

## GENERIC ON SITE RISK ASSESSMENT FORM

### CLWB RYGBI NANT CONWY

Name / position of person doing check:

Date of check:

#### **Playing/Training area**

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity?

Yes

No

(eg check pitch , posts, building, ground / floor, lighting, heating, security and welfare arrangements. If no, please outline the hazard, who may be at risk and action taken, if any.)

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#### **Equipment**

Check that it is fit and sound for activity and suitable for age group/ability.

Is the equipment safe and appropriate for activity?

Yes

No

(eg check there is no equipment left from other activities or obstructions left in the sporting area. If no, please outline unsafe equipment, who may be at risk and action taken, if any.)

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**Participants**

Check that the attendance register is up to date with medical information and contact details. Check that participants are appropriately attired for the activity.

Is/are the register(s) in order?

Yes            No

(If no, please outline current state and action taken, if any.)  
and action taken, if any.)

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Are participants appropriately attired and safe for activity?

Yes            No

**(If no, please outline unsafe equipment/attire and action taken, if any.)**

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**Emergency points**

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational?

Yes            No

(If no, please outline the issues and action taken, if any.)

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Is a working telephone available?

Yes            No

(If no, please outline the issues and action taken, if any.)

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**Safety information**

Check that evacuation procedures are known to all. Ensure that volunteers and club officials have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the club?

Yes            No

(If no, please outline what information is missing and action taken, if any.)

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DOES THE CLUB NEED TO TAKE ANY FURTHER ACTION? (IF YES, PLEASE SPECIFY.)

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# GENERIC OFF SITE RISK ASSESSMENT FORM

Name / position of person doing check:

Date of check:

<b>Activity</b>	<p><b>GENERIC RISK ASSESSMENT – ALL OFF-SITE VISITS</b></p> <p>N.B.: Risks and control measures outlined in this generic risk assessment are for volunteers and club officials when preparing a risk assessment for their visit(s).</p>
<b>HAZARDS AND ASSOCIATED RISKS</b>	<ul style="list-style-type: none"> <li>▪ Road traffic accidents</li> <li>▪ Risks presented by individuals</li> <li>▪ Terrain – trips, slips and falls</li> <li>▪ Getting lost</li> <li>▪ Weather extremes – wind, cold or heat related conditions &amp; injuries</li> <li>• Leader incapacitation</li> <li>• Accidents and emergencies</li> <li>• Child protection issues – unsuitable contact / abuse</li> <li>• ‘Unplanned’ entry into water, drowning</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Current First Aid (unless provided at venue / on transport)</li> <li>• Approved Minibus Driver (or hired transport)</li> <li>• See leader / coach / referees qualifications as per WRU Pathway</li> </ul>
<b>CONTROL MEASURES</b>	
<ul style="list-style-type: none"> <li>• Club to follow policy guidelines set by transport company regarding hire / use of vehicles, volunteer helpers player ratios</li> <li>• Group briefed on road dangers and supervised to ensure safe practice</li> <li>• Young people’s special medical or behavioural needs known to coaches / club officials</li> <li>• Group briefed on specific hazards of activity / venue and supervised effectively at all times</li> <li>• Suitable personal protective equipment available to players (and possibly club officials) e.g. warm clothing waterproofs, footwear</li> <li>• Club officials to have relevant local knowledge in preparation for tour and be prepared for any conditions</li> <li>• Regular head-counts carried out &amp; condition of individuals monitored</li> <li>• Club officials positioned in group to ensure effective supervision (e.g. one at front, one at back)</li> </ul>	

- Weather conditions and group ability/experience taken into account at all times
- Individuals encouraged to apply sun protection as necessary
- Visit planned to minimize risk from extreme weather conditions
- Group briefed to take action if club officials incapacitated, including summoning help
- Leader(s) competent to lead the visit and qualified to undertake activity
- Trained first aider(s) and first aid kit on hand
- Parents fully informed and have given consent for all activities to take place
- Method of summoning help available (e.g. mobile phone – signal issues don't rely on these alone)
- 24 hour emergency contacts & emergency procedures agreed in case of incident / late return
- Group briefed on acceptable conduct & supervised to minimise risk of poor behaviour / abuse
- Club officials to follow WRU child protection procedures

**Where activity takes place near hazardous water, but there is negligible risk of falling in**

- Careful choice of venue / activity to minimize risk of falling in
- Group briefed on hazards / safe practice and carefully supervised to minimise risk of falling in – club officials to take control of smaller groups

