

# RISK ASSESSMENT: FIRST AID FOR RUGBY CLUBS



CLUB NAME:

COMPLETED BY:

DATE COMPLETED:

## RFU Risk Assessments

As an RFU affiliated club, it is important that you keep the whole of the club as safe as possible and this applies as much off the pitch as well as on it.

Your club will be visited by hundreds, if not thousands, of people each year and you have a duty to ensure that your premises, including your clubhouse, car park and grounds, are safe not going to cause them to be injured.

To help clubs to assess the risks within your premises Howden have worked with the RFU and your insurers to create this risk assessment form. Completing the risk assessments will help you to keep your premises safe and by saving your efforts, the system automatically creates the audit trail you need to prove the work you are doing to manage you risks.

**If you have any queries, please visit the RFU Insurance website or contact Howden.**



## First Aid Risk Assessment for Rugby Clubs

First Aid provision at Rugby Clubs will differ depending upon the individual Clubs requirements, the facilities available and the use of the Club facilities i.e. parties / functions etc.

The first aid requirement for players, officials and spectators during matches is covered under separate RFU guidance.

As with all organisations, first aid provision should be determined by conducting a first aid risk assessment / first aid need analysis. The risk assessment / needs analysis should identify the hazards present at the Rugby Club which could result in first aid treatment and which will determine the contents of the first aid kit, the number of trained first aiders and the training requirement of the first aiders (1 day emergency first aid at work, 3 day First Aid at Work, first person on scene) etc.

Part of the needs analysis should include the following; (use the comments box to record your current situation to assess your needs).



**RFU HELPLINE: 0121 698 8001**

**[englandrugbyinsurance.co.uk](http://englandrugbyinsurance.co.uk)**

Howden is a trading name of Howden Insurance Brokers Limited, part of the Hyperion Insurance Group. Howden Insurance Brokers Limited is authorised and regulated by the Financial Conduct Authority in respect of general insurance business. Registered in England and Wales under company registration number 725875. Registered Office: One Creechurch Place, London, EC3A 5AF. Calls may be monitored and recorded for quality assurance purposes.

QUESTION	Yes	No	Comments (free type)
Equipment			
<p>Does every team in the club have an appropriately stocked first aid kit bag available pitch-side for both training and matches?</p>	<p>There should be a process in place for ensuring all first aid kits are kept fully stocked. Good practice would be to have an individual (i.e. Physio and RugbySafe lead) who is responsible for ordering and managing stock.</p> <p>Many first aid items, particularly sterile ones, are marked with expiry dates. They should be replaced by the dates given and expired items disposed of safely. In cases where sterile items have no dates, it is advisable to check with the manufacturers to find out how long they can be kept. For non-sterile items without dates, it is a matter of judgement, based on whether they are fit for purpose.</p> <p>For more information on first aid kits including a suggested contents list for a basic pitch side first aid bag to go:  <a href="http://www.englandrugby.com/rugbysafe/playing-environment/">http://www.englandrugby.com/rugbysafe/playing-environment/</a></p> <p>RFU approved discounted first aid kits and contents are available along with other club discounts through England Rugby Deals (<a href="http://www.englandrugbydeals.com">www.englandrugbydeals.com</a>) or at <a href="http://www.medtree-rugby.co.uk">www.medtree-rugby.co.uk</a></p>	<p>The minimum recommended guidelines for equipment are that every team (including age grade teams) have a designated first aid bag that is readily available at all training sessions and matches.</p> <p>It is also important to identify a process for ensuring all first aid kits are kept fully stocked. Good practice would be to have an individual (i.e. Physio and RugbySafe lead) who is responsible for ordering and managing stock.</p> <p>For more information on first aid kits including a suggested contents list for a basic pitch side first aid bag to go:  <a href="http://www.englandrugby.com/rugbysafe/playing-environment/">http://www.englandrugby.com/rugbysafe/playing-environment/</a></p> <p>RFU approved discounted first aid kits and contents are available along with other club discounts through England Rugby Deals (<a href="http://www.englandrugbydeals.com">www.englandrugbydeals.com</a>) or at <a href="http://www.medtree-rugby.co.uk">www.medtree-rugby.co.uk</a></p>	
<p>Does the club have or stock additional first aid / medical equipment such as spinal boards or Automated External Defibrillators (AED)</p>	<p>It is important that all first aid and medical equipment is stored appropriately, regularly checked and maintained as appropriate.</p> <p>Spinal boards, scoops and other specialist equipment should only be used by appropriately trained individuals.</p> <p>It is recommended that clubs have a folding stretcher available for use by the ambulance services and other appropriately trained individuals if required.</p>	<p>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.</p>	

