**Risk Assessment: First Aid for 2024/25 Season**

**Completed by**

**Date completed xx/xx/2024**

**Review Date 05/12/2025 – aim to review half way through the season**

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| **Ref No.** | **Hazard** | **Persons at Risk and How They Might be Harmed** | **Controls Currently in Place** | **Further Controls Recommended** | **Risk Rating** | **Action by Whom** | **Action by Date** | **Completed Date** |
| **Equipment** | | | | | | | | |
| 1 | Does every team in the club have an appropriately stocked first aid kit bag available pitch-side for both training and matches? | All players needing first aid treatment | All teams do have fully stocked first aid bags. | Need a more robust process to ensure first aid bags are stocked up in a timely manner | low | Rugby Safe lead | xxxxxx | All teams have started the new season with fully stocked first aid kits |
| 2 | Does the club have or stock additional first aid / medical equipment such as spinal boards or Automated External Defibrillators (AED) | Anyone needing emergency care within the club or the surrounding area | All equipment within the clubs first aid room is checked regularly by xxxx | Who monitors the AED as this needs to be checked regularly and maintained? | Potentially high if AED is not maintained | Rugby safe lead | xxxxxx |  |
| 3 | Does the club have a specifically allocated first aid room? | All persons needing first aid treatment | Yes – where is it?  Who maintains it? | Is it easily accessible?  Is it well signposted and identified?  Is it accessible to stretchers?  Does it have a sink with running water? Refuse container? Store for first aid materials? Container for safe disposal of clinical waste; A couch with waterproof protection, clean pillows and blankets; A telephone or other communication equipment; A record book for recording incidents where first aid has been given | Low | Rugby safe lead & physio | Xxxxxx  To ensure first aid room is accessible during all training sessions and home matches. Rugby safe lead to liaise with first aiders to ensure room is open etc. |  |
| **Provision/Personnel** | | | | | | | | |
| 4 | Are all first aiders qualified to a minimum of Emergency First Aid at Work or equivalent? | All players if they are seen by someone who isn’t appropriately trained and also that person as they maybe seen as liable if a serious incident occurs. | Yes all first aiders have a minimum emergency first aid at work or equivalent | The aim is for all first aiders to complete the rugby emergency when they need to renew their training.  Are RFU led Courses held at the club? Plan to get more dates and more people trained in 1st aid. | Medium | Rugby safe lead to monitor | ongoing |  |
| 5 | Is there a qualified first aider (based on minimum recommended guidelines) allocated to each team for both training and matches | As above (Ref No 4) | There is at least one first aider present for each team during training and patches. | RFU First Aid courses continue to be offered and arranged at the club with the aim to train more people up so each team has more than 1 first aider. | Low – currently most teams have at least 2 first aiders | Rugby Safe lead | Ongoing |  |
| 6 | Have all first aiders and coaches completed the online HEADCASE concussion awareness module and safeguarding (age grade only) module? | All persons attending the club who may have an injury which results in concussion | This is compulsory. Send out reminders to people who are not compliant. | Annual reminders to be sent at the end of the season (and the start of the new) to remind all volunteers to ensure they are in date with the module. | Medium to potentially high | Rugby safe & safeguarding leads | xxxxxx |  |
| **Emergency Action Plan / Incident Management** | | | | | | | | |
| 7 | Is there an Medical Emergency Action Plan in place for on pitch incidents? |  | There is a completed MEAP but not all teams are aware of it. | Copies of the club’s MEAP should be in every first aid kit as well as a copy displayed appropriately in the club. |  | Rugby safe lead | xxxxxx- |  |
| **Recording and Reporting** | | | | | | | | |
| 8 | Does the club have a process for recording “on pitch” incidents and injuries? |  | Yes all teams document it pitch side and then complete the incident book/proactive app. | If not already using, find out about the Proactiv app which can be obtained free from Somerset RFU |  | Rugby safe lead | xxxxxx |  |
| 9 | Does the club monitor and review its on-pitch accidents and injuries on an annual basis? |  | This was a major gap when the RFU audited us in 23/24 season so improvements being made for 24/25 season | A formal process needs to be put in place for this so it can help the club 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. |  | Rugby safe lead | Ongoing |  |
| 10 | Is the club aware on what injuries should be reported to the RFU? |  | Need to ensure all first aiders are aware and have the correct template to report to the RFU available to them.  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:   * 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). * Deaths which occur during or within 6 hours of a game finishing. * Clubs and schools are also required to report injuries in which artificial grass pitches or equipment such as sports goggles are involved. | |  |  |  |  |

**Useful resources for each section of Risk Assessment:**

**Equipment:** <http://www.englandrugby.com/rugbysafe/playing-environment/>

<https://protect-eu.mimecast.com/s/xNGxBCxoqlrcz?domain=medtree-rugby.co.uk>

**Provision/Personnel:** <http://www.englandrugby.com/rugbysafe/education/first-aid>

<http://www.englandrugby.com/rugbysafe/playing-environment>

<http://www.englandrugby.com/headcase>

[rugbysafe@rfu.com](mailto:rugbysafe@rfu.com) – email to order headcase posters and info cards

**Emergency Action Plan / Incident Management:**

<https://keepyourbootson.co.uk/wp-content/uploads/2022/03/RugbySafe-Medical-Emergency-Action-Plan.pdf>

**Recording and Reporting:** [Injury Reporting (englandrugby.com)](https://www.englandrugby.com/participation/playing/player-welfare-rugby-safe/injury-reporting)

[03. Injury Reporting & Incident Recording (keepyourbootson.co.uk)](https://keepyourbootson.co.uk/rugbysafe-toolkit/injury-reporting-incident-recording/)

<http://www.englandrugby.com/rugbysafe/injury-reporting>