

# Risk Assessment

## Letchworth Garden City Rugby Union Club Risk Assessment 2010/2011

Activities usually carried out by the club at Legend Lane Rugby Ground, other grounds in Hertfordshire and at other Rugby venues around the country.

Letchworth Garden City Rugby Football Club comprises of: The 1<sup>st</sup> XV , 2<sup>nd</sup> team, 3<sup>rd</sup> team, 4<sup>th</sup> team, Colts XV Youth, Minis & Academy XV. This risk assessment applies to all competitive matches, cup games, Tours abroad, Cup Finals and training.

Letchworth Garden City Rugby Football Club documents i.e. Risk Assessments, Code of Conduct, safety documentation and Constitution will be displayed on the Letchworth Garden City Rugby Football Club webpage and reviewed on an annual basis by Group Risk Management Ltd. All members of the club are to have read the Risk Assessment and Code of Conduct and are to sign a declaration at the start of the season to enforce that this is the case. Grounds safety and event management is not covered in this Risk Assessment.

Hazard	Control Measures in place	Risk Factor	Further Control Measures
Poor Quality Coaching	LGCRFC's Senior Member is to send the Chairman of the club a letter at the beginning of season each year to clarify that all LGCRFC's coaches are qualified and insured for the forthcoming season.	LOW	LGCRFC are to update insurance details so that insurance is kept valid and current.

