



HEALTH AND SAFETY POLICY

Spring Hill and club activities

Document control	Detail
Version	1.1
First issued	August 2026
Amended	31 August 2026 — Training section added (Section 7); interim named responsibility assigned (Section 3)
Status	v1.0 adopted 19 August 2026; v1.1 confirmed 31 August 2026
Review cycle	Annually, and after any significant incident or change to the club's site or activities
Next review due	August 2027
Policy owner	Health & Safety Officer (vacant); interim: President and Chair of the Board of Trustees
Approved by	Board of Trustees - v1.0 19 August 2026; v1.1 31 August 2026
Applies to	All members, players, parents and carers, coaches, volunteers, contractors, spectators and visitors

Approval and signature

Version 1.0 was adopted by the Board of Trustees and signed by Peter Heslin, President and Chair, on 19 August 2026. The v1.1 amendments were confirmed by the Board on the date shown below.

	Chair / Board of Trustees
Name	Peter Heslin
Signature	<i>Peter Heslin</i>
Date	31 st August 2026

1. Policy statement

The Board of Trustees has overall responsibility for the health, safety and welfare of everyone who takes part in, works for, volunteers for, coaches at, or visits Hackney Rugby Football Club, so far as is reasonably practicable.

This policy applies at Spring Hill, at away fixtures, and at club-organised events, tours and camps. It operates alongside the Safeguarding Policy (v3.0, August 2026), which covers first aid, emergency procedures and the welfare of children and adults at risk in detail. This policy does not repeat those provisions; it sets the wider health and safety framework.

2. Scope

- Training and coaching sessions, all age grades
- Matches, home and away
- Club events, including Temporary Event Notice (TEN) bar trading
- Tours and holiday camps
- Use of the Spring Hill ground, pitches, welfare facilities and equipment
- Contractors and hired equipment suppliers working on site



3. Roles and responsibilities

Role	Responsibility	Status
Board of Trustees	Overall responsibility for health and safety; reviews major risks and this policy	In place
Health & Safety Officer	Day-to-day policy ownership; event risk assessments; reviews accident book	Vacant — interim: President and Chair of the Board
RugbySafe Lead (Morgan Gardner)	Pitch-side first aid, injury and concussion protocol	Filled
Operations Manager (Shelley Squire)	Ground and equipment condition, TEN compliance, site contractors	Filled (paid)
Team managers and coaches	Session-level risk awareness; report hazards and incidents	Ongoing
All members and volunteers	Follow instructions; report hazards and incidents	Ongoing

The Health & Safety Officer role is listed as vacant in the club's Roles, Structure and Accountability paper (v1.0, August 2026). Until the role is filled, the responsibilities in this section sit with the Board of Trustees, with the President and Chair of the Board, Peter Heslin, as the named point of responsibility.

4. Risk assessment

- A standing risk assessment covers regular training and home matches at Spring Hill, reviewed annually and after any incident.
- A separate, event-specific risk assessment is completed before each one-off event (for example Girls and Gladies Day), by the event organiser and countersigned by the Health & Safety Officer or, pending appointment, a trustee.
- Camps and tours follow the checklist at Code of Practice 6 of the RFU Age Grade Rugby Codes of Practice, which requires a risk assessment for the camp and for each venue used.
- Written risk assessments are retained for at least three years.

5. Specific hazards at Spring Hill

- Pitch condition and drainage — checked before use; sessions and fixtures are postponed where the surface presents an injury risk.
- No permanent clubhouse — the club has operated without one since a 1999 fire; welfare facilities are limited, and this is factored into planning for toilets, shelter and storage at events.
- Alcohol and licensing — the club holds no premises licence; bar trading takes place only under Temporary Event Notices, capped at 15 per year. Each TEN event has a named premises supervisor and follows its licensing conditions.
- Dogs — Spring Hill is within a Hackney Council Public Spaces Protection Order area; the club supports exclusion of dogs from the rugby pitches on child-safety grounds.
- Hired equipment and temporary structures — inflatables and similar equipment at events require the supplier's current safety certificate and a designated supervisor, checked before use.
- Weather — sessions and fixtures follow RFU guidance on adverse weather, including lightning and extreme heat.



6. First aid and emergency procedures

Full first aid provision, first aider qualifications, defibrillator location and accident book procedure are set out in the Safeguarding Policy (v3.0), Section 10 and Annex A, and apply to all club activity. They are not repeated here.

- Every session and fixture, home and away, has a nominated first aider.
- The defibrillator is held in the back storeroom at Spring Hill. Any use is reported to the Club Safeguarding Officer and the RugbySafe Lead.

7. Training

- First aiders hold the RFU Emergency First Aid in Rugby qualification, the one-day Emergency First Aid at Work or the three-day First Aid at Work qualification, renewed every three years, as set out in the Safeguarding Policy, Section 10.
- Every coach and volunteer whose role involves direct contact with young people attends safeguarding training, as set out in the Safeguarding Policy, Section 12.
- Coaches hold, or are working towards, qualifications appropriate to the age grade they coach, consistent with RFU requirements.
- Health and safety, including this policy and the accident reporting procedure, forms part of the induction of every new coach and volunteer.
- Volunteers at one-off events are briefed on the event risk assessment before the event begins.

8. Head injury and concussion

- The club follows RFU Regulation 9 (Player Safety) and the RFU's graduated return-to-play protocol (HEADCASE) for any suspected concussion.
- Players and parents/carers are expected to have seen the RFU concussion awareness video at englandrugby.com/headcase.
- A player with a suspected head injury is removed from play immediately and does not return to training or matches until the graduated protocol is complete.
- Parents are informed of any head injury by email, per the Safeguarding Policy first aid procedures.

9. Pitchside and spectator conduct

The club follows the Middlesex CB Pitchside Behaviour Policy: coaches, replacements and first aiders remain in the technical area while the game is in play, and spectators are encouraged to stand back from the touchline.

10. Accident and incident reporting

- Every injury or incident is recorded in the accident book and reported to the Club Safeguarding Officer, consistent with the Safeguarding Policy.
- Incidents meeting the Charity Commission's serious incident threshold are reported to the Commission by the Board of Trustees without delay.
- The Health & Safety Officer (or, pending appointment, the Board) reviews accident book entries at least once a term to identify any pattern requiring action.



11. Contractors and site management

- The Operations Manager is responsible for the day-to-day condition of the ground, equipment and any contractor work at Spring Hill, and for compliance with TEN conditions at licensed events.
- Any contractor working on site provides evidence of their own risk assessment and insurance before starting work.

12. Review

This policy is reviewed annually, and whenever RFU regulations, statutory guidance, or the club's activities or site circumstances change materially.

13. Outstanding actions

- Appoint a Health & Safety Officer.
- Obtain and file supplier safety certificates for hired equipment at Girls and Gladies Day, 11 October 2026.

Related documents

Document	Status
Safeguarding Policy	v3.0, August 2026
RFU Regulation 9 — Player Safety	Current RFU version applies
RFU HEADCASE concussion guidance	Current RFU version applies
Middlesex CB Pitchside Behaviour Policy	Current version applies
RFU Age Grade Rugby Codes of Practice, Code 6 (camps and tours)	Version 2.0, Winter 2022
Roles, Structure and Accountability	v1.0 DRAFT, August 2026