

Tavistock Rugby Club Risk Assessment

Establishing the Level of Risk:

The Level of Risk can be represented by multiplying the severity of a hazard by the probability of the hazard presenting itself after your control measures have been implemented.

Severity of Hazard

Catastrophic Imminent danger exists leading to death or large scale illness	4
Critical Hazard can result in serious injury	3
Marginal Hazard can cause injury or illness not expected to be serious	2
Negligible Will not result in injury or illness	1

Probability Rating of hazard occurrence (if control measures not met)

Probable Likely to occur immediately	4
Reasonably Probable Probably will occur sometime	3
Remote May occur sometime	2
Extremely Remote Unlikely to occur	1

Level of Risk = Severity of Hazard x Probability

High Risk = 12 - 16 **Do not proceed with the activity.**
 Medium Risk = 5 - 11
 Low Risk = 1 - 4

Emergency Action Plan - See attached

It is recommended that the assessment is checked prior to each training session / match activity by the Club Section Secretary to ensue that all control measures have been complied with. In the event of any area failing to meet the required standards ALL activity must be stopped in the area concerned until the measure has been suitably controlled

Hazards and Levels of Risk				
Hazard Description	Hazard Severity (1 - 4)	Control Measures	Probability Estimate (1 - 4)	Level of Risk <i>If failure to meet minimum requirements</i>
<p>Playing / Training areas</p> <p><i>The area and the area surrounding the playing zone are safe and free from obstacles</i></p> <ul style="list-style-type: none"> Playing surfaces are visibly free from stones / glass The ground is suitable (e.g. not frozen, too dry) for contact sport Goal posts are surrounded by padding Corner / line posts are made from flexible material Only authorised personnel allowed n the playing surface during playing / training (e.g. players, coaches, referees, first-aid, coaching assistants) 	4	Coaches to carry out visual check before the commencement of training	1	4
	4	Coaches to carry out visual check before the commencement of training	1	4
	3	Coaches to carry out visual check before the commencement of training	1	3
	3	Coaches to carry out visual check before the commencement of training	1	3
	2	Coaches and squad management	3	6
<p>Equipment</p> <p><i>All equipment must be fit and sound for the activity and suitable for the age group utilising this equipment</i></p>				
	4	Must be commissioned (if not constructed) by an operative authorised by the manufacturer	4	16
Scrum machine	4	All Head Coaches to be given instruction in the machine's correct usage and maintenance	3	12
	4	Must be checked before each use	3	12
	4	Must be serviced regularly in line with manufacturers recommendations	3	12
	2	Not ripped or torn	3	6
Tackle and crash bags	3	Suitable handles for presenting bag to player	2	6

Hazards and Levels of Risk				
Hazard Description	Hazard Severity (1 - 4)	Control Measures	Probability Estimate (1 - 4)	Level of Risk <i>If failure to meet minimum requirements</i>
Players attire <i>Must be suitable for purpose and conform to all IRB regulations</i>	3	Correctly fitted Mouth guards must be worn at all times during training and match activity	4	12
	3	Boots and studs must conform to BS636 (1983) and must not have any worn or jagged edges.	4	12
	2	Aluminium studs are recommended for all players	3	6
	3	No jewellery of any sort is permitted and should be removed before training or match activity	3	9
Registration and medical info <i>Must be up to date, including contact number and medial information</i>	1	Squad management to ensure that this information is kept up to date, including contact numbers and medial information	2	2
Spectators <i>Must be kept at least one metre from touchlines</i>	2	Limiting danger from players to spectators / from spectators too players Allowing easy access for match officials, coaches and first aid personnel.	3	6
Volunteers / CRB <i>All volunteers (coaches, referees, managers, administrators, first aid personnel) must be registered with the club</i>	2	Section chairman to ensure that All volunteers (coaches, referees, managers, administrators, first aid personnel) are registered with the club and have been subjected to an up to date CRB	2	4
Food & Drink <i>What food and drink is provided (apart from catering in the club house)</i>	2	Coaches / squad management to provide water to be provided in suitable, clean plastic bottles Occasionally, sweets, biscuits will be provided – however each squad member must be aware of their own unique dietetic needs	1	2

