 Somerset RFU – Tour Risk Assessment Template – Age Grade Rugby

* Please read and digest the RFU Touring with Children Guide
* This form needs to be completed alongside the Permission to Tour
* This form is a template for guidance, feel free to add your own consents and requirements

|  |  |
| --- | --- |
| Club Name |  |
| Tour ToClub and address |  |
| Tour Manager Name |  |
| Date From - To |  |
| Age GradeUnder: |  |
| Gender Male/Female/Mixed |  |
| Safeguarding Lead on Tour& Qualifications & Role |  |

**Who’s going on tour?**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Detail | Considerations | Potential risk | Risk High/Med/Low | Action to remove risk | Comments |
| Coaches | We need details of all coaches:NamesDBSQualifications |  |  |  |  |
| Parents | How many? |  |  |  |  |
| Volunteers | Why are they attending?RFU DBS details  |  |  |  |  |
|  | Code of ConductTo be signed by tourists – how will be tour be child-centred? |  |  |  |  |
|  | Ratios Staff: Children |  |  |  |  |
| Children | How many?Will all have a parent/carer?What about those without a parent? Who has parental responsibility? – is there a consent form? Copy attachedIs there a private arrangement parent to parent? Copy attached |  |  |  |  |
| At home contact | Who’s the at home contact – how will information be shared? |  |  |  |  |

**Itinerary & Details**

|  |  |
| --- | --- |
| Please provide Details of the Tour: From leaving the Club to arriving back at the Club |  |
| Cost |  |
| Communication: Please explain how you will communicate with parents/staff/children:Prior to travelling?Whilst travelling and whilst on tour? |  |
| Tour Manager Name and details |  |
| Roles and Responsibilities of Tour Manager and any other staff |  |

**Supervision**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Rota | Describe the supervision rota |  |  |  |  |
| Overnight arrangements? | Describe the arrangements |  |  |  |  |
| Alcohol – what is the drinking policy for adults? | Describe what arrangements will be made for emergencies. – eg will someone have a separate car? Will someone not drink alcohol? |  |  |  |  |

**Transportation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Forms of transport | Car/coach/bus/Plane/train/boat |  |  |  |  |
| Supervision | Overnight arrangements(if applicable) |  |  |  |  |
|  | LuggageWho’s responsible?What type? |  |  |  |  |
|  | Alcohol policy whilst travelling |  |  |  |  |

**Accommodation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Venue/s | Location |  |  |  |  |
| How will you keep the children safe? | Security |  |  |  |  |
| Explain the sleeping arrangements? | Room allocation |  |  |  |  |
| Is food provided? Included in the cost? | Catering |  |  |  |  |

**Emergency Procedures**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Aid  | Who is the first aider? |  |  |  |  |
|  | What qualifications do they hold? |  |  |  |  |
| Consent | What consent/disclaimer form will be used?Where will the forms be kept? |  |  |  |  |
|  | What supplies will be taken? |  |  |  |  |
|  | Local medical provision/service? |  |  |  |  |
| Accident or incident | Reporting procedure |  |  |  |  |
| Contact | Where will emergency contact forms be kept and by whom? |  |  |  |  |
| Medical | Existing conditions |  |  |  |  |
|  | Existing injuries |  |  |  |  |
| Medication | What, when, how administered and by whom |  |  |  |  |

**Travelling Abroad**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Vaccinations |  |  |  |  |
| Contact | National emergency contact details |  |  |  |  |
| International | British Embassydetails |  |  |  |  |

**Insurance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Travel | Travel Insurance |  |  |  |  |
|  | RFU Insurance |  |  |  |  |
|  | Personal Accident |  |  |  |  |

**Anything else….**

|  |
| --- |
|  |

Signed …………………………………………………………………………………………………

Club Safeguarding Officer (Full Name) …………………………………………………………………………………………………

Date …………………………………………………………………………………………………

I confirm that I have scrutinised the documents provided and am satisfied that this tour will be for the benefit of the children attending to enjoy playing rugby in a safe environment.

Signed …………………………………………………………………………………………………

Club Secretary/Chair (Full Name) …………………………………………………………………………………………………

Date …………………………………………………………………………………………………

I confirm that I have scrutinised the documents provided and am satisfied that this tour will be for the benefit of the children attending to enjoy playing rugby in a safe environment and that …………………………………………. RFC give permission for the tour to take place.