	<p>More information on first aid kits go to:  <a href="http://www.englandrugby.com/rugbysafe/playing-environment/">http://www.englandrugby.com/rugbysafe/playing-environment/</a></p> <p>RFU approved discounted first aid equipment is available along with other club discounts through England Rugby Deals (<a href="http://www.englandrugbydeals.com">www.englandrugbydeals.com</a>) or at <a href="http://www.medtree-rugby.co.uk">www.medtree-rugby.co.uk</a></p> <p>For clubs with an Automated External Defibrillators(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 RFU are working with the Community Heartbeat Trust to provide guidance and support on the purchasing, governance and maintenance of AEDs for more information go to <a href="http://www.communityheartbeat.org.uk/rugby-clubs-schools">www.communityheartbeat.org.uk/rugby-clubs-schools</a></p>	<p>It is recommended that clubs have a folding stretcher available for use by the ambulance services and other appropriately trained individuals if required.</p> <p>More information on first aid kits go to:  <a href="http://www.englandrugby.com/rugbysafe/playing-environment/">http://www.englandrugby.com/rugbysafe/playing-environment/</a></p> <p>RFU approved discounted first aid equipment is available along with other club discounts through England Rugby Deals (<a href="http://www.englandrugbydeals.com">www.englandrugbydeals.com</a>) or at <a href="http://www.medtree-rugby.co.uk">www.medtree-rugby.co.uk</a></p> <p>Clubs may want to consider having an Automated External Defibrillators (AED) available on site. The RFU are working with the Community Heartbeat Trust to provide guidance and support on the purchasing, governance and maintenance of AEDs for more information go to <a href="http://www.communityheartbeat.org.uk/rugby-clubs-schools">www.communityheartbeat.org.uk/rugby-clubs-schools</a></p>	
<p>Does the club have a specifically allocated first aid room?</p>	<p>Wherever possible, the room should be reserved specifically for providing first aid and an individual (i.e. Physio and RugbySafe lead) should be given responsibility for the room. It should be easily accessible to stretchers and be clearly signposted and identified. The designated first aid room should include:</p> <ul style="list-style-type: none"> <li>• A sink with hot and cold running water;</li> <li>• A refuse container;</li> <li>• A store for first aid materials;</li> <li>• A container for the safe disposal of clinical waste;</li> <li>• A couch with waterproof protection, clean pillows and blankets;</li> <li>• A telephone or other communication equipment;</li> <li>• A record book for recording incidents where first aid has been given.</li> </ul>	<p>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.</p> <p>More information on what a first aid room should include is available at:  <a href="http://www.englandrugby.com/rugbysafe/playing-environment/">http://www.englandrugby.com/rugbysafe/playing-environment/</a></p>	

	<p>More information on what a first aid room should include is available at:  <a href="http://www.englandrugby.com/rugbysafe/playing-environment/">http://www.englandrugby.com/rugbysafe/playing-environment/</a></p>		
<b>Provision / Personnel</b>			
<p>Are all first aiders qualified to a minimum of Emergency First Aid at Work or equivalent?</p>	<p>It is important to ensure that all qualifications meet the minimum level, the Emergency First Aid at Work is regarded as the national standard; any equivalent qualifications should be in line with the curriculum set by the HSE and have a minimum of 7 face to face learning hours.</p> <p>Whilst it is not mandatory it is recommended that first aiders in rugby clubs attend the Emergency First Aid in Rugby Union (EFARU) course which has been specifically developed to cover the first aid needs in rugby. More information on appropriate qualifications and the EFARU go to <a href="http://www.englandrugby.com/rugbysafe/education/first-aid">www.englandrugby.com/rugbysafe/education/first-aid</a></p> <p>It is important to ensure that all qualifications are kept up to date in most cases a first aid qualification lasts 3 years.</p> <p>The only first aid qualification that can be listed on an individual's GMS profile is the EFARU qualification (which will be automatically uploaded on upon course completion). However, all designated first aiders should be assigned the role on GMS.</p>	<p>The minimum qualification for a designated first aider is the Emergency First Aid at Work (EFAW) or equivalent. The EFAW is regarded as the national standard; any equivalent qualifications should be in line with the curriculum set by the HSE and have a minimum of 7 face to face learning hours.</p> <p>Whilst it is not mandatory it is recommended that first aiders in rugby clubs attend the Emergency First Aid in Rugby Union (EFARU) course which has been specifically developed to cover the first aid needs in rugby. More information on appropriate qualifications and the EFARU go to <a href="http://www.englandrugby.com/rugbysafe/education/first-aid">www.englandrugby.com/rugbysafe/education/first-aid</a></p>	
<p>Is there a qualified first aider (based on minimum recommended guidelines) allocated to each team for both training and matches</p>	<p>The minimum recommended guidelines for first aid provision are available at <a href="http://www.englandrugby.com/rugbysafe/playing-environment">www.englandrugby.com/rugbysafe/playing-environment</a></p> <p>The minimum qualification for a designated first aider is the Emergency First Aid at Work or equivalent, more information on appropriate qualifications and details of the Emergency First Aid</p>	<p>The minimum recommended guidelines state that there should be at an appropriately qualified first aider present at all training sessions and matches. The type of qualification/personnel required will depend on number of factors including playing level and format i.e. standard match or festival. The minimum recommended guidelines for first aid provision are available at <a href="http://www.englandrugby.com/rugbysafe/playing-environment">www.englandrugby.com/rugbysafe/playing-environment</a></p>	

