1. **INTRODUCTION**

This policy details the arrangements made by the executive committee of Old Bristolians’ Rugby Football Club (the “**Club**”) for the discharge of its Health and Safety responsibilities.

This policy covers the following:

* + - Responsibilities
    - Summary of current insurance cover
    - Risk management
    - Response to injury

1. **RESPONSIBILITIES**

*Overall responsibility*The executive committee of the Club (which comprises both the senior and junior committees) will have overall responsibility for health and safety.

*Chairman’s responsibility*

* To share the overall responsibility for health and safety within the Club.
* To ensure that sufficient resources are made available to meet health and safety needs within the Club.
* To appoint competent persons to manage health and safety within the Club.
* To ensure that a Health & Safety Officer and First Aiders (as required) are appointed in accordance with this policy.
* To ensure that the Health & Safety Officer, the Child Protection Officer and First Aiders receive adequate training to enable them to carry out their duties.
* To ensure that safe systems of work are in in place for members and employees under their control involved in hazardous tasks.

*Committee members’ responsibilities*

* To assist the chairman in ensuring that the health and safety policy is being adhered to within those areas under their control.

*Responsibilities of the Health and safety officer*

* To review the health and safety risk assessment and ensure that all observations are rectified.
* To act as a focal point for members and employees regarding health and safety matters.
* To ensure that any employee receives relevant health and safety induction training.
* To ensure all coaches and volunteers receive adequate information about risk management and safety procedures.
* To ensure all medical volunteers, physiotherapists and First Aiders appointed by the Club hold relevant and current qualifications.
* To ensure that accidents occurring on the property or to site staff are investigated and controls implemented to prevent re-occurrence.
* To ensure that maintenance contracts are in place for all plant and equipment owned by the Club.
* To ensure that all statutory inspections of plant and equipment, gas installations, etc. in the property take place and records are maintained.

*Responsibilities of members, employees and visitors*

* To co-operate with the club not only to ensure their own personal safety but also to ensure that they are not in breach of legislation.
* To comply with health and safety rules and safe systems of work instigated by the Club.
* To take responsibility for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
* Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety and welfare.

*Responsibilities of parents of children playing at the Club*

* To attend all training and matches along with their child unless specifically by arrangement with Lead Coach. (ie If a child’s parent is not present on site and another parent is left in loco parentis the coach must be informed who this is).
* To ensure the Lead Coach has correct emergency contact details.
* To park where the Lead Coach asks their squad to park for any given match.
* To discuss with coaches anything affecting the health and/or safety of their child.
* To ensure their child is properly equipped to take part in rugby safely, including inspecting studs regularly and providing a well-fitting gum shield as soon as the child can wear one (compulsory for tackle rugby at U9s).
* To provide clothing suitable for playing, training, waiting and spectating.
* To ensure their child listens carefully to the coach/referee and complies with reasonable instructions in respect of safety and coaching.
* To read and adhere to the “parents’ code of conduct” on the club website.

*Responsibilities of adult players*

* Not to play in any match or participate in any other rugby activity (such as training) if they believe that they are not in in a sufficiently healthy state to do so safely.
* Whilst participating in any rugby activity, to bring it to the immediate attention of the appropriate persons (for example, other players, spectators, committee members, coaches, referees and team captains) if they are aware of any factor which they believe makes that activity unsafe for themselves, other players or any other person.

1. **SUMMARY OF CURRENT INSURANCE COVER**

The current insurance cover from which the Club benefits can be summarised as follows:

*RFU personal accident protection for players*

This is designed to pay a set benefit to any insured person in the event of them suffering bodily injury by accidental outward violent and visible means which shall independently of any other cause result in death or disablement as defined in the policy.

This covers:

* Any player, coach or medical attendant playing or training and while travelling to or from an organised fixture by coach, train or plane as part of any organised party.
* Match officials while engaged in official duties.

Note that the following are excluded:

* Temporary injury
* Loss of earnings
* Medical expenses
* Legal expenses
* Any type of injury other than death or permanent disablement

***This scheme only covers permanent total disability and death and should not be considered a substitute for general protection in the case of injury. The RFU recommends that additional personal protection should be considered. Players and parents/carers are referred to the RFU website*** [***http://www.rfu.com/managingrugby/insurance/playersparentsandguardians/rfuarrangedcover***](http://www.rfu.com/managingrugby/insurance/playersparentsandguardians/rfuarrangedcover) ***for full details of the personal accident protection provided by the RFU.***

*RFU club public/product liability*

This covers the Club’s legal liability for damages in respect of accidental injury of any person and accidental loss of or damage to property in connection with the activities of the Club:

The following are insured:

* the Club, its members and employees (if any); and
* any person acting as referee, touch judge, coach, trainer, instructor or voluntary medical attendant during a rugby activity.

Note that qualified medical practitioners whilst acting in a medical capacity (ie those covered by the General Medical Council) are not covered.

Full details of the club public/product cover provided by the RFU can be viewed at [http://www.rfu.com/managingrugby/insurance/clubadministrators/~/media/Files/2011/ManagingRugby/Insurance/201213\_Cover\_Summary.ashx](http://www.rfu.com/managingrugby/insurance/clubadministrators/~/media/Files/2011/ManagingRugby/Insurance/201213_Cover_Summary.ashx%20%20)

*Insurance of clubhouse and contents by the Old Bristolians’ Society*

The Memorial Ground playing fields, car park and clubhouse (together, the “Premises”) are owned by the Old Bristolians’ Society (the “Society”), which leases the Premises to the Sports Club. The Sports Club comprises three sections – rugby, hockey and cricket.

