



2024-25 Season Travel Risk Assessment

This risk assessment covers M&Js off-island travel to England for teams/squads to play in matches/tournaments where an overnight stay is not required (contingency plans will be detailed in the event of an overnight stay being unavoidable due to weather/travel delays). It must be read in conjunction with:

- Jersey Sport Guidance
- [RFU Trips, Tours and Overnight Stays Guidance](#)
- Rugby Football Union Regulations
- M&Js Policies and Procedures
- M&Js Rugby Activities Risk Assessment
- JRFC First Aid Risk Assessment

Risk / issue / matter	Mitigation/Guidance	Actions	Responsibilities
Travel arrangements	Flight bookings require a list of names of travellers 9 days prior to the date of travel. Changes will be confirmed on the Monday prior to travel on the Sunday.	Lead coach and manager to determine team and volunteers to travel Itinerary to be shared with travellers/parents at least 5 days prior to date of travel, which includes: <ul style="list-style-type: none"> • Contact number for parents of Group Leader. • Kit requirements, (consider suitable clothing for possible weather conditions). • Reminder to bring mouth guard. • Arrangements for any medical/dietary requirements • Arrangements for food and drinks. • Expectations of behaviour. 	Lead coach/manager

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Supervision	<p>There will at all times be sufficient numbers of DBS checked responsible adults to supervise.</p> <p>DBS checked volunteers must all be familiar with safeguarding procedures and arrangements</p> <p>At least one volunteer must be trained and up to date in Emergency First Aid.</p> <p>Minimise risk of player becoming separated from the group</p>	<p>Minimum of 3 DBS checked volunteers to travel (1:10 ratio plus another to accompany any children who may need to receive health care whilst off-island)</p> <p>Responsible adults will all carry mobile telephones.</p> <p>The group leader will have access to each player's medical information which includes emergency contact information.</p> <p>Where necessary, players will be split into smaller groups with at least 1 responsible adult per group.</p> <p>Regular checks will be made to ensure that all travellers present.</p> <p>The group leader will be responsible for ensuring that all travellers are accounted for when entering/leaving flight/coach/grounds etc.</p>	Group Leader Responsible Adults
First Aid/Medical Considerations	<p>For matches (U9-U13) there will be 1 Emergency First Aider per match (this is the home team responsibility).</p> <p>For matches U14-U19 boys and U15 & U18 Girls there will be 1 Emergency First Aider per team.</p> <p>Travellers will be asked to inform the group lead of any medical conditions/allergies and concerns regarding travel sickness (refer to JRFC M&Js Rugby Activity Risk Assessment for further information)</p>	<p>Travelling Emergency First Aider will have fully stocked first aid kit and will meet RFU Emergency First Aid training/qualification requirements.</p> <p>If a player needs to attend a hospital or other health care facility, one DBS checked adult will accompany them, and will contact the player's parent as soon as possible and keep them updated of the player's condition. Where a player is unable to travel back with the group a parent/carer is required to make arrangements to travel and take over from the volunteer at the earliest opportunity.</p>	Group Lead

Risk / issue / matter	Mitigation/Guidance	Actions	Responsibilities
		<p>Parents will be informed of minor injuries upon return to island and they will be provided with any guidance (i.e. Headcase card)</p> <p>All injuries will be reported as soon as possible/upon return to Jersey using the PROactive Incident Reporting System and to the JRFC Rugby Safe Lead so that any further action can be taken (where appropriate) (i.e. GRAS).</p> <p>Any medicines players may require must be provided to the group leader in a labeled bag with clear instructions for their use.</p>	
Food and Drink	<p>All travellers will have access to adequate supplies of water and food.</p> <p>Dietary requirements and allergies will be known, recorded and actioned.</p>	<p>Named water bottles to be emptied and then filled upon passing airport security.</p> <p>Regular water access and availability of food/snacks to be determined when arranging travel/match and options/need to bring packed lunch/snacks communicated to parents.</p> <p>Group Leader to hold medical/consent information which holds dietary / allergy information and will make arrangements/take action where necessary.</p>	<p>Travellers</p> <p>Group Lead</p> <p>Group Lead</p>
Safeguarding	<p>M&Js Safeguarding policies and procedures apply to all rugby activities.</p> <p>All adults must be familiar with M & J Safeguarding procedures.</p> <p>Any special arrangements must be clear to all adults.</p>	<p>Safeguarding concerns should be reported in accordance with M&Js safeguarding policy and procedure.</p>	<p>Group Lead</p> <p>Responsible adults</p> <p>Non- travelling contact</p> <p>Manager</p>

Risk / issue / matter	Mitigation/Guidance	Actions	Responsibilities
	<p>All travellers will be aware of safety procedures and what to do in the event of an emergency.</p> <p>There will be a non-travelling contact who can make arrangements and communicate in the event of an emergency/travel disruption etc.</p> <p>Responsible adults to remain vigilant with regards to risks posed from the wider public whilst in public areas – for example airports, service stations.</p>	<p>Should consent for photographs/videos not be agreed for any player, this must be communicated in advance of travel to the home team (see M&Js Photography/Filming policy).</p> <p>Group leader and responsible adults to ensure that all players aware of safety/evacuation procedures for plane/coach etc.</p> <p>Parents to be made aware of non-travelling contact who will hold:</p> <ul style="list-style-type: none"> • A list of all players together with parent/guardian emergency contact details and medical information • A list of all volunteers and their contact details, including next of kin • The full itinerary (and be kept up to date with any changes to the itinerary) • The name, address and contact details for the club in England <p>Children to be reminded and encouraged to speak up if they witness/experience anything that may cause distress.</p>	<p>Group lead Responsible Adults</p> <p>Group Lead / Manager</p> <p>All</p>
Contingency for travel disruption	Arrangements will be made to ensure the safety and welfare of travellers where travel is disrupted.	<p>Group lead/non travelling contact to review travel/weather status regularly.</p> <p>Non-travelling contact to communicate to parents/guardians of delays etc. (where the Group Leader may not have access to the internet).</p> <p>In the event of the need for an overnight stay, the non-travelling contact will support the Group Leader</p>	Group lead Non-traveling contact

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		<p>with making arrangements to book accommodation by contacting the Chair (or any other member of the M&J committee) who will arrange payment for hotels/food etc.</p> <p>Players must not share rooms with adults (unless with a parent who is travelling).</p> <p>Age/gender should be taken into account when allocating rooms.</p> <p>Adults must not enter player's rooms, unless there is an emergency.</p> <p>Rooms should be checked to ensure that there is no access to alcohol (i.e. mini bar).</p> <p>Players must be made aware of how and who to contact if the need help or support over night.</p>	