

## **WORKINGTON RFC LTD WELFARE AND HEALTH & SAFETY POLICY**

### **PROCEDURE APPENDICES**

- 1. Player Safety**
- 2. Kit & Protective Equipment For Young Players**
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### **Appendix 1 Player Safety**

Rugby Union is a strenuous physical contact game incorporating running, handling, kicking and tackling. Simple safety precautions should be considered to ensure adequate protection for all participants.

The Club will seek to appoint a Medical Officer and/or medically trained persons regarding the arrangements for the management of injured players.

The Club will aim to have a medically-qualified person at as many games as possible.

The Club will try to have a person specifically trained in first-aid at as many games as possible. In addition, basic first aid will be an accepted part of a coaching qualification.

- 1. The Spirit of Rugby:** The rules of the game of Rugby Football are known as Laws, but these laws mean less to the game than a long established, accepted spirit in which the game is played and supported. This spirit inspires the various "Codes of Conduct" and procedures which the Club has adopted. Games played, managed, refereed, and supported in accordance with this Spirit will provide a safer environment for all.

*For more information see the "Spirit of Rugby" on the Cumbria RFU website or Handbook, and the International Rugby Board's "Playing Charter" on the IRB website.*

## **2. Coaching**

The teaching of the correct techniques of the game, e.g. tackling, how to play in the scrum, and falling on the ball will not only lead to improved playing standards and therefore improved results, but will also contribute to safer rugby.

See The Club's "Code of Conduct for Coaches" for full details of the role of the Coach.

## **3. Player Safety Recommendations**

- 3.1. Always warm up, but not on hard surfaces.
- 3.2. Never wear dangerous projections such as rings.
- 3.3. Always wear a mouth-guard.
- 3.4. Never chew gum during a match.
- 3.5. Ensure that you have a preventative course of tetanus injections.
- 3.6. Players may wear the following items of protective clothing if they conform to LAW 4 and IRB regulations: elasticated bandages; shin guards; ankle supports; fingerless gloves; shoulder pads; headguards. Items which conform will display the IRB Kitemark.
- 3.7. Always stretch off and cool down after a match.

## **4. Ground Safety Recommendationss**

- 4.1. Playing surfaces should be good and clear of stones and pot-holes.
- 4.2. The pitch should be clean, avoiding the use of organic fertiliser and creosote mixtures to mark out the pitch, particularly those containing paraquat.
- 4.3. Free access to the pitch for an ambulance should be available.
- 4.4. The RFU recommends that all clubs and schools should pad their goal posts and any projections or barriers close to the pitch.
- 4.5. Use flexible flag sticks which do not splinter on contact.

## **5. Risk Assessment**

A Risk Assessment should be carried out before each playing or coaching session. Items to be considered are:

- 5.1. Check that the playing/coaching area and surroundings are safe and free from obstacles.
- 5.2. Check that equipment is fit and sound for activity and suitable for age group/ability.

- 5.3 Check that the participants register is up to date with medical information and contact details.
- 5.4 Check that participants are appropriately attired for the activity.
- 5.5 Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.
- 5.6 Check that evacuation procedures are published and posted somewhere for all to see.
- 5.7 Ensure that volunteers and staff have access to information relating to health and safety.

A Risk Assessment Form is available for use. (Form WRFC/T6 ) Any problems, non-compliances, or matters for further action should be reported on the Form, which should be passed to the Head Coach or Co-ordinator on completion.

## **6. First Aid**

- 6.1 The location and phone number of the nearest hospital with A&E facilities plus arrangements for emergency ambulance services must be known before each match.
- 6.2 Before the match or training, ensure that the first aid equipment is in order.
- 6.3 A stretcher, pneumatic splints, bandages and ice should be readily available in a treatment room.
- 6.4 Treatment room should be clean, warm, have running water and good lighting.
- 6.5 Check First Aid supplies: See the "Guide for First Aiders " for the required contents of a waterproof first aid bag.
- 6.6 Don't forget ice or cryogel cold pack in a thermos flask, a clean towel, a blanket, an unbreakable container of fresh drinking water. The treatment room may be a long way from the pitch so take all you need, carry in a kit bag.
- 6.7 It should be quite clear that the first aid bag is under the jurisdiction of one person. No player should be allowed to help himself to the contents.
- 6.8 Disposable gloves should be worn at all times, whilst carrying out treatment.
- 6.9 See the Club's "Guide for First Aiders" and "Appendix 3 – Guidelines for Dealing with an Accident or Incident leading to Injury" (of this Policy) for further details on first aid procedures for Rugby.