**Where there is a significant risk of falling in**

- Venue chosen to minimize risk of drowning or being swept into danger
- Group briefed and supervised on safe practice when near water
- Club officials briefed to deal with any individual(s)

**NOTES**

Each excursion must be risk assessed individually

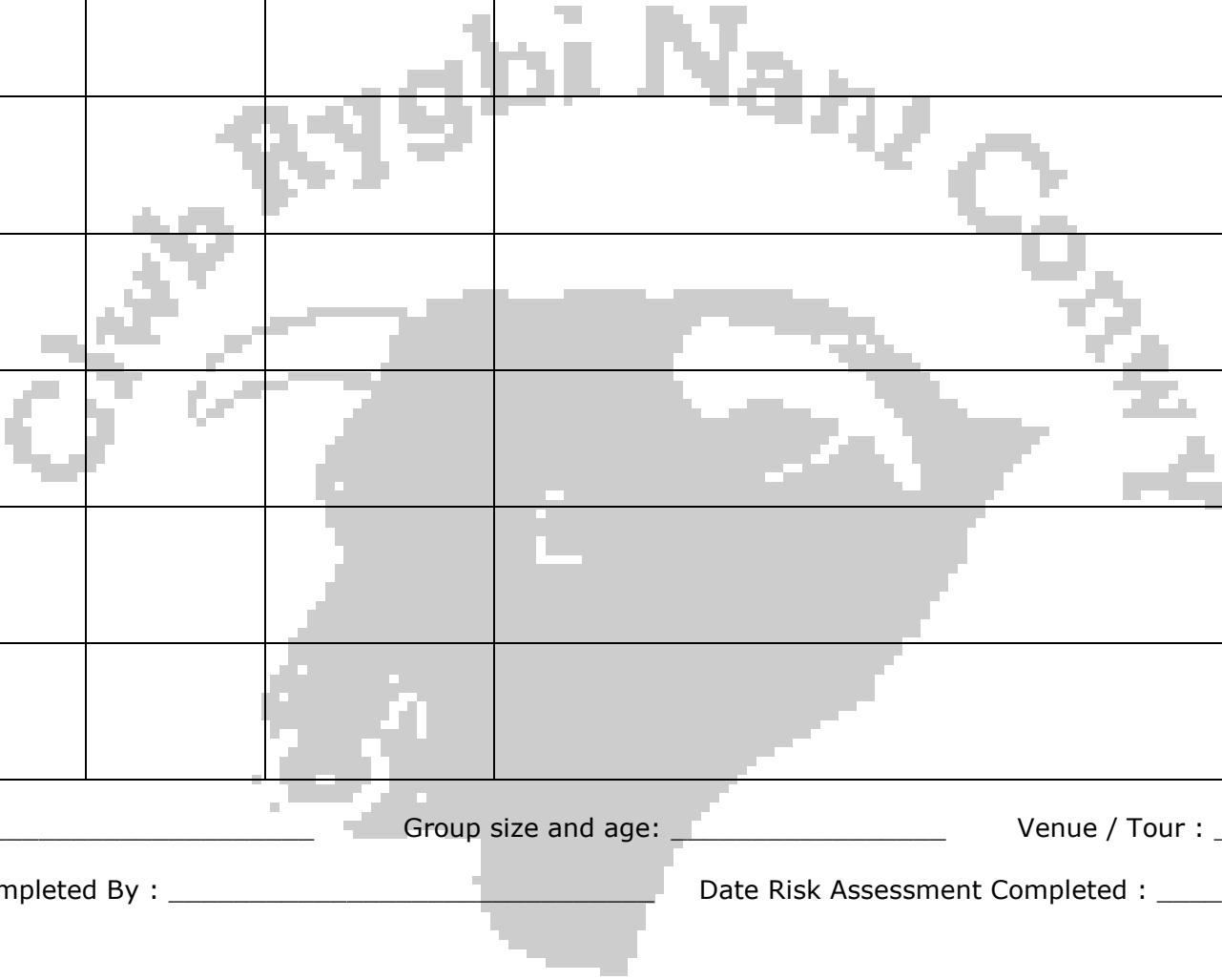
SIGNED:

DATE:

NAME:

*NB A new risk assessment form must be completed at the start of each season / tour, to ensure you cover the club should the incident happen again and any resultant changes made to the club's code of conduct.*



Tour Leader(s) : \_\_\_\_\_ Group size and age: \_\_\_\_\_ Venue / Tour : \_\_\_\_\_

Risk Assessment Completed By : \_\_\_\_\_ Date Risk Assessment Completed : \_\_\_\_\_

Notes : \_\_\_\_\_