

Insert club logo

## RISK ASSESSMENT TEMPLATE- TOURING TEAMS

**CLUB & DESTINATION**

**(Guidance for clubs to adapt for their own use)**

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Road Accident	Players, coaches & officials Impact injury	Professional trained driver from external bus hire company Contact numbers held to inform parents. Communication agreed via XXX or Club President/official.	Check bus company history Emergency contact via named responsible person & local contact at XXX RFC/school	Person who books bus		
Delayed Flight	Players, coaches & officials Welfare issues	Contact numbers held to inform parents. Communication agreed via XXX or Club President/official.	Consideration of possible cancellation of tour/extra hotel accommodation, food, drink, welfare etc Emergency contact via local contact at XXX RFC/school	Named responsible person		
Illness/Injury	Players, coaches & officials Playing, acquired illness	Tour doctor, medical insurance, first aid kit. Medical consent forms/medical history as part of tour consent. Tour parents/coaches to hold and supervise medication	Local contacts through XXX RFC/school	Team doctor/medic		
Theft or loss of belongings	Players, coaches & officials Theft or loss	Insurance, tour parents/coaches holding money & valuables	Secure/locked facilities within accommodation	Tour parents/coaches, named responsible person		

Insert  
club logo

## RISK ASSESSMENT TEMPLATE- TOURING TEAMS

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls are required?	Action by who?	Action by when?	Date of completion
Loss of luggage or touring equipment	Players, coaches & officials	Credit card to purchase emergency items	Split kit in different items of luggage	Named responsible person		
Disciplinary problem	Players, coaches & officials	Players sign tour agreement & parents reminded at tour meeting that player(s) will be sent home if necessary/as per signed agreement	Contact numbers held to inform parents. Communication agreed via XXX or Club President/official.	Named responsible person		
Losing players at any point on tour	Players	Group divided between tour parents. Contact points will be agreed at every stopping point. Headcount will be undertaken at each re-grouping. Players will have an emergency contact to carry with them.	Players to carry address and contact details of local accommodation	Tour parents		
Child protection issue/allegation	Players	All coaches have PVG check and aware of club child protection policy and good practice	Named responsible person to carry club CPO contact details and notify them plus club President	Named responsible person		
Issues occurring in country of destination	Whole touring party	Check relevant travel advice on UK Government website <a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a>	Check with airline/travel company	Named responsible person		

Insert  
club logo

## RISK ASSESSMENT TEMPLATE- TOURING TEAMS

Emergency contact	Role	Phone	Phone	E-mail
XXX	Main UK contact	XXXX	XXXX	XXXXX
XXX2	Back up UK contact			
XXX	Club President	XXXX	XXXX	XXXXX
XXX	Finance Director	XXXX		XXXXX
XXX	Child protection officer	XXXX		XXXXX
XXX	Tour Director	XXXX		XXXXX
XXX	Tour Operator	XXXX		XXXXX
AON contact	AON insurance	0131 456 3000		