	<p>in Rugby Union course which has been specifically developed to cover the first aid needs in rugby go to <a href="http://www.englandrugby.com/rugbysafe/education/first-aid">www.englandrugby.com/rugbysafe/education/first-aid</a></p> <p>There should be a process in place for ensuring all teams have appropriate first aid provision for all training sessions and matches. Clubs should allocate an individual (i.e. RugbySafe lead) who is responsible for ensuring all qualifications are kept up to date and managing the first aid provision such as ensuring that a team has first aid cover should the regular first aider be away.</p>	<p><a href="#">environment</a></p> <p>The minimum qualification for a designated first aider is the Emergency First Aid at Work or equivalent, more information on appropriate qualifications and details of the Emergency First Aid in Rugby Union course which has been specifically developed to cover the first aid needs in rugby go to <a href="http://www.englandrugby.com/rugbysafe/education/first-aid">www.englandrugby.com/rugbysafe/education/first-aid</a></p> <p>There should be a process in place for ensuring all teams have appropriate first aid provision for all training sessions and matches. Clubs should allocate an individual (i.e. RugbySafe lead) who is responsible for managing the first aider provision.</p>	
<p>Have all first aiders and coaches completed the online HEADCASE concussion awareness module?</p>	<p>Well done!</p> <p>HEADCASE posters and info cards can be ordered by contacting <a href="mailto:rugbysafe@rfu.com">rugbysafe@rfu.com</a>. Please provide a name, delivery address, contact number and required quantities.</p>	<p>It is important that all first aiders and coaches are aware of the potential signs and symptoms of concussion and how to manage a suspected concussion.</p> <p>It is highly recommended that all first aiders and coaches complete the coach version of the online HEADCASE module, it is free to access at <a href="http://www.englandrugby.com/headcase">www.englandrugby.com/headcase</a></p> <p>HEADCASE poster and info cards can be ordered by contacting <a href="mailto:rugbysafe@rfu.com">rugbysafe@rfu.com</a>. Please provide a name, delivery address, contact number and required quantities.</p>	
<b>Emergency Action Plan / Incident Management</b>			
<p>Is there an Emergency Action Plan in place for on-pitch incidents?</p>	<p>Ensure that all relevant personnel are aware of the plan and their role within it. A effective EAP will include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Details of all key club personnel who should be informed</li> <li>• A process to ensure the emergency services are contacted immediately when needed</li> <li>• Details on the information to give to the emergency services e.g. correct postcode.</li> </ul>	<p>An on-pitch Emergency Action Plan (EAP) provides a clear process for what should happen should a serious incident / injury occur.</p> <p>It is recommended that the RugbySafe lead or other relevant individual is responsible for developing and reviewing the action plan; ensuring all relevant personnel e.g. coaches, team managers etc. are aware of the plan and their role within it.</p>	

	<ul style="list-style-type: none"> <li>• A clear vehicular access for an ambulance or other emergency vehicle.</li> <li>• How to access to any first aid equipment if appropriate (and trained to use).</li> <li>• Consideration of estimated emergency services attendance time, especially in rural areas.</li> </ul> <p>Copies of the club’s EAP should be in every first aid kit as well as a copy displayed appropriately in the club.</p> <p>Good practice would be to have an individual (i.e. Physio and RugbySafe lead) who is responsible for reviewing the action plan and ensuring all relevant personnel are aware e.g. coaches, team managers etc.</p>	<p>A effective EAP will include (but not limited to):</p> <ul style="list-style-type: none"> <li>• Details of all key club personnel who should be informed</li> <li>• A process to ensure the emergency services are contacted immediately when needed</li> <li>• Details on the information to give to the emergency services e.g. correct postcode.</li> <li>• A clear vehicular access for an ambulance or other emergency vehicle.</li> <li>• How to access to any first aid equipment if appropriate (and trained to use).</li> <li>• Consideration of estimated emergency services attendance time, especially in rural areas.</li> </ul> <p>Copies of the club’s EAP should be in every first aid kit as well as a copy displayed appropriately in the club.</p>	
--	--	--	--