## **Appendix 2 KIT & PROTECTIVE EQUIPMENT FOR YOUNG PLAYERS**

### **Boots**

Use multi-studded rubber-soled rugby or soccer boots. Make sure the studs have no sharp edges. Spare studs can be bought in the Clubhouse.

### **Shirts, Socks and Shorts**

These are provided by the Club for matches, and collected for laundry afterwards. You should bring your own shirts, socks, shorts for training and practice.

### **Warm clothing and waterproofs**

Bring waterproofs and extra layers of warm clothing for training and practice, and for matches so that you keep warm and dry when it is your turn on the bench.

### **Shoulder pads and protection**

Protective equipment must have the ISO kitemark

### **Mouth protection**

“Gumshields” should be worn in all contact sport situations. They can be bought in plastic from sports shops – or better still, fitted by your dentist.

## **Appendix 3 GUIDELINES FOR DEALING WITH AN ACCIDENT OR INCIDENT LEADING TO INJURY**

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying.
- Alert the first aider who should take appropriate action for minor injuries.
- In the event of an injury requiring specialist treatment, call the emergency services. (999) If at home, telephone is in Clubhouse. Or use a mobile.
- Deal with the rest of the group and ensure that they are adequately supervised.
- Do not move someone with major injuries. Wait for the emergency medics.
- Contact the injured person's parent/carer/next of kin.
- Complete an incident/accident report form (Form WRFC/T3) and pass it to the Player

Welfare Officer.

- If the injury is a “Reportable Injury”, you should also complete (with the Player Welfare Officer) the appropriate “Reportable Injury Form” (Form RFURepInj 1 - 4) and send a copy to Twickenham. This can be done via email to [sportsinjuriesadmin@therfu.com](mailto:sportsinjuriesadmin@therfu.com); by using the pro forma on the “Community Rugby Downloads” of rfu.com, by telephone to Dave Phillips on 01942 670122, or by fax on 01942 512683

Reportable injuries are:

- Any head or neck injury that requires a player to be transported directly from the ground to an accident & emergency department (Form RFURepInj 1)
- An injury that results in admission to a hospital as an inpatient after the game/training has finished and is game/training related (Form RFURepInj 2)
- Any injury that prevents a player from playing or training for a period of eight weeks or longer (Form RFURepInj 3)
- Deaths which occur during a game or within six hours of the game finishing. (Form RFURepInj 4)

#### **Appendix 4 CHILD PROTECTION**

1. Anyone under the age of 18 within the club should be considered as a young person for the purposes of this document
2. The welfare of all young people is paramount
3. All young people, whatever their age gender, culture, ability, language, religious belief, racial origin, and/or sexual identity should be able to enjoy the game in a fun, environment safe from abuse of any kind.
4. All individuals within the club who work with young people will be made aware of the Club’s “Procedural Appendix: Good Practice Procedures For The Welfare Of Children And Young People In Coaching & Player Development” and required to follow it.
5. The Club will work with parents/carers to ensure that all youngsters within the club enjoy the game in a safe environment . Documents referenced in this Policy will be freely available to Parents/Carers on request to the Player Welfare Officer (youth)

6. All suspicions and allegations of malpractice and abuse will be taken seriously and responded to swiftly and appropriately in accordance with the Club's "Procedures for Dealing with Discipline, Capability, and Poor Practice"
7. The Club recognises the statutory responsibilities of Social Services Departments and the Police to ensure the welfare of young people and is committed to complying with Local Area Child Protection Committee Procedures
8. The Club acknowledge that within RFU regulations a male player is permitted to play in the adult game on reaching his 17<sup>th</sup> birthday. However, the club recognises its responsibility to the safety and well-being of the player.
9. All coaches will undertake a coaching course accredited by the RFU before taking sole charge of a team or practice.
10. References will be taken up and CRB other checks made in respect of any person who takes on responsibility for children and young people.
11. Any session which involves girls will include an appropriately qualified woman official or volunteer.
12. Coaches and other officials and volunteers will be encouraged and assisted by the Club to keep up to date with coaching and child protection issues, including attendance at NCF Child Protection Workshops
13. The Player Welfare Officer (Youth) will deal with any complaints and concerns about the welfare and health & safety of children and young people. Complaints can be recorded on Form Wrfc/comp and passed to the Player Welfare Officer (Youth) whose details are on the form.
14. Where it is suspected that a young person may be suffering abuse outside the Club environment, the Player Welfare Officer (youth) should be advised, and will deal with the matter in accordance with RFU Policy for the Welfare of Young Players

## **Appendix 5 Activity away from the Club's base**

It is in the nature of a Rugby Club that some activity will take place at locations away from the Club's usual base at the Ellis Sports Ground, including at practice venues, the premises of other Clubs, and outdoor activities in general.