<p>Training during the week on the training ground.</p> <p>Hazard: Injuries can occur through slip, trip, fall, collision with fellow players. Injuries are mainly of a minor nature.</p>	<p>All training sessions take place under the guidance of a coach and all injuries on the training pitch are reported directly to LGCRFC safety officer.</p> <p>If no First Aid back-up is available LGCRFC can contact the Ambulance service on (999) emergency only or the Lister hospital on (01438) 314333.</p> <p>Correct footwear advised – no studs. Touch Rugby and 'bump and hold' is played during training sessions.</p>	MEDIUM	<p>Any goals which need to be moved to allow a practice to take place should be moved by 2 persons.</p> <p>It is agreed that for all 'Major' injuries e.g. broken bones, unconsciousness etc. that LGCRFC will send an Accident Report form to the Safety officer. Forms can be handed in to the safety officer direct or sent by e-mail to the address provided at the bottom of the accident report form found on the web site under "about us" club documents.</p>
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<p><b>Scrum Machine</b>(located On the training pitch).</p> <p>Injuries can occur through faults with the scrum machine itself, through poor training techniques being practised.</p> <p>Hazard: Minor to Major Injuries.</p>	<p>Ensure the correct technique is taught by coaches.</p> <p>Ensure the scrum machine is in good working order before each use.</p> <p>Ensure that an annual service takes place and records are kept by LGC,RFC.</p> <p>Ensure the cover for the Scrum machine is put on at the end of the session to protect it.</p>	<b>MEDIUM</b>	<p>An annual service by the Scrum machine manufacturer is arranged by LGC,RFC and documentation of service visits filed. LGC,RFC will act on the findings of the service reports as required.</p>
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<p><b>Pitch</b></p> <p>Injuries happen as a result of the state of the playing surface e.g. icy pitch or from foreign bodies on pitch e.g. glass, dog waste or from slipping on a wet surface.</p> <p>Hazard: Minor Injuries (e.g. bruising) to Major Injuries (e.g. Broken bones from falls etc)</p>	<p>Ensure all players wear the appropriate footwear for the condition of the pitch,</p> <p>Liaise with the grounds person(Chairman and youth chairman) with reference to pitch conditions ahead of the game.</p> <p>Pre-match inspection of the pitch by the a representative of /LGC,RFC officials/coach and referee to decide whether the pitch is fit for play, clearing any unexpected hazards e.g. glass. dog waste, pot holes Ultimately the decision on whether the game goes ahead rests with the referee for the game.</p>	<b>MEDIUM</b>	<p>Planned sessions should take account of the state or condition of the pitch</p> <p>Coaches should refuse to allow players to play with the incorrect footwear or safety wear.</p>
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<p><b>Goal Posts</b></p> <p>Players collide with the goal posts during the course of the game.</p> <p>Hazard: Collision leading to potential head and upper limb injury.</p> <p>Corner Posts: Players collide with corner posts.</p>	<p>The LGC,RFC Ground representative is to ensure that padding is in place around each post as per NGB guidelines.</p> <p>The LGC,RFC Ground representative must ensure that the padding around all uprights is secured correctly and in good order.</p> <p>Corner posts should be flexible to allow impact when players are diving for a try in the corner.</p>	<b>LOW</b>	<p>Coaches to ensure these are correctly fitted and secure.</p>
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<p><b>Boots and Studs</b></p> <p>Injuries can be sustained from studs which are not checked</p> <p>Hazard: Sharp edges which can lead to a greater chance of cuts.</p>	<p>Ensure that studs and boots meet IRB criteria and standards.</p> <p>Before each game all players boots and studs are checked by the referee.</p>	<p><b>LOW</b></p>	<p>As players are ultimately responsible for their own boots they will regularly check their own kit to ensure it is safe to use during training sessions. As games are played at regular intervals during the season then any boot issues regarding safe studs will be raised.</p>
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<p><b>Running and passing</b></p> <p>Hazard: Injuries from falling over or collision with other players.</p>	<p>Coaches to ensure that enough space is used for practices and clear instructions are given by coaches.</p>	<p><b>LOW</b></p>	<p>None</p>
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<p><b>Tackling</b></p> <p>Hazard: Injuries vary from bruising to injuries to the face, shoulders, upper body limbs, knees and ankles.</p>	<p>Coaches are to ensure that players are taught the correct technique.</p> <p>Players are encouraged to wear shoulder pads and protective padding where tackling takes place (matches and training).</p> <p>The wearing of mouth guards is not compulsory. LGC,RFC do provide mouth guards for players who wish to purchase them from the club shop. 9 Please see opening times on the shop door)</p> <p>The players are to go through a full warm-up prior to the start of the game.</p> <p>Practices should not take place when players are over fatigued.</p>	<p><b>MEDIUM</b></p>	<p>LGC,RFC is to encourage correct and regular coaching at Academy and clubs which have links to LGC,RFC.</p> <p>If players are carrying an injury - it is the LGC,RFC Physiotherapist, Doctor, Coach and Players who make the decision regarding 'how fit' the player is and whether he is able to play or not there decision is final .</p>
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<p><b>Rucking and Mauling</b></p> <p>Hazard: There is the danger of players being stamped on leading to cuts and bruising.</p>	<p>Coaches are to ensure that players are taught the correct technique.</p> <p>Ensure that the officials comply with the Rules of the Game.</p> <p>Ensure the boots and studs are checked and IRB regulation studs are used.</p>	<p><b>MEDIUM</b></p>	<p>None</p>
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<p><b>Scrum</b></p> <p>Hazard: Damage to players shoulders, neck, back and ears.</p>	<p>Coaches are to ensure that players are taught the correct technique.</p> <p>Ensure that the Officials enforce the Rules of the Game re: collapsing of the scrum.</p> <p>Ensure that there is a thorough knowledge of the game with regard to binding in the front row and the wheeling of the scrum.</p>	<p><b>MEDIUM</b></p>	<p>LGC,RFC is to ensure that there are regular strength improvement sessions especially for props and locks.</p>
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<p><b>Line-Outs</b></p> <p>Hazard: Injury to players lifting or falling from a height.</p>	<p>Coaches are to ensure that players are taught the correct technique.</p> <p>Ensure that players need to understand the need to lower those jumping to the floor.</p> <p>Ensure that the defending side keep to the regulations regarding the regard to challenging for the ball.</p>	<p><b>MEDIUM</b></p>	<p>Thorough warm-up before lifting.</p> <p>Work on lifting technique and strength as part of the conditioning programme.</p> <p>Strapping of thighs to allow better grip(Senior level only).</p>
