Safety And Emergency Procedures Policy



Wells RFC

Safety and Emergency Procedures Policy

Purpose

Wells RFC is committed to providing all participants with the highest standards of care when participating in on-field activities. As with all contact sports, injuries are inevitable. Our policy is designed to ensure that when serious injuries occur, they are treated promptly and correctly. It is the duty of each participating adult to ensure that the guidelines are implemented.

These guidelines and policies are designed to assist all members of the club to prevent, manage and follow through on the rare occasions that an injury occurs.

These guidelines are not exhaustive and should be viewed alongside other published club policies. A common-sense approach should be adopted.

Should ambiguity or doubt be created by any clauses in these guidelines and/or between these guidelines, or any other club policy and/or policies/instructions published by our governing body and whilst common sense should prevail, the safety of players, and the public are paramount.

These guidelines apply to all club sections, coaches and other volunteers at the club who are required to familiarise themselves with the guidelines and to apply them. The procedures apply equally to those incidents occurring at the Club's ground as to those that occur on away fixtures or whilst on tour.

Fire

On the confirmed outbreak of fire:

All on site activities are to stop.

Do not attempt to put the fire out if it means putting yourself in danger.

The Fire service is to be called. All persons on site shall leave the building and proceed to the designated assembly area at the far end of the car park.

Parents are responsible for their children.

Police

There may be a requirement for police attendance for a disturbance, theft of any other public civil disorder. A club official shall liaise with the police on arrival to the scene of the incident. Dependant on the advice from the police play/clubhouse booking shall stop to safeguard the public.

Injuries

Serious Emergency procedure

In the event that the emergency services are required the following procedures should be followed:

The responsible person (Captain / Team Manager or first aider) should attempt to take down all details of the injured person and attempt to get contact details for the injured persons relatives (if not already present). Further, the responsible person if practicable should record as much detail as possible of the injury and how it occurred and take the names of all witnesses to the incident. All timings of incident should be noted.

Contact should only be made to relatives by a club official and should only be done once the patient is stable with the ambulance service.

On the approach of emergency vehicles, the responsible person will delegate an individual who will guide the emergency services to the injured person and will then take up station to ensure a swift and safe exit of the sports field/building.

If the injured person is to be airlifted, the ambulance service will direct the safe operations of the helicopter.

A report (PROActive) should be completed of the incident including timings and this should be completed by a suitable witness of Wells RFC. This report will be held by the Rugby Safe Lead (RSL) and a copy given to the representative of any other club if a non Wells RFC member was involved. If it is deemed necessary, an appointed person should accompany the injured party to hospital and report accordingly to the RSL.

Previous Injuries: It is the player's responsibility to ensure they are fit to play.

First Aiders

- All first Aiders shall be suitably qualified
- In the event of an injury on the Field of play, the referee decides on any action to be taken in conjunction with the First Aider.
- In the event of a requirement for Emergency Services to be called out, play on the pitch shall stop.
- When dealing with an incident/accident in which a player is injured: Stay calm but act swiftly and observe the situation. Is there danger of further injuries? – If so, try to minimize the danger. Listen to what the injured person is saying.

Ambulance Attendance

Attendance required, for any injury outside the scope of first aider treatment. A club official shall ensure the barrier access to the pitch is open and will liaise with the ambulance on arrival to the scene of the incident.

- In the event of an injury requiring specialist treatment, call the emergency services FIRST. Keep the injured person warm and keep onlookers at bay
- DO NOT move someone with injuries. Maintain Airway, Breathing and Circulation. Wait for specialists from the emergency services.
- Deal with the rest of the team / squad and ensure that they are adequately supervised.
- Contact the injured person's next of kin/parent/guardian/carer.
- If the injured person is taken to hospital, ensure that all his/her personal belongings are collected up and returned to the injured person or his/her parent/carer in due course.
- If the injured person is taken to hospital they must be accompanied by a responsible adult. It is preferable that this will be their next of kin/parent/guardian/carer but another DBS checked adult should go if the next of kin/parent/guardian/carer not be available.

Advise the RSL of the incident at the earliest opportunity to ensure that follow up procedures are completed.

After the incident / accident

- It is a mandatory RFU requirement that certain injuries/incidents are reported to the RFU promptly. The Team Coach / Manager / responsible adult must advise the CSO within 24 hours who will complete an Incident / Accident Report Form.
- Reportable matters are:
- Any Hospital admittance that keeps the injured party in overnight. Not including being admitted to A&E and return home.
- Deaths occurring during or within 6 hours of the game finishing.

The RSL will:

- Where an injury requires external medical support will contact their next of kin/ parent/ guardian/ carer for an update on the state of the injury.
- Inform the relevant coach Senior/Junior as to the nature of the injury and the expected timescales for absence.
- Ensure that any absence conforms to RFU guidelines
- Ensure that we receive clearance from the next of kin/ parent/ guardian/ carer that he/she is able to resume playing and inform the relevant coach Senior/Junior.

- Where an injury is reportable will complete an RFU reportable injury form and inform an officer of the club.
- Take advice from the RFU as to the next steps.
- Report an entry into the club accident record log
- Maintain a list of ALL first aid qualified coaches and parents.
- Ensure that ALL first aid volunteers are DBS checked.
- Injuries must be reported through the PROActive website.
- The Team Coach / Manager / responsible adult will ensure that arrangements have been made to replenish any first aid supplies used.
- Following any injury the team coach will ensure that the player is fit to play before allowing them to continue, but ultimately it is the player's responsibility to ensure they are fit to play.

First Aid Kit Requirement

It is the policy of Wells RFC that all age groups Senior/Junior must have a fully stocked first aid bag available at all times when people are participating in any on site event:

As a minimum the first aid bag should contain:

1 x First Aid Guidance Leaflet

2 x Sterile Dressing Assorted

1 x Sterile Eye Pad with Bandage

1 x Resuscitation Face Shield

10 x Antiseptic Wipes

2 x 20ml Sterile Eyewash Pads

20 x Sterile Washproof Plasters

2 x Latex Gloves (Pair)

2 x Low Adherent Dressing Assorted

1 x Single Use Instant Cold Pack

2 x Self Seal Waste Bags

1 x Silver Foil Survival Blanket

1 x Scissors

Reviewed September 2025