**Recording and Reporting**

<p>Does the club have a process for recording “on-pitch” incidents and injuries?</p>	<p>Ensure that every first aider is aware of the process and has access to an incident /injury recording book (ideally kept in first aid kit bag).</p> <p>If there is any suggestion that the injury is not an accident, records should be kept in case a claim is ever brought against the club or a coach or referee. In most cases records should be kept for three years, but if the injury is to a child they should be kept for 15 years.</p> <p>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.</p> <p>More information can be find at <a href="http://www.englandrugby.com/rugbysafe/injury-reporting">www.englandrugby.com/rugbysafe/injury-reporting</a></p>	<p>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 an incident /injury recording book (ideally kept in first aid kit bag). Usually the first aider will be responsible for the book; however clubs retain overall responsibility for ensuring that records are maintained.</p> <p>This record book is not the same as the statutory accident book required under the H&amp;SAW Regulations, though the two can be combined. Useful information to record will include:</p> <ul style="list-style-type: none"> <li>• Date, time and place of incident;</li> <li>• Name and job of the injured or ill person;</li> <li>• Details of the injury/illness and what first aid was given;</li> <li>• What happened to the person immediately afterwards (for example went home, went back to work, went to hospital);</li> </ul> <p>Clubs with employees (including paid coaches and</p>	
--	--	--	--

		<p>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.</p> <p>More information can be find at <a href="http://www.englandrugby.com/rugbysafe/injury-reporting">www.englandrugby.com/rugbysafe/injury-reporting</a></p>	
Does the club monitor and review its on-pitch accidents and injuries on an annual basis?	<p>Where possible, look to use this information to help identify injury and accident trends and possible areas for improvement to reduce the risk of injury. For example, if a number of injuries are occurring in the tackle can there be a training intervention either for the coach and/or players to improve technique.</p>	<p>Monitoring information on injury and accidents (usually by collating information from injury record books) can help you identify injury and accident 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.</p> <p>For example, if a number of injuries are occurring in the tackle can there be a training intervention either for the coach and/or players to improve technique.</p>	
Is the club aware on what injuries should be reported to the RFU?	<p>Reportable Injury Events to the RFU are defined as:</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Deaths which occur during or within 6 hours of a game finishing.</li> <li>• Clubs and schools are also required to report injuries in which artificial grass pitches or equipment such as sports goggles are involved.</li> </ul> <p>More information and the Injury Reporting Form are available at: <a href="http://www.englandrugby.com/rugbysafe/injury-reporting">http://www.englandrugby.com/rugbysafe/injury-reporting</a></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• Deaths which occur during or within 6 hours of a game finishing.</li> <li>• Clubs and schools are also required to report injuries in which artificial grass pitches or equipment such as sports goggles are involved.</li> </ul> <p>More information and the Injury Reporting Form are available at: <a href="http://www.englandrugby.com/rugbysafe/injury-reporting">http://www.englandrugby.com/rugbysafe/injury-reporting</a></p>	

QUESTION	Yes	No	Comments (free type)
Has the Rugby Club reviewed its "off pitch"	Ensure that you have provided any additional items in the first aid kits, reviewed the training	Accidents /incidents which have been reported or recorded should be frequently reviewed to ensure	

accidents in the last 12 months?	requirements and number of kits required based on your review.	the Rugby Club is compliant in its duty under the First Aid at Work Regulations 1981. The review allows the Club to address any additional training and equipment needs and also areas where the Club is exposed to personal injury compensation claims.	
Do members of the public or non-employees frequent the premise?	Whilst not a legal requirement under the First Aid at Work Regulations 1981, it is strongly advised given the nature of the activities which take place at the Rugby Club that basic first aid provision can be offered to non-employees / members of the public. It is good practice to have first aiders on site if events are being held on site.	N/A	
Is the Rugby Club in a remote location which will take the emergency services over 8 minutes to reach?	Consideration needs to be given to how casualties will be transported to hospital if required. In the event of a heart attack which is time critical, is there an automated external defibrillator available and someone trained to use it? In the event of a casualty requiring CPR are there sufficient first aiders to sustain CPR until the emergency services do arrive? In the event of a major bleed caused by grounds maintenance machinery (such as a strimmer, or mower) can the casualty be taken to hospital? Can the bleeding be controlled until the emergency services arrive?	The emergency services can be on site within 8 minutes.	
Do members of staff / volunteers lone work?	Consider providing lone workers with personal lone worker first aid kits and a means of communicating with other members of staff in the event of an accident.	N/A.	
Is the premise spread out with several buildings and/or floors and/or across different sites	Consideration to be given to providing suitably stocked first aid kits in all areas and having a number of first aiders to cover the areas to prevent a delay in attending the casualty	Ensure there are sufficient first aid supplies which are provided are sufficient for the number of people and activities present on site and the identified hazards.	

