification of all potential risks
- evaluation of the adequacy of existing health and safety measures
- implementation of action in areas of deficiency
- regular review



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## **Training**

To carry out a risk assessment correctly and appropriately all staff employed at Rochford Hundred Rugby Football Club will undertake risk assessment training generally and specifically in relation to:

- Manual handling and lifting techniques
- Fire Prevention
- Control of Substances Hazardous to Health Regulations (COSH1994)
- Slips, trips & falls.

In addition, all staff will be subject to periodic simulated fire and bomb alert procedures. This will ensure that all parties are aware of their roles and responsibilities in the event of such an occurrence. This will be implemented in accordance with the following:-

- when working practices change
- when job roles change
- when new equipment/technology is introduced

## **Health and Safety Representative**

A nominated member of Rochford Hundred Rugby Football Club staff will be responsible for overall health and safety in the workplace. They will be the point of contact for anyone who identifies a potential health and safety risk or any area where there may be cause for concern.

**Responsible person(s) : Chairman, Bar Chairman and Rugbysafe Lead.**

## **Safety equipment and systems for their use in operation**

As part of their responsibilities, the Health and Safety Representative (Bar Chairman) will carry out regular inspections of the Rochford Hundred Rugby Football Club premises against a specified checklist, which will include items such as access and egress, fixtures etc. Any irregularities or concerns will then be reported to the Executive Committee. Regular servicing and checking of machinery will be carried out by those who installed the equipment where and when possible or by trained rugby club personnel and inline with manufacturers operating guidelines. The Bar Chairman will have a copy of servicing intervals and will monitor these for action.

## **Monitoring and Review**

The Health and Safety Policy will be monitored by regular inspections of areas by the Bar Chairman and Health and Safety Representative. Health and Safety Policy and Procedures will be reviewed by the Bar Chairman and Health and Safety representative on an annual basis. Any changes to the Health and Safety Policy will be brought to the attention of the Executive Committee for ratification.



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## **Communicating the Health and Safety Policy**

Players, spectators and visiting players, will be provided with appropriate information on health and safety risks via the Health and Safety Policy, which will be displayed in a prominent place within the Club House and on the Club Website.

## **Contractors**

Contractors will be assessed against their ability to undertake specified tasks safely by interview and inspection of their own health and safety policy. Contractors will have the requirements of Rochford Hundred Rugby Football Club's own health and safety policies incorporated into contractor agreements.

## **General Health and Safety Procedures - Fire and Bomb Alert Procedures.**

## **FIRE**

The following fire procedures should be adhered to by all parties:

### **ON HEARING THE ALARM**

Designated staff will establish location of the fire

They will telephone the Fire Brigade by dialing 999 and ask for **FIRE**.

Upon answering by the operator, give them telephone number of the phone you are using, and upon request by the operator, give the address of Rochford Hundred RFC clearly and audibly,

### **FIRE AT:**

**Rochford Hundred Rugby Football Club**

**The Rugby Park Magnolia Road, Hawkwell, Essex SS4 3AD**

**Note that the Club Post Code DOES NOT direct you to the Club House but the park at the start of Magnolia Road. The Club House is 700 meters passed the Park.**

Designated staff will try to inform the operator of the exact location of fire and wait for the operator to repeat the address before replacing receiver.

## **ALL THOSE IN THE ROCHFORD HUNDRED RUGBY FOOTBALL CLUB BUILDING MUST.**

- A. Leave the building immediately by the nearest available exit point when told to do so and go to the Fire Assembly Meeting Point which is located in the far corner of the main car park.
- B. The Bar Chairman or his/her nominee in the absence of the Bar Chairman Health and Safety Representative or senior member of staff will then check all areas of the building to make sure that everyone has been evacuated.
- C. On leaving the building, where safe to do so, windows and doors should be closed.  
Move to Fire Assembly Meeting Point immediately.



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## **BOMB**

The same evacuation procedure will apply as for the fire alert, with the exception that individuals will be required to move as far away from the building as possible.