Hazards and Levels of Risk				
Hazard Description	Hazard Severity (1 - 4)	Control Measures	Probability Estimate (1 - 4)	Level of Risk <i>If failure to meet minimum requirements</i>
First aid	3	Each training session / match must be attended by a minimum of one suitably qualified first aider First aid equipment is in good order and that medical supplies are adequate	3	9
Physical injury through contact during training <i>(see Emergency Action Plan)</i>	3	Each squad training to be managed by Coaches trained to minimum RFU standards – Level 1 Coaching.	3	9
	2	No 'overmatching' of opponents during training.	2	4
	3	All scrums and physical contact carefully monitored.	3	9
	3	All players wear gum shields	3	9
Emergency point / telephone <i>(see Emergency Action Plan)</i>	1	Is a working telephone available for emergency use	1	1
	2	Is there a notice by this telephone listing the Club address, telephone number and Map reference	3	6
	3	Is there suitable access for ambulance / air ambulance to reach the injured	1	4
Disorderly behaviour <i>(see Emergency Action Plan)</i>		See Emergency Action Plan		

Hazards and Levels of Risk				
Hazard Description	Hazard Severity (1 - 4)	Control Measures	Probability Estimate (1 - 4)	Level of Risk <i>If failure to meet minimum requirements</i>
Changing rooms	2	Floor surface must be suitable for use in changing rooms	2	4
	2	No sharp edges to doors / benches	2	4
	3	No broken mirrors	1	3
Showers	3	Floor surfaces must be suitable for use in wet shower area	2	6
	2	Showers thermostatically controlled and temperature control checked on a regular basis	2	4
	2	At least one coach or supervisor on duty whenever players under the age of 18 are using the showers / changing rooms	2	4
	2	All skylarking prohibited	2	4
Club House lounge		TBA		
Kitchen		Separate H&S Risk Assessment to be provided by Caterer		
Bar area		TBA		

Hazards and Levels of Risk				
Hazard Description	Hazard Severity (1 - 4)	Control Measures	Probability Estimate (1 - 4)	Level of Risk <i>If failure to meet minimum requirements</i>
Child missing / gone astray <i>(see Emergency Action Plan)</i>		See Emergency Action Plan		
Cars and Car Parking	2	Parking stewards on duty before all matches	2	4
	3	Cars speeds limited to 10mph	3	9

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Signature			
Signature of Club Chairman		Date	

Emergency Action Plan Tavistock Rugby Football Club

This plan describes the action to be taken in the event of an emergency – it is important that all coaches and management have read and understand these procedures. In the event that you need to call the Emergency Services, use the nearest available telephone. There will be no charge.

**Dial 999 and tell the authorities that you are calling from:
Tavistock Rugby Club,
Sandy Park, Trelawney Rd, Tavistock, Devon PL19 0JL**

**50 degrees 33 minutes 40 seconds NORTH
4 degrees 8 minutes 41 seconds WEST
and give them a contact mobile telephone number.**

Loss / disappearance of a child

In the event of loss/disappearance of a player during the coaching session, the following action should occur:

- The Head Coach should immediately stop all training and call all coaches together.
- A role call of all children should be taken, ensuring that no other children are missing.
- All children are to be kept on the middle of the rugby pitches by 3 adults (a minimum of 1 of these 3 individuals must be a qualified coach).
- All other adults on site (whether coaches or parents) to search the grounds and roadside for the child – coordinated by the Head Coach.
- If this search proves unsuccessful – and after no more than 10 minutes since the child has been discovered to be missing – the Emergency Services should be notified.

Injury to a player – or serious illness

In the event of a serious injury to a player, the following action should occur:

- Ensure that the player is breathing and the air channel is clear. Take remedial first aid action as appropriate.
- If the injury is not related to the neck or spine, then place the player in the 'recovery' position.
- If the injury does relate to the neck or spine then the head of the player should be supported in its existing position, taking care to ensure that the airway does not become blocked.
- Suitable medical help should then be summoned.
- If the injury is a fracture or a cut, then appropriate first aid can be given while awaiting the medical services.
- On no account should the injured player be given any type of food, liquid or medication.

Disorderly behaviour

In the event that players or their parents are behaving in a disorderly manner:

- Ask them, in a calm, friendly voice, if they would change their behaviour, as their actions are unfair to other players and parents.
- In the event that the player or parent do not improve their behaviour, remind them that continued contravention of the club rules would lead to the coaching session being terminated and may jeopardise their future membership of the club.
- In the unlikely event that the player or parent continues to transgress: tell the disorderly individuals that they are to leave the training area immediately.
- If they fail to do so, terminate the entire coaching session immediately
- The Police can be called to offer assistance if required.
- All other coaches and committee members must be informed of the problem that has occurred and the name of the player or parent involved ensuring that repetition of the problem is not possible.