



## 2025-26 Season First Aid Risk Assessment

This risk assessment has been developed in accordance with [RFU PITCH-SIDE FIRST AID & IMMEDIATE CARE](#)

It covers M&J Activities which include:

- All Age Grade U6-U18 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. | M&J Venue/Lead EFA to source, fill and supply basic first aid kits for each squad at the beginning of the season. | Committee        |
|                                                                                                    |                                                                                                                                                                        | Kits will be handed out to squads attending Sunday training and should be returned at the end of each session.    | Squad EFA        |
|                                                                                                    | 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.     | Squads who are travelling or training elsewhere will be provided with a First Aid kit.                            | Squad EFA        |
|                                                                                                    |                                                                                                                                                                        | Expiry dates to be checked and a note made of any products which may expire (M&J EFA Leads to monitor)            |                  |

| Risk / issue / matter                                                                                   | Mitigation/Guidance                                                                                                                                                                                                                                                                                                                                                                                                            | Actions                                                                                                                   | Responsibilities    |
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|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                | Stock to be monitored regularly and kits to be restocked by Venue/Lead EFA.                                               | Squad EFA Committee |
| Additional first aid kit/ equipment:<br>Spinal Boards/Collars<br>Automated External Defibrillator (AED) | All equipment will be stored appropriately, regularly checked and maintained as appropriate.<br><br>Specialist equipment should only be used by appropriately trained individuals.                                                                                                                                                                                                                                             | Equipment to be checked prior to each session for any faults or damage.                                                   | Committee           |
| Medical Room (Currently unavailable Oct 25, pending new build completion)                               | A medical room (when available) at the top of Pitch 2 at the Jersey Rugby Club<br>Will include: <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> </ul>                                                                            | Medical room to be sanitized after every session and every patient seen.                                                  | Committee           |
| Head case concussion awareness                                                                          | All volunteers must complete the free online HEADCASE concussion awareness module on an annual basis                                                                                                                                                                                                                                                                                                                           | All volunteers to be informed of annual requirement.<br><br>Compliance to be monitored and reminders sent where necessary | Committee           |
| Emergency First Aider (EFA) Training                                                                    | 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.<br><br>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. | Venue EFA to monitor and arrange EFA training as necessary.                                                               | Committee           |

| Risk / issue / matter | Mitigation/Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Actions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Responsibilities                                              |
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| 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 using PROactive.</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>Committee</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 by EFAs.</li> <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> | Venue EFAs                                                    |

| Risk / issue / matter                              | Mitigation/Guidance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Actions                                                                                                                                                                                  | Responsibilities |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 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 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> | Committee        |
| 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 compliant with Data Protection legislation, with all records stored appropriately and securely.</p>                                                                                                                                                                         | All coaches/managers and EFA's will be aware of the process to record incidents                                                                                                          | Committee        |
| Reportable/serious injuries                        | <p>Reportable Injury Events to the RFU are defined as:</p> <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> </ul>                                                                                                                                                                                                       | <p>Ensure that every EFA is aware of the process.</p> <p>Rugby Safe Lead to notify RFU / CB as per guidance.</p>                                                                         | Committee        |

| Risk / issue / matter | Mitigation/Guidance                                                                                                                                                             | Actions | Responsibilities |
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|                       | <ul style="list-style-type: none"> <li>Clubs are also required to report injuries in which artificial grass pitches or equipment such as sports goggles are involved</li> </ul> |         |                  |