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<p>Hazard: <b>Choking</b></p>	<p>Players should not be chewing gum when playing or training.</p> <p>LGC,RFC's physiotherapist is aware of treatment.</p> <p>LGC,RFC to call 999 if Emergency Services required.</p>	<p><b>LOW</b></p>	<p>Players required to turn player onto their side (recovery position) if a player is thought to be choking.</p>
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<p>Hazard: <b>Muscle Strains/Bruising/Cuts</b></p>	<p><b>Cuts:</b> This is an occasional but inevitable consequence of a physical contact sport. Those dealing with cuts should wear disposable gloves provided in all first aid kits.</p> <p><b>Muscular Strains/Bruising:</b> the principle of R.I.C.E, should be applied. Advice on rehabilitation will be referred to a Physiotherapist.</p>	<p><b>MEDIUM</b></p>	<p>Cuts should be immediately cleaned and dressed before continuing with practice/matches</p> <p>Referees in games will ask player to leave the pitch for cuts to be cleaned up. Substitutes permitted.</p> <p>Players must warm-up correctly and all injuries should be dealt with correctly by professionals e.g. Physiotherapists /qualified first aider.</p>
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<p>Hazard: <b>Dislocated and broken bones</b></p>	<p><b>Dislocations and breaks:</b> This is an occasional but inevitable consequence of a physical contact sport.</p> <p>Such accidents should be reported immediately to the Emergency Services on 999 and in the interim - First Aiders should oversee the injury.</p>	<p><b>MEDIUM</b></p>	<p>Emergency services contacted on (999)</p>
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<p>Hazard: <b>Injury to head, neck or spine.</b></p> <p>This could arise in a game situation and is identified separately because of its potential for more permanent disablement.</p>	<p>LGC,RFC Officials should be clear about the way to treat possible spinal injuries. The player should not moved and the Emergency Services contacted on 999.</p>	<p><b>MEDIUM</b></p>	<p>Neck brace and spine board located within the clubhouse and only used by a qualified person</p>
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<p><b>Dehydration</b></p>	<p>Large quantities of fluid can be lost from the body during strenuous exercise, particularly in hot weather. It is important to ensure adequate fluid intake before, during and after training and games.</p>	<p><b>LOW</b></p>	<p>In anticipation of strenuous training sessions, particularly in summer, members are encouraged to bring water bottles and the coaches will allow for regular breaks to enable them to take on fluids.</p>
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<p><b>Injury to players during a match</b></p> <p>The protocol for LGC,RFC fixtures is to provide the following medical cover as outlined.</p> <p>Hazard: Lack of trained First Aid staff who can offer assistance to players with injuries.</p> <p>LGC,RFC make every effort to provide 'reasonable' cover for all LGC,RFC matches.</p>	<p>Home Fixtures(1<sup>st</sup> XV). A doctor and Physio are in attendance at all Home Fixtures.</p> <p>Home Fixtures (Non-1<sup>st</sup> XV). Physio or Club First Aid Staff will be in attendance.</p> <p>Away Matches (1<sup>st</sup> XV).Physio and usually a doctor will be in attendance.</p> <p>Away Matches (Non-1<sup>st</sup> XV). Qualified first aider will be in attendance.</p> <p>Pre-season tour (1<sup>st</sup> XV). Physio and doctor will be in attendance.</p> <p>Tours - Qualified first aider will be in attendance.</p> <p>Festivals – Separate risk assessment completed</p> <p>CupFinal. Doctor and qualified First Aider will be in attendance.</p>	<p><b>MEDIUM</b></p>	<p><b>Summary of LGC,RFC First Aid provision at Legend Lane:</b></p> <p>LGC,RFC maintain a Medical/first Aid Room with First Aid kit, First Aid bed etc. Accident Report Forms are available and are to be completed for Major Injuries. Forms to be forwarded to the safety officer. A Telephone is available for Emergency calls.</p> <p><b>Critical Incident Course</b></p> <p>LGC,RFC provide a first aid at work course Course for all coaches of all teams and covers basic First Aid.</p>
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<p><b>Free-Weights Room</b></p> <p>Hazard: Injuries from the improper use of the Free-Weights room in the LGC,RFC gym.</p> <p>Hazard: Lone workouts.</p> <p>Hazard: Unsafe room with faulty equipment.</p>	<p>LGC,RFC carry out Inductions for all LGC,RFC players at the start of season.</p> <p>A handout on 'good practice' in the free-weights room is provided.</p> <p>Laminated posters displaying 'rules and regulations' are provided.</p> <p>All players have access to the Free-Weights room at the following times: Monday to Friday from 7.30am-09:00pm</p> <p>Access is via a Digital Lock.</p> <p>A policy of no lone person Training is in place.</p> <p>All free-weights are serviced and the service reports filed.</p>	<p><b>MEDIUM</b></p>	<p>All players should be informed that any faults with the Free-Weights room should be directed to the LGC,RFC Administrator.</p>
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	<p>Spot Checks on the free-weights room will take place by the Chairman of Rugby and LGC,RFC Administrator.</p> <p>Persons under 18 must be accompanied whilst in the weight room by an adult (over 18)</p>		
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<p><b>Tours</b></p> <p>The protocol for LGC,RFC fixtures is to provide the following medical cover as outlined.</p>	<p>The teams administrator must complete the following forms:</p> <p>Before you go on tour</p> <ul style="list-style-type: none"> <li>• RFU permission to travel abroad</li> <li>• Tour Checklist</li> <li>• Child Consent form for a rugby tour</li> <li>• Overseas application form RFU</li> <li>• Tour insurance</li> <li>• CRB checks</li> </ul>	<b>MEDIUM</b>	
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<p>Road Accidents in hired minibuses, coaches when travelling to matches &amp; competitions.</p> <p>This also applies to accidents in private car(s).</p>	<p>LGC,RFC Administrator to complete the Trip Registration Form before each event.</p> <p>For all 54 seat coaches, drivers are provided by the hire firm</p> <p>For any mini-bus coaches which are hired Drivers must have passed a accredited tests. Drivers must be 21 years or older.</p>	<b>LOW</b>	<p>It has been agreed that LGC,RFC will provide a database of players for the season (to be regularly updated as and when new players are taken on) and a list of fixtures for the season which will then be forwarded to the Safety officer at the start of Season.</p> <p>For trips out of the UK – Trip Registration Forms (TRF) are required one month ahead of the trip and these should be submitted to the Chairman / Club administrator and the safety officer. The TRF are then forwarded to the club Insurance Company. Trip Registration details should be available to the LGC,RFC Administrator (or alternative) in this country if an accident takes place abroad.</p> <p>For any major accidents which</p>
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			involve either calling the emergency services or involves players being taken to hospital the LGC,RFC administrator/coach should be contacted in the first instance. If LGC,RFC require further assistance then the Administrator/Coach can notify the chairman for assistance.

