



## 2024-25 Season First Aid Risk Assessment

This risk assessment has been developed in accordance with the [RFU COMMUNITY RUGBY: PITCH-SIDE FIRST AID & IMMEDIATE CARE PROVISION STANDARDS & GUIDELINES - TRAINING & MATCHES RFU Regulation 9](#)

It covers M&J Activities which include:

- All age Grade U6s-U19s, U15 & U18 Girls and Touch training and matches
- Training/matches at the Jersey Rugby Club, Airport Rugby Fields, Strive Health Club (and at any other location in Jersey)

First aid provision for travel/away matches will be specified on the relevant M&J's Travel Risk Assessment

First aid provision for tournaments/festivals will be specified on a specific tournament/festival M&Js Risk Assessment

Risk / issue / matter	Mitigation/Guidance	Actions	Responsibilities
First aid kits need to be stocked appropriately and available pitch-side for training and matches.	Each squad's Emergency First Aider (EFA) will be provided with a basic first aid kit which will include first aid equipment appropriate to the EFAs scope of practice.  Venue EFA Leads will carry additional First Aid equipment which will include pre-hospital immediate care equipment appropriate to the lead EFAs scope of practice.	M&J Venue/Lead EFA to source, fill and supply basic first aid kits for each squad at the beginning of the season.  Kits will be handed out to squads attending Sunday training and should be returned at the end of each session.  Squads who are travelling or training elsewhere will be provided with a First Aid kit.	JL/AC  Squad EFA  Squad EFA

Risk / issue / matter	Mitigation/Guidance	Actions	Responsibilities
		<p>Expiry dates to be checked and a note made of any products which may expire (M&amp;J EFA Leads to monitor)</p> <p>Stock to be monitored regularly and kits to be restocked by Venue/Lead EFA.</p>	Squad EFA / AC / JL
<p>Additional first aid kit/ equipment: Spinal Boards/Collars Automated External Defibrillator (AED)</p>	<p>All equipment will be stored appropriately, regularly checked and maintained as appropriate.</p> <p>Specialist equipment should only be used by appropriately trained individuals.</p>	Equipment to be checked prior to each session for any faults or damage.	AC
<p>Medical Room</p>	<p>A medical room is available at the top of Pitch 2 at the Jersey Rugby Club It includes:</p> <ul style="list-style-type: none"> <li>• A refuse container;</li> <li>• A store for first aid materials;</li> <li>• A container for the safe disposal of clinical waste; A couch with waterproof protection, clean pillows and blankets;</li> <li>• A record book for recording incidents where first aid has been given.</li> </ul>	Medical room to be sanitized after every session and every patient seen.	AC / JL
<p>Head case concussion awareness</p>	<p>All volunteers must complete the free online HEADCASE concussion awareness module on an annual basis</p>	<p>All volunteers to be informed of annual requirement.</p> <p>Compliance to be monitored and reminders sent where necessary</p>	Committee
<p>Emergency First Aider (EFA) Training</p>	<p>Ensure that all first aiders are appropriately trained and qualifications are up to date. Including a DBS check for first aiders who work regularly and/or unsupervised in age grade rugby.</p>	Venue EFA to monitor and arrange EFA training as necessary.	AC/JL

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	<p>The minimum qualification for an EFA involved in rugby is a Level 3 First Aid Qualification (based on the Regulated Qualifications Framework (RQF), e.g. Emergency First Aid in Rugby Union or Emergency First Aid at Work.</p>		
Pitch-side EFA	<p>All appointed EFAs for each training session and match are briefed appropriately and have a clear understanding of their role and responsibilities.</p> <p>For training there will be a ratio of 1 EFA to 40 players (For smaller groups it may be appropriate for 1 EFA to cover more than one age group e.g. 1 EFA covering U7 and U8 where there is a total of 40 or less children across both age-groups at the same location/pitch.)</p> <p>For Age Grade matches, best practice is 1 EFA per team. Minimum RFU guidance is 1 EFA per match, however, JRFC will endeavour to ensure that there is a JRFC EFA at all matches (note EFA required for all travelling groups).</p>	<p>Venue EFAs to brief squad/pitch-side EFAs</p> <p>Squad/pitch-side EFA responsibilities:</p> <ol style="list-style-type: none"> <li>1. Being pitch-side and ready to assess and manage any incidents/injuries immediately</li> <li>2. Having their own allocated fully stocked appropriate pitch-side first aid kit.</li> <li>3. Being familiar with the club/venue Medical Emergency Action Plan for the venue.</li> <li>4. Ensuring they complete all injury/incident report forms as appropriate.</li> </ol> <p>Squad managers are responsible for ensuring adequate EFA provision and must inform the Rugby Safe Lead at the earliest opportunity if the minimum requirements cannot be met</p>	<p>AC/JL</p> <p>Squad/Pitch-side EFAs</p> <p>Managers</p>
Venue EFA	<p>The Venue EFAs have an overseeing capacity for the club/venue/event (i.e. covering the whole venue/event and they should not be attached to a specific squad/team).</p>	<p>The role and responsibilities of a Venue EFA include:</p> <ol style="list-style-type: none"> <li>1. Should be on site but doesn't need to be present pitch side. (Where multiple sites are being used, there should be a Venue EFA for each site).</li> <li>2. May be responsible for the general first aid responsibilities (e.g. covering off-field / spectator provision), however on-pitch provision should always be available.</li> </ol>	Venue EFAs

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		<ol style="list-style-type: none"> <li>3. May need to provide cover and/or deal with an injury to avoid any delay in training/play.</li> <li>4. Reviewing any player who has had to stop playing or training during that day/session and ensure all injuries are recorded and reported appropriately.</li> <li>5. Should be easily contactable by radio or mobile from the pitch-side, e.g. if a pitch-side EFA requires assistance</li> </ol>	
Emergency Action Plan (EAP) for on-pitch incidents	<p>The EAP includes:</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.</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>The EAP will be shared with all coaches/managers and EFAs</p>	AC/JL
Recording and Reporting	<p>The club has a process for recording incidents and injuries that require first aid attention using the PROactive incident reporting APP. Every EFA should be made aware of the process/ have access to ensure all applicable incidents /injuries are recorded appropriately.</p> <p>The process is GDPR compliant, with all records stored appropriately and securely.</p>	All coaches/managers and EFA's will be aware of the process to record incidents	AC/JL
Reportable/serious injuries	Reportable Injury Events to the RFU are defined as:	Ensure that every EFA is aware of the process.	AC

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	<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 are also required to report injuries in which artificial grass pitches or equipment such as sports goggles are involved</li> </ul>	Rugby Safe Lead to notify RFU / CB as per guidance.	