### **Prepare for the journey**

- Wear appropriate clothing
- Know your route
- Tell someone where you are going and expected time of return
- Assess the risks

### **Avoid Risk**

- Be alert with a sense of purpose
- Radiate non-vulnerability
- Watch your body language - stand tall, look alert
- Decline offers from strangers
- Keep to familiar territory where possible
- No spur of the moment choices
- Try not to use unlit cash machines
- Keep a hand free

### **Never Assume**

- It won't happen to me
- It's only a short journey
- They look respectable

### **Always Report Any Incident**

However trivial an incident may seem, always report it. Not doing so could put others at risk.

### **Activity in other Venues**

- Always remember why you are there.
- It is their territory and they are in command.
- What is the location like? Are there any records/reports available to you before you go?
- Can you assume that the venue complies with Welfare and Health & Safety requirements; have you assessed risk?
- Do people know where you are going?
- Will you need a mobile phone, pager or other form of help to keep in touch?

- How are you getting there and back
- Say who you are, why you are there and show your ID if you have one.
- Check who you are talking to; watch out for conmen and impostors.
- Study your surroundings. Check for safe exits.

## **Appendix 6 Bullying**

**Bullying** is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities). They will all include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker than the bully or bullies
- An outcome which is always painful and distressing for the victim.

Bullying behaviour may also include: -

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing or theft
- Tormenting, ridiculing, humiliation
- Racial taunts, graffiti, gestures
- Unwanted physical contact or abusive or offensive comment of a sexual nature

The competitive nature of Rugby makes it a potential environment for the bully. This can manifest itself in a number of ways. The Club will be particularly alert to:

- A parent who pushes too hard.
- A coach who adopts a win at all costs philosophy.
- A player who intimidates others

Emotional and verbal bullying is more likely to be found in rugby than physical violence, it is also difficult to cope with or prove. However, this Club is committed to dealing seriously with any instances of bullying.

Where a Club coach or official is suspected of bullying, the matter will be dealt with as an alleged breach of the appropriate Code of Conduct or Statement of Good Practice.

Where a player is suspected of bullying behaviour involved, the matter will be dealt with as a breach of the Code of Conduct for Players.

Where young players are involved, parents will be informed..

### **Appendix 7 Photographic Images**

While it is recognised that publicity and pictures of young people enjoying rugby are essential to promote the sport and a healthy lifestyle, and many parents and others will want a record of sporting enjoyment and achievement, the following rules should be observed:

1. Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Photograph Permission Form (Form Wrfc/photo).
2. All young people must be appropriately dressed for the activity taking place.
3. Photography or recording should focus on the activity rather than a particular young person and personal details which might make a young person vulnerable, such as their exact address, should never be revealed.
4. Where an individual has achieved success in the game (eg when selected for representative side or showing triumph over adversity) permission must be gained from parent/guardian and young person to use photographs/recordings and relevant details.
5. Where possible, to reflect the Club's Equity & Ethics statement, photographs/recordings should represent the diverse range of young people participating in rugby.
6. Anyone taking photographs or recording at any rugby event must have a valid reason for doing so, seek the permission of the organisers/persons in charge and identify themselves if requested during the course of the event.
7. All concerns regarding inappropriate or intrusive photography should be reported in confidence to Player Welfare Officer (Youth) using the Complaint Form (Form Wrffc/comp).

### **Appendix 8 Forms and Guidance**

Forms referred to in this Policy and Appendices:

- Wrfc/t6 - Risk Assessment Form (for use by coaches)
- Wrfc/t3 - Injury/Incident/Accident Report Form
- Rfu/Replnj1 – Reportable Injury Form (Head or neck)
- Rfu/Replnj2 – Reportable Injury Form (Hospital admission)
- Rfu/Replnj3 – Reportable Injury Form (Injury lasts 8 weeks)
- Rfu/Replnj4 – Reportable Injury Form (results in death)
- Wrfc/comp - Form of Complaint of Poor Practice
- Wrfc/comprecord - Form for official use in dealing with a complaint
- Wrfc/photo - Photograph permission Form

Guidance referred to in this Policy and Appendices:

- RFU Policy for the Welfare of Young Players
- Cumbria RFU “Spirit of Rugby”
- International Rugby Board “Playing Charter”

*Workington RFC:*

- Code of Conduct for Coaches
- Guide for First – aiders
- Procedural Appendix: Good Practice Procedures For The Welfare Of Children And Young People In Coaching & Player Development
- Procedures for Dealing with Discipline, Capability and Poor Practice
- Code of Conduct for Players
- Equity & Ethics Statement

All of the above Forms and Guidance / Procedural documents are available from the Club’s office.