## **Fire Assessment**

An annual fire risk assessment will be conducted in August with subsequent report being presented to the Executive Committee at the September Executive Meeting

**Responsible Person(s) : Club Chairman and Bar Chairman.**

## **Emergency Access and Egress procedures**

In the event of an emergency and an ambulance being required, it is the responsibility of the lead Coach or Team Manager to ensure that an adult is sent to the Club main gate located in the main car park to direct the driver to the appropriate pitch. The nominated person must also ensure that the gates are open to access and exit the 1<sup>st</sup> team pitch to allow easy access to the other pitches. If the ambulance is required on the top pitch or the mini pitches then the nominated person shall direct the ambulance accordingly to the top gate or the mini car park gate. The nominated person must also ensure the top gate is unlocked.

Rochford Hundred Rugby Football Club will ensure that appropriate signs are placed on all gates requiring that the entrances are kept clear to ensure adequate access.

## **Medical Emergency Action Plan (MEAP)**

It is the responsibility of all Executive Committee members, Bar Chairman and employed Bar Duty Managers, Kitchen Supervisors and qualified coaches, parent helpers and managers to understand the Rochford Hundred Rugby Club M.E.A.P. Copies of the M.E.A.P. will be kept in a safe place behind the bar in the Club house, on the Club Website and copies must be held within every Squad's first aid kit bag. A copy must also be sent to all Mini, Youth and Academy players' parents every September by the respective Team Managers.

**Responsible person : Mini and Youth Chair and RugbySafe Lead.**

## **First Aid Personnel**

Rochford Hundred Rugby Football Club will provide sufficiently qualified first aid personnel with the appropriate resources to enable first aid to be administered.

It is a minimum requirement that at all training sessions and matches that there is at least one first aider of Level 3 qualification e.g. Emergency First Aid in Rugby Union, Emergency First Aid at Work or equivalent to be present at all times.

All Squads have been and will continue to be provided with fully stocked First Aid kits. These first aid kit bags must be placed in a visible position pitch-side at all training sessions and matches. It is the responsibility of the Squad Manager to ensure that they are fully stocked and the lead Coach or Parent helpers is to ensure that they are in place during training sessions and matches. Specific First Aid Kits will also be held behind the bar and in the kitchen.

If there are no qualified first aiders present the session or match should be cancelled.



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Age Grade Players : Health Declaration and Emergency Contact Information.

It is strongly recommended by the R.F.U. that all parents of Age Grade players should be asked to provide basic medical information and emergency contact details for their players.

Rochford Hundred Rugby Club permit that such information may be stored within a sealed envelope and placed within the squad first aid kit bag.

**Responsible Person : Individual Age Grade Squad Manager and Lead Coach or parent helper.**

## **Reporting Accident**

It is Rochford Hundred Rugby Football Club policy that all accidents are formally reported within the Club Accident record book and to the Child Safeguarding Officer. Rochford Hundred Rugby Football Club Accident book is locked within the cupboard behind the bar. An RFU incident/accident form will also need to be completed for every accident involving personal injury.

ALL incidents and Accidents must be reported to the Club within 48 of the incident or accident. Failure to formally report incidents or accident may result in disciplinary action against the Lead Coach and Manager.

Rochford Hundred Rugby Club will review all incidents and accidents on a quarterly basis with findings and recommendations being reported to the Executive Committee and Lead Coaches if necessary.

**Person(s) responsible : Child Safeguarding Officer, Mini and Youth Chair and RugbySafe Lead.**

## **Diseases**

It is the duty of Rochford Hundred Rugby Football Club to report any occupational disease to the Health and Safety Executive (HSE).

## **Health & Safety Policy**

To support our Health & Safety policy statement we are committed to the following duties;

- Undertake monthly, recorded risk assessments of the club premises and all activities undertaken by the club
- Create a safe environment by putting health & safety measures in place as identified by the risk assessments
- Ensure that all members are aware of, understand and follow the club's health & safety policy
- Appoint a competent club member to assist with health and safety responsibilities
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times
- Report any injuries or accidents sustained during any club activity or whilst on the club premises
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

**Person responsible : Chairman and Bar Chairman**



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## **AS A CLUB MEMBER, YOU HAVE A DUTY TO**

- Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
- Co-operate with the club on health & safety issues;
- Correctly use all equipment provided by the club;
- Not interfere with or misuse anything provided for your health, safety or welfare.