## Ranking Risks

In order to ensure that the greatest risk is redressed first it is necessary to be able to rank those risks.

To do this takes a subjective judgement of both the likelihood of damage occurring (the likelihood) and the potential damage that would occur if the worst were to happen (severity). By assigning a value to each task's likelihood and severity and multiplying those together a risk value for that risk is established.

**Likelihood** - probable frequency (taking into account whatever precautions are currently being taken):

Improbable occurrence	Low
Low occurrence	Low
Occasional occurrence	Medium
Frequent occurrence	Medium
Regular occurrence	High
Near certainty	High







**Severity** of the hazard:

Minor	Low
Moderate	Low
Serious	Medium
Very serious	High
Fatality of one person	High
Fatality of multiple persons	High

**Risk** - expression of the risk is then the sum of multiplying likelihood by severity as in the grip below.

		Likelihood of Occurrence							
		Improbable	Low	Medium	High	Near Certainty			
Potential Severity	Fatality	5	10	15	20	25	Fatality	Improbable	1/1,000,000
	Very Serious	4	8	12	16	20	Permanent disability	Low	1/10,000
	Serious	3	6	9	12	15	Temporary disability, fractures, etc	Medium	1/1,000
	Moderate	2	4	6	8	10	Causing injuries such as lacerations, strains, sprains	High	1/100
	Minor	1	2	3	4	5	Causing injuries such as cuts, bruising, etc	Near Certainty	1/10
		Improbable	Low	Medium	High	Near Certainty			

	High
	Medium / High
	Medium
	Low



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