The Society insures the structure of the clubhouse, outbuildings, fittings, furniture and contents of the clubhouse together with sports equipment as it sees fit. The Society pays all premiums due and the Club reimburses the Society for an agreed proportion of the premiums. The Society’s insurance covers areas such as material damage to the buildings, employer’s liability and public liability. Public liability for injury while participating in a sporting activity is NOT covered by the Society’s insurance.

A copy of the policy is available on the notice board in the clubhouse along with the Fire Safety certificate.

1. **RISK MANAGEMENT**

*General*

The Club is committed to safeguarding the health, safety and welfare of all its members, players, coaches, volunteers, parents, spectators, officials and administrators (together referred to as “**Participants**”) – both at home and away fixtures, trips and tours etc as far it is reasonably practicable.

However, the following should be recognised by each Participant and Parent:

* rugby is a contact sport, and as such any participation carries the risk of serious injury
* the Club and the Sports Club are non-profit making bodies run by unpaid volunteers, as such, there is are practical limits to what can be expected of them
* each member of the Club has the opportunity to positively contribute to the Club and the Sports Club and the wellbeing of their members.

*Premises and pitches*

The Premises manager reports to the Sports Club and is responsible for regular risk assessment of the Premises including the pitches. However, before any activity is undertaken a risk assessment should be made before the commencement of the activity. If the activity is a match, it is predominantly the responsibility of the referee and coaches to undertake this assessment but others, such as team captains and adult players, should make enquiries to see whether this has been done and to voice concerns.

*First aid training*

The Club encourages all Participants to attend a first aid training course so that they can respond to basic first aid situations with confidence. The Club will, where its finances permit, make a financial contribution to the cost to any member of the Club attending a first aid course approved in advance by the Committee.

*Level of first aid cover*

The RFU produces guidelines for the level of first aid cover which should be available to its member clubs. The Club cannot commit to providing the guideline levels of cover but aims to have the following levels of cover in place, however this cannot always be guaranteed. Parents are ultimately responsible for their own children and adult players are responsible for themselves.

Adult 1st XV: trained physio for matches

Adult team other than 1st XV: none

Junior and mini: one trained first aider per age group

Junior and mini home matches: at least 2 first aiders on site

In most cases teams will want to provide their own first aid cover, even when playing away, but if it is appropriate for a single provider to cover the home and away teams, this should be agreed in advance to avoid confusion, as the visiting team has a shared responsibility to ensure provision.

***Guidelines for coaches of minis, midis and juniors***

All rugby coaches and other rugby volunteers should familiarise themselves with, and apply, these guidelines. Rugby players and their parents should be aware that volunteers from the Club will take reasonable steps to deal with minor injuries but that serious injuries will be referred to the emergency services.

* Each age group has a designated lead coach (“LC”). The LC may delegate this role to another coach during any given session where he deems it appropriate to do so.
* In the first instance the coaches are responsible for the care of players.
* Coaches are responsible for making sure there is an appropriately stocked first aid kit by each pitch for all training and matches.
* Each coach will carry out a “safety checklist” before playing commences (see Risk Management Guidelines for all OBs Coaches).
* In the event of a disagreement between coaches or between coach and parents as to the safety of a player or the conditions, DO NOT PLAY.
* Each age group should have a trained representative in first aid specific to sports injuries. If the age group specific first aiders are not present the coaches should familiarise themselves with where first aid help is available before play begins.
* The coaches shall advise the Club if an age group does not have a permanent qualified and checked first aider attached to their group.
* The LC shall ensure that all players’ parental contact details are available at all times at pitch side.

1. **RESPONSE TO INJURY**

* If a mini/junior is injured, the coach/referee should alert a first aider who will take appropriate action for minor injuries.
* Only those volunteers whose qualifications have been checked by the Club shall treat injuries.
* If the injury is judged to require specialist treatment, the player should be taken to hospital. If it is an emergency an ambulance should be called.
* Serious incident: DO NOT move a seriously injured player. Very few members of the Club’s Rapid Response Team have specialist training and equipment enabling them to move a player safely to pitch side and to assess whether this is advisable. Nobody else should do this. If Rapid Response is not available, move the other players away and dial 999.
* In case of emergency in relation to a mini/junior where parents are not present, it should ideally NOT be the coach who phones the parent(s). He should find somebody else (less stressed) to do this – this may be the team manager, or the parent who was left in loco parentis.
* All emergencies should immediately be notified to the notifiable person.

See also:

* “Risk Management Guidelines for coaches – your responsibilities to ensure safety on the pitch”
* RFU guidance on first aid and immediate care provision to players in RFU community clubs

***Emergency procedures for ambulance or helicopter***

* The ambulance access must be kept clear at all times. Access to the pitches is onto the first team pitch next to the cricket nets. Access to the pitches over the road is via the gate next to the path to the astroturf. In the event that the emergency services are required the following procedures must be followed:
* The notifiable person (or in his absence his delegate) shall appoint four people immediately as emergency marshals. They should wear high visibility jackets if possible. They should be stationed: 1 at junction of Longwood Lane and Beggar Bush Lane, 1 at main entrance to Club, 1 at end of car park by emergency access to pitch and one at the pitch side where the incident has occurred.
* If the air ambulance is called, ten people shall be appointed to clear at least a 2 pitch playing area and cordon it off to await the helicopter.
* The notifiable person shall record as many details as possible eg time of incident, nature of injury, names of witnesses, etc in order to complete an injury report later on.
* On the approach of emergency vehicles the marshals will guide the services to the injured person and should then take up station to ensure a swift and safe exit of the club.
* If a youth player is taken to hospital they must be accompanied by a responsible adult. It is preferable that this will be their parent/guardian but in their absence a CRB checked adult should be nominated by the Lead Coach.

This health and safety policy may be amended by the Club from time to time and the current version is available on the Club’s website.

This policy was approved by H&S sub-committee January 2013