Hazard	Who might be harmed and how?	Current Control Measures	Action Plan/ Further Control Measures
--------	------------------------------	--------------------------	---------------------------------------



<p><b>Electricity</b></p>	<p>Staff, club members, contractors</p> <p>Harm: Burns, electric shock, heart attack fatality</p>	<ul style="list-style-type: none"> <li>• All work on the electrical installation is carried out by competent electrical contractors</li> <li>• Contractors will not be required to work on any 'live' electrical circuits</li> <li>• The electrical installation is subject to regular inspection and testing to ensure that it is maintained in a 'safe' condition</li> <li>• Portable appliances which members of staff and / or volunteers will use are regularly PAT tested</li> <li>• Electrical switch rooms, distribution boards, main electrical intake rooms are locked to prevent unauthorised access</li> </ul>	<ul style="list-style-type: none"> <li>• <b>When a contractor is appointed to undertake electrical work at the Rugby Club a trained competent first aider should be available on site that has been trained in treating casualties who have been electrocuted (3 day First Aid at Work Qualification) and who know how to protect themselves and the casualty from electrocution. Alternatively, the club should confirm that the contractor has someone trained in this regard.</b></li> <li>• <b>The 1 day Emergency First Aid at Work qualification is <u>not</u> considered sufficient for this hazard and the associated risks</b></li> <li>• <b>You may wish to consider providing burn dressings in the first aid kit in the event a contractor suffers a burn injury as a result of working on the electrical installation</b></li> <li>• <b>Where available an automated external defibrillator can be used on a casualty who is unresponsive and not breathing (once the casualty is no longer at risk of electrocution</b></li> <li>• <b>Display a guidance poster on how to treat electric shocks in a prominent and relevant area i.e. by distribution boards etc.</b></li> <li>• <b>Contact the emergency services</b></li> <li>• <b>Accident book compliant with BI 510 must be available and the details recorded by a first aider</b></li> <li>• <b>Ensure the accident / incident is investigated and formally recorded</b></li> <li>• <b>The incident may require reporting to the enforcing authority using F2508, ensure that staff / committee members are familiar with these requirements so that reports are made in a timely manner in accordance with</b></li> </ul>
---------------------------	---	--	---

			the RIDDOR regulations
Hazard		Current Control Measures	Action Plan/ Further Control Measures
<b>BBQs</b>	<p>Staff, volunteers, club members, visitors, young children</p> <p>Harm: Burns, cuts, sunstroke, dehydration</p>	<ul style="list-style-type: none"> <li>• All Summer events are planned to ensure there is sufficient numbers of first aiders on site for the number of people predicted to attend the event</li> <li>• Suitable first aid kits are provided and located at a reasonable distance for quick access</li> <li>• The BBQ (gas or charcoal) is sited away from main walkways and buildings</li> <li>• The area around the BBQ is protected with barriers to prevent unauthorised access</li> <li>• Where glasses and glass bottles are allowed externally suitable means of collecting broken glass has been provided</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Access for emergency vehicles (if required) should be kept clear during the event</b></li> <li>• <b>If the event is particularly large inform the local Ambulance Service</b></li> <li>• <b>The first aid cover for the event must be able to treat minor ailments, offer basic first aid, call the emergency services and where there are members of the public and the venue is a remote location use an automated external defibrillator (AED). Current 3 day First Aid at Work at Training covers the use of AEDs. Advisable to have a mix of EFAW and 3 day First aid at Work trained first aiders</b></li> <li>• <b>The number of first aid kits available must be sufficient to cover the predicted number of persons attending the function</b></li> <li>• <b>Given the risk of burns from cooking and potential fire risk, consideration must be given to the inclusion of burn dressings in the first aid kits</b>  <a href="https://www.eurekadiirect.co.uk/First-Aid-Supplies/First-Aid-For-Burns/Burnfree-Burn-Dressings">https://www.eurekadiirect.co.uk/First-Aid-Supplies/First-Aid-For-Burns/Burnfree-Burn-Dressings</a> </li> <li>• <b>Consider providing a catering first aid kit so that any cuts can be covered and when handling food ‘blue’ plasters etc. can be easily identified to prevent contamination of food</b></li> <li>• <b>Accident book compliant BI 510 with must be available and the details recorded by a first aider</b></li> </ul>

			<ul style="list-style-type: none"> <li>• Ensure the accident / incident is investigated and formally recorded</li> </ul>
<b>Commercial cooking facilities used to prepare food</b>	<p>Staff and volunteers</p> <p>Harm: cuts, burns, dehydration, heat exhaustion, slips, trips and falls</p>	<ul style="list-style-type: none"> <li>• Competent kitchen staff/volunteers</li> <li>• Anti-slip flooring provided in kitchens</li> <li>• Appropriate footwear worn by kitchen staff with anti-slip soles</li> <li>• Suitable fire extinguisher provided for the type of cooking taking place</li> <li>• Spills cleaned up as soon as reported</li> <li>• Ventilation provided to ensure the work area does not become excessively hot</li> <li>• Access to drinking water to prevent de-hydration</li> <li>• Appropriate personal protective equipment provided for handling hot or cold products</li> </ul>	<ul style="list-style-type: none"> <li>• Consider a risk assessment on the use of knives</li> <li>• Provide a catering first aid kit in the kitchen compliant with HSE recommended contents (and any additional items as identified from the risk assessment) or the British Standard BS8599-1</li> <li>• Burn dressings to be included given the high risk of burns</li> <li>• First aid cover for the kitchen can be the One day emergency first aid at work qualification</li> <li>• Accident book compliant with BI 510 must be available and the details recorded by a first aider</li> <li>• Ensure the accident / incident is investigated and formally recorded</li> </ul>
<b>Carbon monoxide poisoning from faulty gas appliances</b>	<p>Staff, volunteers, club members, visitors</p> <p>Harm: carbon monoxide poisoning, loss of consciousness, fatality</p>	<ul style="list-style-type: none"> <li>• All gas appliances including appliances in the kitchen are regularly maintained by a Gas Safe Registered engineer</li> <li>• Annual Gas Safety checks are carried out (where the premise is owned by a Landlord / Managing Agent, they are responsible for carrying this out)</li> <li>• Carbon monoxide detectors have been installed according to the manufacturers recommendations in close proximity to the gas appliances</li> </ul>	<ul style="list-style-type: none"> <li>• Where this is suspected the first aid cover needs to be able to spot the signs of carbon monoxide poisoning, call the Emergency Services and where the casualty is unresponsive check the airways, open the airways and perform CPR</li> <li>• 3 day First Aid at Work trained first aider is required for such incidents</li> <li>• Standard first aid kit to treat any injuries associated with loss of consciousness</li> <li>• Where the casualty has suffered burns from the appliance and cannot be moved burn dressings in the kit will aid treatment and cooling of the burn</li> </ul>