### **Club Health & Safety Information**

#### **CLUB HEALTH & SAFETY OFFICER(S):**

Chairman and Bar Chairman

#### **QUALIFIED FIRST AIDERS:**

All Age Grades and Seniors Squads have qualified First Aiders and a current list is located within the First Aid Hut, Scrum Shed and behind the bar.

#### **LOCATION OF FIRST AID FACILITIES:**

Within First Aid room, behind the bar, within the kitchen and Scrum Shed.

#### **LOCATION OF TELEPHONE:**

Behind the bar.

#### **LOCATION OF ACCIDENT BOOK:**

Stored behind the bar within locked cupboard.

Rochford Hundred RFC, in line with its Health and Safety Statement, recognizes the need to undertake regular Risk Assessments in the following areas:

## **SECTION 1 - CLUB HOUSE AND CHANGING ROOMS**

The Club;

- Ensures the building fabric is in a good state of repair;
- Undertakes a regular maintenance inspection programme;
- Ensures all the emergency exits are clearly signed and emergency lighting provided if required by the inspecting authority;
- Ensures rooms are labelled with clear, bold signage to members of the public;
- Ensures prohibited or potentially dangerous areas are clearly marked;
- Has identified any potential trip hazards (e.g. kit bags in the bar);
- Ensures maximum security of valuables in changing rooms;



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- Ensures all changing rooms are free from hazard and are maintained in a healthy manner;
- Ensures there is a provision for secure storage of bar stock.

## **SECTION 2 – COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)**

The Club identified three potential hazardous substances, as follows;

- Calor Gas
- Bar and equipment cleaning materials
- Asbestos

As such, The Club has;

- Assessed the risks to health created by hazardous substances;
- Determined control measures to prevent or control exposure to hazardous substances;
- Ensured control measures are both implemented and working in practice;
- Provided information and instruction to relevant personnel;
- Provided protective equipment where necessary;
- Ensured relevant people wear any necessary protective equipment.

The Club acknowledges that a premises asbestos survey should be undertaken and is planned to be completed by the start of the 2022/23 season

**Person Responsible – Bar Chairman**

## **SECTION 3 – EQUIPMENT**

In considering the issue of equipment used, the club recognises that it is responsible for all pitch maintenance, car park areas, perimeter fences, Club House, gym, first aid room and all storage facilities.

The Club has considered equipment that is our responsibility, this includes;

- Contact equipment to include all pads and suits;
- Scrummage machines;
- Post Protectors
- Tackle bags and shield

In line with health & safety procedures, the Club will ensure that;

- All contact suits and pads are examined monthly by a nominated person to ensure that they offer no risk to players using them and have correct weight for all Age Grades
- At the end of each season an audit is undertaken and all suits and pads not reaching the necessary standard are disposed off.
- Each scrummage machine has an annual service to check it is fully functional



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- All coaches ensure that the machine is in safe working order before use and only coaches trained in the use of the machine will use them

**Person(s) responsible : Mini and Youth Chair and RugbySafe Lead.**

## **SECTION 4 – EVENTS**

The Club recognizes its duty of care to all who visit the club. The Club is regularly hired out to external uses and for festivals and as such, through a safety audit, the Club has ensured the following;

- There is adequate information signage;
- The condition and repair of any roads, car parks or access paths and the management of traffic to and from the site is suitable;
- The facilities to be used are safe and free from defect;
- The facilities are suitable for use for all persons likely to need to use them, children, disabled persons etc.

When the premises are used in hours of darkness, (evening or winter events), the Club will ensure the following;

- The lighting is adequate and well maintained;
- There is standby provision for power through emergency lighting and a basic hand held light.

