



Watton RFC

Health and Safety Policy

Introduction

The aim of this policy is to ensure the Health & Safety of all members of Watton Rugby Football Club (WRFC).

Aim

The aim of this document is to prevent accidents and provide adequate control measures to prevent ill health to all members of the WRFC. All members of WRFC are to comply with the measures set out within this document. To further enhance that policy the Junior Section will adhere to the additional measures set out in this policy.

To ensure the implementation and successful management of this document together with all identified control measures a management committee has been appointed to undertake the daily management of this policy.

Junior Section Watton Rugby Football Club

The Junior Section WRFC are responsible for producing documentation dealing with all aspects of safeguarding, welfare, bullying and Equity Policies which are specific to young persons.

All members of the Junior Section WRFC are to comply with all control measures contained within these documents and to comply with any appropriate part of the Senior Section Policy or directive when participating in, training for or spectating rugby at WRFC, home or away.

New Members

All members of the senior committee are to ensure that all new members are welcomed to the club and provided with an overview of all the current policies and procedures which are currently in place.

The Adult Registrar is to explain the registration system, currently employed by the Rugby Football Union and the Senior Section of Watton Rugby Football Club. It is essential that the new player completes and returns to the Adult Registrar at the earliest opportunity all documentation associated with player registration. This includes the registration form, together with any other required paperwork. All forms must be completed in legible handwriting and signed by the player as indicated on individual forms. Without this documentation it is impossible for a player to be registered and participation in any games.

Younger players will not be permitted to play in positions if their age prohibits this under current RFU regulations.

First Aid and Accident Reporting

The Senior Section will ensure that provision is made for the players and coaches to have access to emergency first aid kits when either training or on match days.

The Senior Section encourages both coaches and administrative staff to attend appropriate first aid courses to provide emergency treatment. For home match day's additional cover if required is to be arranged with either a holder of an HSE Approved First Aid at Work qualification or a similarly qualified individual e.g. Doctor. The level of First Aid cover required is to be based on the guidelines set out in the HSE publication "A Safety Guide for Public Events". In all cases where an injury occurs, advice must be sought from qualified first aiders. When the first aider believes that the extent of the injury is beyond their level of competence the emergency

services are to be contacted.

All injuries are to be notified to the WRFC Honorary Secretary in order that action to record the injury can be taken. A review of the accident book is to be undertaken quarterly by the committee of the Senior Section so that any trends or recurring injuries may be identified and investigated. If the injury to a player meets the conditions set out by the RFU as a reportable Injury then the Injury Report Form must also be completed by the Honorary Secretary and forwarded to the RFU.

A Reportable Injury is defined as an injury which:

- Results in a player being admitted to a hospital (this does not include attendance at an Accident and Emergency Department).
- A player dies during or within 6 hours of a game or training session finishing.

In the event of an injury occurring which meets the above definition the Honorary Secretary is to be contacted immediately. The Honorary Secretary is to instigate the Reportable Injury Event Protocol. A copy of this protocol is held by the Honorary Secretary.

All injuries or accidents which are not deemed to fall under the category of a reportable injury are to be recorded by coaches on the Medical Occurrence Form, and submitted to the WRFC Safeguarding Officer. All Accident/Injury Reports are to be reviewed by the Senior Committee to identify any trends or poor coaching practices.

Advice from medical professionals should be taken before playing, especially before returning to training and matches following an injury.

When attending away fixtures it is the responsibility of the hosting team to provide if they deem necessary any additional first aid cover. Coaches of the Senior Section will ensure that their players have access to our first aid kits. Any injuries received at away fixtures are to be notified to the Honorary Secretary.

Any items, which are used from a first aid kit, are to be replaced at the earliest opportunity.

All coaches and administrative staff are to be conversant with the method of calling the emergency services when required. The access route is to be communicated to all players, coaches and administrative staff of WRFC Senior section. The provision of the access route is also to be briefed to all clubs who will be attending any arranged matches at the site.

A first aid kit is provided by WRFC for use in the event of an accident. If present, qualified first aiders will provide assistance. If no first aiders are present then the emergency services are to be called. In cases where a first aider deems the injured person requires treatment which is outside the capabilities the emergency services are to be called immediately.

Risk Assessment

To ensure that all risks are identified full Risk Assessments will be conducted for the facilities and pitches to identify all hazards that could harm any players, coaches, administration staff or spectators. These assessments are to be reviewed at the commencement of each season.

If conditions require then adjustments to the assessment are to be made at the pitch. All coaches are responsible for conducting an inspection of their individual training/match areas prior to the commencement of any session to ensure that there are no hazards present.

A risk assessment for the sports centre will be reviewed following any structural changes or changes in procedures. All parents/guardians of the Junior Section are to be informed of the content of this assessment and are to comply with any control measures implemented by the Senior Section for their safety whilst visiting the sports centre.

Code of Conduct and Behaviour

It is important that all those who are concerned with the Senior Sections of Watton Rugby Football Club remember that when training or playing a match, they are all ambassadors for the game of rugby and WRFC. To promote good conduct and behaviour there are simple guidelines which should be followed by players, the administrative staff (including coaches) and spectators.

The Codes of Conduct and Behaviour for Players, Coaches and Spectators are available on the club's website. The Anti-Bullying Policy is also available on the website. A copy is also available for parents and players to view at the sports centre upon request.

Job Descriptions

All key club officials have simple job descriptions, which defines the role and duties they undertake. Not only is it important for everybody to understand their own role and responsibility, but it is also important for them to see how they fit into the whole picture - what everybody does and where jobs interact together.

Pitch Regulations

The Senior Section, Watton RFC pitches are located on the sports pitches which belong to Watton Sports Association and Social Club. As this area is under the control of the Association, all members and spectators must comply with any regulations or guidance issued by the Association.

Tour Guidelines

Any members who are planning to organise a tour for the Senior Section are to comply with the RFU Tour Guidelines, a copy of which can be obtained from the Tour Manager or downloaded from the RFU Website.

Organisers must produce in advance of the tour all the documentation which is required by RFU Tour Guidelines. This includes the production of the Financial Planning Sheet detailing all costs of the tour including transport, accommodation insurances and any additional entertainment costs. It must also detail the required financial payments required from each participant. Details of any sponsorship or fundraising must also be included.

The Senior Section Committee shall be presented with all documentation prior to a tour for their consent to the tour proceeding. The final decision on the tour proceeding will be taken by the Chairperson, Vice-chairperson and Treasurer once all documentation has been presented. Any organiser who does not produce or amend as requested any part of the required documentation will not be permitted to proceed with the tour.

Club Website

WRFC has a joint website for both the Senior and Junior Sections. It contains a variety of information, policies documents, useful forms, match reports and match photographs.

As the Junior Section are required to comply with the current issued guidelines from the RFU the Safeguarding Officer in conjunction with the Webmaster are to ensure that all requirements are complied with and reviewed on a regular basis.

Full details of the requirements are set out within the Clubs documentation section.