			<ul style="list-style-type: none"> <li>• <b>Accident book compliant with BI 510 must be available and the details recorded by a first aider</b></li> <li>• <b>Ensure the accident / incident is investigated and formally recorded</b></li> <li>• <b>Gas incidents must be reported to the HSE using the F2508 report form</b></li> </ul>
<b>Working at height</b>	<p>Staff, volunteers, contractors</p> <p>Falls</p> <p>Harm: fractures/ sprains/ head injury/fatality</p>	<ul style="list-style-type: none"> <li>• Competent contractors appointed for any high risk work at height e.g. externally for re-roofing, rainwaters goods, floodlights etc.</li> <li>• Low level work at height will be carried out by staff / volunteers where deemed appropriate and competent</li> <li>• Access equipment suitable for the task will be chosen</li> <li>• Access equipment maintained and inspected where necessary</li> <li>• Work from ladders will be short duration only</li> <li>• Ladders to be footed at all times</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Consider work at height training for staff</b></li> <li>• <b>There must be adequate first aid cover when any work at height is taking place given the high risk nature of the work. 3 day first aid at work trained first aider can treat bone and muscle injuries. The EFAW does not cover this.</b></li> <li>• <b>When work is taking place during closed season or during the day when the clubhouse may not be open a first aid presence must still be available (as a minimum, 1 day emergency first aid at work)</b></li> <li>• <b>Access to a basic first aid kit to treat any injuries is required</b></li> <li>• <b>Accident book compliant with BI 510 must be available and the details recorded by a first aider</b></li> <li>• <b>Ensure the accident / incident is investigated and formally recorded</b></li> <li>• <b>Depending upon the nature of the accident / injury this may require reporting to the enforcing authority using the F2508</b></li> </ul>

<p><b>Poorly maintained footpaths and car parks</b></p>	<p>Staff, club members, contractors, visitors / members of the public</p> <p>Slip, trip, falls</p> <p>Harm: sprains/ strains, fractures</p>	<ul style="list-style-type: none"> <li>• Car parks are routinely inspected to ensure they are maintained in a safe condition</li> <li>• External lighting is regularly checked to ensure the car parks and footpaths are suitably illuminated to ensure safe passage to and from the car park</li> <li>• Vegetation protruding onto footpaths or making footpaths slippery due to growth of moss is cut back and moss removed accordingly</li> <li>• Pot holes are filled as and when identified</li> <li>• Step height changes are marked and identified</li> <li>• Handrails on steps and stairs are provided and maintained in good order</li> </ul>	<ul style="list-style-type: none"> <li>• <b>As the casualty will primarily be outside of the premise, he/she may become cold and / or go into shock (depends upon the nature of the injury) in which case the Rugby Club will need to keep the casualty warm. Foil blankets included in the first aid kit will enable the casualty to stay warm. Failing that a blanket.</b></li> <li>• <b>A 3 day First Aid at Work trained first aider will need to attend and assist the casualty if there are bone and muscle injuries, head injuries and shock.</b></li> <li>• <b>A standard first aid kit meeting the HSE contents list and or the British Standard BS8599-1 must be available</b></li> <li>• <b>Accident book compliant BI 510 with must be available and the details recorded by a first aider</b></li> <li>• <b>Ensure the accident / incident is investigated and formally recorded</b></li> </ul>
<p><b>Incorrect use of chemicals for pitch maintenance</b></p>	<p>Grounds maintenance staff / volunteers / members / players</p> <p>Ingestion / inhalation/ Absorption</p> <p>Harm: poisoning, loss of consciousness, burns, eye injuries, respiratory problems</p>	<ul style="list-style-type: none"> <li>• COSHH assessments are available for the pesticides, herbicides for use in the pitch maintenance</li> <li>• Chemicals are stored securely in accordance with the safety data sheets and COSHH assessments</li> <li>• Grounds maintenance team / operatives have received training on the correct use and application of pesticides / herbicides</li> <li>• The correct equipment is available for the application of the chemicals</li> <li>• Personal protective equipment is provided to the grounds maintenance members of staff</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ensure the first aid requirements as detailed on the COSHH assessments are shared with the first aiders and the users of the chemicals are also informed as to the first aid requirements</b></li> <li>• <b>Provide a first aid kit with eye wash pods and burn dressings in the grounds maintenance outbuilding / office or close to the work area if the main first aid kit is not readily accessible when outside</b></li> <li>• <b>Given the serious nature of these chemical and the potential first aid treatment required it is advisable that you have a 3 Day First Aid at Work trained first aider (able to treat poisoning) available on site when the grounds maintenance team / operatives are working</b></li> <li>• <b>Accident book compliant with BI 510 must be available and the details recorded by a first aider</b></li> <li>• <b>Ensure the accident / incident is investigated and formally recorded</b></li> </ul>