**Before each event the Club considers;**

- Crowd management (including communication in the event of an emergency and any public disorder control issues);
- If there are clear directions as to where spectators may stand (distance from the touchline or any identified hazards such as machinery on site) where appropriate?
- What first aid provision and insurance there is in place?
- Is there adequate Ambulance access?
- Will the event incur a charge for police services, i.e. traffic control outside the venue or signage costs from local highways department?
- How cash taken at the gate or over the bar is safely stored or transferred from the ground?
- Are necessary procedures in place to deal with sanitation and waste management?
- When the premises are to be used for events other than the playing of rugby the

**Club considers the following:**

- Are the premises suitable for the event or function?
- Are likely attendees suitable for the premises?
- Is the staff competent to provide and service the function?
- Does the event need a separate license or insurance?
- Does the event or function need a separate risk assessment?





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- If an external company is coming onto our premises can they produce their method statement, risk assessments, copies of their insurance cover and is it adequate?
- Will the event or function enhance or damage the club's standing in the community (e.g. could there be late night noise issues or disturbance to residents)?
- Are there special circumstances relating to the event to which necessitate informing the emergency services or local authority?
- If security staff is needed, they are suitably trained and experienced?

**Responsible person : Bar Chairman**

## **SECTION 5 – FIRE SAFETY**

The Club is conscious that as from the 1st October 2006, the Regulatory Reform (Fire Safety) Order 2005 places the responsibility for maintaining premises safe from fire upon the owner or responsible person.

The Club recognizes its responsibility for:

- Considering who is at risk, reducing risk to its lowest level and controlling any remaining risk;
- Maintaining and signposting escape routes (including the provision for disabled people);
- Providing and maintaining means of warning in case of fire and for fighting fire;
- Creating a management plan to deal with emergencies;
- Conducting and recording staff training.

**The Club has recognized the need to ensure that;**

- Flammable spirits are not mixed with other combustible items, (paper/rags);
- When cooking is conducted on the premises experienced, qualified and trained people are used;
- All electrical appliances are correctly tested, maintained and are not overloading electrical outlets including annual PAT testing
- At the end of each event/games any unwanted electrical items are switched off;
- A fire alarm system is installed and it is checked and maintained regularly;
- Suitable types of fire extinguisher are installed in correct locations and that they are maintained and Club staff knows where they are and how to use them.

**The Club recognizes that arson is now the major cause of fire in commercial premises. To help prevent illegal entry into the premises the Club ensures that;**

- The alarm is always set;
- Refuse containers are away from the buildings and there is a programmed refuse collection to reduce the amount of accessible flammable material;
- A dedicated person is always responsible for conducting the final check before premises are secure.

**Responsible person : Bar Chairman**



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## **SECTION 6.1 – COACHING RUGBY – U7 to U18 (girls and boys)**

The Club recognizes the need to ensure that players are playing and training in a safe environment. As such, the Club takes the following measures to ensure the maximum safety of all players all qualified coaches, parent helpers and managers;

Prior to engaging with any Age Grade all volunteers must :-

1. Be a member of Rochford Hundred Rugby Club
2. Complete the R.F.U. Volunteer Form for Rochford Hundred RFC
3. Complete their Introduction to Safeguarding Certificate (eLearning)
4. Attend the R.F.U. Play it Safe course within three months of joining
5. Have an Enhanced D.B.S. Certificate in place or have the necessary documentation lodged with the Club to complete your application. If you are awaiting your E.D.B.S. Certificate you may only coach with a qualified coach and then never alone. If you have not applied for your E.D.B.S. you are not permitted to assist a qualified Coach.
6. R.F.U. Emergency First Aid in Rugby Union Course (eLearning)
7. Complete the R.F.U. Concussion Awareness Headcase Course (eLearning)

**Responsible person : RugbySafe Lead**

## **E.D.B.S. Application Process**

To apply for a new or renewal of your Enhanced D.B.S. Certificate you need to provide the Club with the attached list of approved documents that need to be shown to prove your identity. The easiest combination of documents are :-

- Current valid passport
- Current driving licence
- Utility Bill (under 3 months old)

We need to see the original documents (not photocopies) and we are not allowed to use online documents e.g. online bank statements. Please ensure that the documentation has the same name and consistent address details. We cannot accept documentation where the name differs (e.g. Sarah-Jayne vs Sarah Jayne or Thomas vs Tom). Check that it is within the time limits for that particular evidence e.g. under 3 months for utility bills or under a year for council tax statements.

