

HAVANT RUGBY FOOTBALL CLUB

GROUND: HOOKS LANE, FRASER ROAD,

BEDHAMPTON, HAVANT, HANTS. PO9 3EJ

TEL: 023 92492311 / 92477843

MINI & JUNIOR SECTION

Risk Assessment Policy

The Duty Manager is to ensure that the approaches to the Club house, access to the playing areas and car park, the Club house itself and all public areas within where access is not denied by a locked door (including the Council changing rooms), are risk assessed. The Duty Manager is to record that this has been achieved in a log, noting any hazards that remain, and is to make that log available so that Age Group Managers can record completion of their risk assessments. The Duty Manager is to take any necessary action seen fit to reduce identified risks, co-opting other Club officers or members as required. Unless the Chairman relieves the Duty Manager of this responsibility, the Duty Manager has full authority to take any action as deemed necessary to reduce an identified and specific risk.

The Age Group Manager is to ensure that a risk assessment is carried out prior to any activity taking place whether a training session or a fixture. The area to be assessed is the training area/ pitch allocated to that age group, its immediate surroundings and any other areas required for the session. If a changing room is required, this is to be included in the assessment prior to occupation. On completion of the session for the day, the Age Group Manager is to ensure that the Duty Manager's Log is completed showing that the risk assessment has been achieved, noting any hazards encountered and action taken.

The following notes are provided for guidance however they should not be regarded as limits. If you perceive there is a risk then you own that risk until you are satisfied that sufficient action has been taken to reduce the risk to an acceptable level or to remove the risk altogether. In general, the application of common sense will determine necessary action.

Approaches

Ensure that emergency vehicles can access all playing areas and that a working telephone is available with access to emergency numbers. Do not

hesitate to call 999 if you consider the emergency services are required or if a message is passed from an Age Group Manager that the emergency services are required.

Periodically throughout your duty, ensure that the emergency vehicle access is maintained.

Club House

Check all areas to identify any hazard that may put members, especially young children, at risk. Take the appropriate action to have the hazards removed or have access to the hazardous area denied.

Changing Rooms

Check that the changing room is safe to use and free from hazards such as broken glass, discarded bandages or any other hazardous materials.

Playing/Training Area

Check that the area and surroundings are safe and free from obstacles. If the area is unfit or if activity would be unsafe then take the appropriate action.

Ensure that you have a plan to meet an emergency vehicle at the access point in order to guide it to the site of an incident.

Equipment

Check that equipment such as rugby posts, the scrum machine or tackle pads are fit for purpose and sound for use in training or playing activities suitable to the age group and ability of the players.

Ensure that adequate First Aid supplies are available on site.

Ensure that, as an Age Group Manager, you have immediate access to a mobile telephone in the event you require the emergency services.

Ensure that you know who the Duty Manager is.

The Players

Ensure that the age group database is kept current with medical information and contact details. Information on new joiners should be included as soon as possible. Ensure that this information is available to the age group coaching staff at all times.

Check that players are appropriately dressed for the activity. Club policy on Clothing to be worn for Match Play is available on the Club website.

The Paperwork

Remember to make a note in the Duty Manager's Log on completion of the session.

[original signed by]

Deborah J Morgan

Chairman

Havant Rugby Club Mini & Junior Section

14 August 2004