<p><b>Use of grounds maintenance machinery</b></p>	<p>Grounds maintenance staff</p> <p>Harm: laceration, shear, cuts, significant loss of blood, shock, loss of consciousness</p>	<ul style="list-style-type: none"> <li>• In-house maintenance staff will only use machinery which they have been trained to use and are considered to be competent to use</li> <li>• Grounds maintenance machinery / equipment is regularly maintained to ensure that it is in good working order at all times</li> <li>• Machinery is used in the correct weather conditions</li> <li>• Pitches are inspected pre- cutting and treatment to identify any glass or items which could interfere with the machine and create flying particles if hit with lawn mowers for example</li> <li>• Appropriate equipment is available for the removal of hypodermic needles and safe disposal</li> <li>• Personal protective equipment relevant to the task in hand and as identified in the risk assessment is provided</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Given the high risk nature of grounds maintenance tasks, a fully trained 3 day First Aid at Work first aider must be present on site to provide first aid treatment if required</b></li> <li>• <b>It would be advisable where there are a few grounds maintenance staff to train them all in the 3 day course so that holidays and sickness can be covered. Having the maintenance staff trained will also ensure prompt action and treatment in the event of an accident, they can also conduct the monthly checks on the first aid kit and where necessary order replacement items for the kit</b></li> <li>• <b>Accident book compliant with BI 510 must be available and the details recorded by a first aider</b></li> <li>• <b>Ensure the accident / incident is investigated and formally recorded</b></li> </ul>
<p><b>Changing rooms / showers /toilets</b></p>	<p>Staff, members , players, visitors</p> <p>Slip, trip, fall</p> <p>Harm: fractures, head injury, sprains, strains</p>	<ul style="list-style-type: none"> <li>• Flooring in the toilets, showers and changing rooms are routinely inspected to ensure that they are maintained in a good order</li> <li>• Drainage is in place and maintained to allow excess water to drain away</li> <li>• Anti-slip flooring is provided in typically 'wet' areas</li> <li>• Barrier matting is in place at the entrance to changing rooms and toilets where players access from outside and will be wearing boots which may be wet</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A 3 day First Aid at Work qualified first aider will need to be present on site to treat any injuries resulting from tripping or falling in the changing rooms or toilets</b></li> <li>• <b>A standard first aid kit compliant with the HSE contents or BS8599-1</b></li> <li>• <b>Accident book compliant with BI 510 must be available and the details recorded by a first aider</b></li> <li>• <b>Ensure the accident / incident is investigated and formally recorded</b></li> </ul>