**Responsible person : GMS Operations Officer**



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## **Coaches and Parent Helpers– U7 to U18 (girls and boys)**

Once the above are completed all coaches and parent helpers are supported and encouraged to undertake all relevant R.F.U. coaching and refereeing awards along with internal club concussion awareness and C.P.D. sessions for all qualified coaches and parent helpers to ensure you are up to date with current practice and Club Coaching philosophy.

- Upon completion of your England Rugby Coaching Award or R.F.U. Level Two Coaching Award you become a Qualified Coach at Rochford Hundred Rugby Football Club.
- Only E.R.C.A. or R.F.U. Level Two qualified Coaches (or coaches currently attending their E.R.C.A.) are permitted to coach contact rugby to players.
- It is the responsibility of all Qualified Coaches, Parent helpers and managers to keep their personal R.F.U. G.M.S. UpToDate.
- The Club has a Child Protection Policy and a designated Child Protection Officer; **Jayn Warner**

## **SECTION 6.2 – COACHING RUGBY – over 18's (ladies and men)**

The Club recognizes the need to ensure that players are playing and training in a safe environment. As such, the Club takes the following measures to ensure the maximum safety of all players all qualified coaches, parent helpers and managers;

Prior to engaging with any Age Grade all volunteers must :-

1. Be a member of Rochford Hundred Rugby Club
2. Complete the R.F.U. Volunteer Form for Rochford Hundred RFC
3. Complete their Introduction to Safeguarding Certificate (eLearning)
4. R.F.U. Emergency First Aid in Rugby Union Course (eLearning)
5. Complete the R.F.U. Concussion Awareness Headcase Course (eLearning)

## **Coaches and Parent Helpers over 18's (ladies and men).**

Once the above are completed all coaches and parent helpers are supported and encouraged to undertake all relevant R.F.U. coaching and refereeing awards along with internal club concussion awareness and C.P.D. sessions for all qualified coaches and parent helpers to ensure you are up to date with current practice and Club Coaching philosophy.

- Upon completion of your England Rugby Coaching Award or R.F.U. Level Two Coaching Award you become a Qualified Coach at Rochford Rugby Football Club.
- Only E.R.C.A. or R.F.U. Level Two qualified Coaches (or coaches currently attending their E.R.C.A.) are permitted to coach contact rugby to players.
- It is the responsibility of all Qualified Coaches, Parent helpers and managers to keep their personal R.F.U. G.M.S. UpToDate.
- The Club has a Child Protection Policy and a designated Child Protection Officer; Jayn Warner

**Person(s) responsible : G.M.S Operations Officer and RugbySafe Lead.**



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## **SECTION 7 SECURITY**

In considering the issue of security, the Club has taken into account the day-to-day usage of the Club and the degree of security required for our premises. In putting into place our security measures, we have taken into account the fact that, by the very nature of a rugby club, it is very difficult to account for every person on the premises at any one time.

The club operates the following security measures;

- Having business callers attend by prearranged appointment only;
- Providing secure changing facilities for players with valuables;
- An alarm system linked to a central alarm control;
- Secure system for storing cash
- Adequate lighting, which can be actuated on detection of movement;

**Responsible person : Bar Chairman**

## **SECTION 8 – LONE WORKERS**

There are occasions when certain volunteers e.g. bar staff work alone on the Club premises. The danger of them being taken ill or suffering an accident whilst alone is an additional hazard that has been considered.

- The following procedures are in place to minimize the risk;
- Lone worker to phone a designated person when they are starting work and when they finish;
- Designated person checks if nothing has been heard from them within a selected time within a selected time;
- Considerations to whether the task being conducted is suitable for lone working, and whether the person undertaking that task is suited to working alone.