			<ul style="list-style-type: none"> <li>• <b>Certain ‘specified’ injuries to staff must be reported to the enforcing authority using the F2508 form</b></li> </ul>
<b>Broken glass / bottles</b>	<p>Staff, members , players, visitors</p> <p>Harm: Laceration, cuts</p>	<ul style="list-style-type: none"> <li>• Broken glass is removed using appropriate means as soon as noticed</li> <li>• Glass bins provided and regularly emptied</li> <li>• Appropriate personal protective equipment (PPE) is provided</li> <li>• Glass policy for drinking outside is in place and adhered to</li> </ul>	<ul style="list-style-type: none"> <li>• <b>As there is potential for significant bleeding a fully trained 3 day First Aid at Work first aider will be required to treat injuries to bar staff</b></li> <li>• <b>When there are functions taking place at the Rugby Club, it is advisable to ensure that you have sufficient numbers of fully trained first aiders to cover a number of potential incidents happening at any one time</b></li> </ul>
<b>Matches and games</b>	<p>Players, officials, coaches, spectators</p> <p>Harm:</p>	<ul style="list-style-type: none"> <li>• RFU first aid trainers are in attendance</li> <li>• Senior games have Chartered physiotherapists in attendance at home games and when travelling</li> <li>• At children’s matches and training one RFU first aider is in attendance (Lead Coach)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Further guidance on first aid requirements for matches an training can be found here;</b> <a href="http://www.englandrugby.com/rugbysafe/education/first-aid/">http://www.englandrugby.com/rugbysafe/education/first-aid/</a></li> </ul>
<b>Sudden Arrhythmic Death Syndrome</b>	<p>Young players</p> <p>Harm: heart attack, fatality</p>	<ul style="list-style-type: none"> <li>• The RFU are working with the Community Heartbeat Trust, a leading charity in community public access defibrillator schemes. They are linked with the NHS Ambulance service</li> <li>• RFU first aid training covers CPR and AED use</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Encourage as many club members, committee members to attend AED training</b></li> <li>• <b>Ensure defibrillators are regularly checked to make sure they are working, batteries are fully charged and the pads are ‘in date’</b></li> </ul>
<b>Functions in the clubhouse</b>	<p>Staff, members , players, visitors</p> <p>Slip, trips on stairs, dance floor, intoxication</p> <p>Harm: Fractures, sprains, strains, cuts</p>	<ul style="list-style-type: none"> <li>• Whilst there isn’t a duty of care legally to make first aid provisions available for members of the public and non-employees, the Rugby Club still insists (morally) on making first aid provisions available due to the nature of the events taking place in or on the premise be it, weddings, christenings, children’s birthday parties, Summer events, bonfire parties etc.</li> <li>• Adequate first aid cover and supplies are available during functions and events held at the Club</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ensure adequate first aid cover is provided at public functions</b></li> <li>• <b>Given the potential nature of the accidents/incidents it is advisable to have 3 day First Aid at Work first aiders in attendance who are supported by a number of volunteers / staff who hold the 1 day Emergency First Aid at Work qualification</b></li> <li>• <b>A standard first aid kit compliant with the HSE contents or BS8599-1</b></li> </ul>

		<ul style="list-style-type: none"> <li>• Regular inspections of walkways and the dance floor area are carried out and formally recorded</li> <li>• Bar staff are trained and instructed to restrict the sale of alcohol to members of the public if they feel they are intoxicated</li> <li>• Warning signs are displayed when floors become wet and whilst spills are cleaned up</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Accident book compliant with BI 510 must be available and the details recorded by a first aider</b></li> <li>• <b>Ensure the accident / incident is investigated and formally recorded</b></li> </ul>
<p><b>Poorly stocked first aid kit(s)</b></p>	<p>Staff, club members, contractors, visitors / members of the public</p> <p>Harm: delay in treating a casualty or wrong items used</p>	<ul style="list-style-type: none"> <li>• All first aiders (1 day Emergency First Aid at Work or 3 day First Aid at Work trained) are responsible for completing monthly checks on the first aid kits (kits in all locations where applicable)</li> <li>• First aiders are aware who to report missing or used items to in order to obtain replacement stock items</li> <li>• Contents checklist on the inside of the first aid kit is used as an aide memoire as to the correct contents</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Periodically a 'senior' member of staff or the Committee should check the first aid kits as part of a general site health and safety audit to verify first aiders are conducting monthly checks on the kit.</b></li> <li>• <b>Consider having a set 'stock' of replacement first aid items on site so that used items can be readily replaced and not delayed due to having to order replacement items in.</b></li> </ul>
<p><b>Location of first aid kits</b></p>	<p>Staff, club members, contractors, visitors / members of the public</p> <p>Harm: delay providing first aid treatment</p>	<ul style="list-style-type: none"> <li>• First aid kits are located in areas suitable to the nature and size of the premise</li> <li>• Once trained, first aiders are informed as to the location of first aid kits, the accident book and where relevant the automated external defibrillator</li> <li>• Kits are located where they can be readily accessed and not locked away</li> <li>• Kits are located in areas which are not open to abuse and contents being regularly removed</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Consider displaying suitable signage regarding the location of first aid kits in prominent areas, such as,</b></li> </ul> <div data-bbox="1554 999 1827 1362" data-label="Image"> </div>



<p><b>Identification of first aiders</b></p>	<p>Staff, club members, players, contractors, visitors / members of the public</p> <p>Harm: delay providing first aid treatment</p>	<ul style="list-style-type: none"> <li>• New members of staff are provided with the details of the approved first aiders for the premise, their location and area which they cover</li> <li>• Players, coaches and officials are advised at games</li> <li>• Players and club members are advised who the first aiders are in the club guide book</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Provide hi-visibility jackets / waistcoats which clearly identify first aiders during events and functions where there are increased numbers of people at the premise and where there are members of the public in attendance so that they can easily identify first aid points and first aid personnel</b></li> <li>• <b>Use 'safe condition' posters to identify who the first aiders are and display these in key areas. Pictures are also useful to identify the first aiders.</b></li> </ul> <div data-bbox="1397 564 1756 839" data-label="Image"> </div>
--	---	--	---