**Responsible person : Bar Chairman**

## **SECTION 9 TOURS**

Before undertaking any tour, the Club will

- Complete relevant RFU forms
- Ensure comprehensive insurance is in place;
- Consult the following RFU document - "Organizing a Tour".

**Responsible person : Mini and Youth Chair and Club Safeguarding Officer.**

**ANNUAL REVIEW DATE : SEPTEMBER.**



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Content of the document was reviewed and approved as at 4<sup>th</sup> April, 2022 by :-

Signed

Club Chairman

Ray Stephenson

Signed

Child Safeguarding Officer

Jayn Warner

Signed

Mini and Youth Chair

Stewart Aungier

Signed

Club Rugbysafe Lead &  
Coaching Co Ordinator

Alan Harvey

Signed

Bar Chairman

Adrian Betchley

	Policy	Version	Available	Reviewed	Comment
1	Alcohol, Smoking & Drugs Policy	v1.00	19/02/2022		
2	Code of Conduct Policy	v1.00	19/02/2022		
3	Discipline and Grievance Procedure	v1.00	19/02/2022		
	Equity Policy Statement	v1.00	19/02/2022		Already on Site
4	Modern Slavery Policy	v1.00	19/02/2022		
5	Privacy Policy	v1.00	19/02/2022		
	Policy on the Use of Social Media and the Internet	v1.00			Already on Site
6	Data Protection Policy	v1.00	19/02/2021		
7	CCTV Policy	v1.00	19/02/2022		
8	Lone Working Policy	v1.00	19/02/2022		
9	Health and Hygiene	v1.00			
10	Health and Safety Policy	v1.00	11/04/2022		
	Logs	Version	Available	Reviewed	Comment
	Beer Cellar Log	v1.00	06/03/2022		
	Weekly Video Surveillance Review Log	v1.00	06/03/2022		
	CCTV Request Log	v1.00	06/03/2022		
	COSHH Inventory Log	v1.00	06/03/2022		
	First Aiders	v1.00	06/03/2022		
	Outside Facilities Assessment	v1.00	11/03/2022		
	Internal Equipment Review	v1.00			Not needed
	Damaged Equipment Assessment	v1.00	11/03/2022		

Rochford Hundred RFC, Rochford hundred  
rfc, The rugby park, , Rochford,, SS4 3AD

# 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: Alan Harvey  
Completed on: 08/04/2022 15:20

## 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](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](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/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, strimmers, 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/ukxi/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>

**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/ukxi/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** 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.

**Q24** 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** 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)

**Q28** 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>

**Q30** 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.

**Q25** 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)

**Q27** 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>

**Q29** 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.

**Q31** 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.

- Q32** 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** 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** 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)

- Q33** 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 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.

## Outside Facilities Assessment

- Q37** 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>

- Q39** 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>

- Q38** 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.
- Q40** 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.

**Q41** 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>

**Q43** 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

**Q44** 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/player-welfare-rugby-safe>

**Q46** 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/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/player-welfare-rugby-safe>

**Q42** 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>

**Q45** 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 provide a quick and efficient ways of completing pitch-side risk assessments/pre-session safety check

**Q47** 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.

**Q48**

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 g/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 g/player-welfare-rugby-safe>

**Q49**

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 g/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 g/headcase>

**Q50**

Does the club have a process in place to record all suspected concussions and to monitor players through the appropriate Graduated Return to Play (G RTP) 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 G RTP programme and has a process to inform relevant personnel. Information on the G RTP 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 g/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 G RTP programme. Additionally the club should have a process to inform relevant personnel who can support the player through their G RTP. Information on the G RTP 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 g/headcase>

**Q51**

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 g/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 g/player-welfare-rugby-safe>

**Q52** 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/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/player-welfare-rugby-safe>

**Q54** 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>

**Q53** 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/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/player-welfare-rugby-safe>

**Q55** 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/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/player-welfare-rugby-safe>

**Q56** 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 is 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.

**Q58** 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/p laying/player-welfare-rugby-safe>

**Q57** 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>

**Q59** 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>

**Q60**

**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.