

# RSL LEAD CHECKLIST



**Hampshire**  
Rugby Football Union

## **WELCOME TO THE HAMPSHIRE TASK FORCE**

**Our mission is to drive  
and improve standards  
of player welfare for all  
ages and all abilities  
across Hampshire**

**This document contains a  
checklist for all those who  
are taking on or assisting  
in the role of club  
RugbySafe Lead.**

**For more info on volunteer roles  
within the RFU please click on  
[\*\*this link\*\*](#)**

**Club Rugbysafe Lead (RSL) role is a whole club role and covers the welfare of ALL our players, adults and youth. The accountabilities are quite separate to that of Club Safeguarding Officers: Club RSL must ensure all requirements of Regulation 9 are met. These include:**

### **First Aid Provision and Medical Governance**

- Manage all first aid provision and equipment in the club plus a **First Aid Risk Assessment** and a **Medical Emergency Action Plan** to identify needs and protocols in an emergency situation (see below).

### **Qualification and Compliance**

- Ensure that all appointed Emergency First Aider's (EFA's) and Immediate Care Practitioners (ICPs) are appropriately qualified. EFA's should be minimum Level 3. All qualifications should be kept up to date, including a DBS check for first aiders who work regularly or unsupervised in age grade rugby. Please note – there are 2 EFA Support Modules available free of charge which can be booked on request to the Hampshire RSL.

### **Pitchside Medical Cover**

- Have a plan in place to ensure all pitch-side/venue medical requirements are met, including cover for if an Emergency First Aider has to leave the pitch-side to deal with an injury.

### **Recording Incidents and Injuries**

- Have a process for recording incidents and injuries that require first aid attention. Every first aider should be made aware of the process/ have access to ensure all applicable incidents /injuries are recorded appropriately. The process must be GDPR compliant, with all records stored appropriately and securely

# Reportable Injury Events

It is crucial that all reportable injury events are submitted in order for the appropriate support to be put in place.

## Reportable injury events are defined as follows:

- An injury which results in the player being admitted to a ward to a hospital – this does not include those that attend an Accident & Emergency Department and are allowed home from there.
- Deaths which occur during or within six hours of a game finishing.

These injuries must be reported as soon as possible directly to the RFU via the [RFU Reportable Injury Event Form](#).

- Concussions must be reported within 48 hours whenever possible to the CB according to [CB protocols](#).

**Note: Both of the above links are available on [ProActive](#) for those who use the app.** Any injuries should also be reported to the club RSL as appropriate.

## Pre-season Checklist for RSL's

- Complete/update your club's [First Aid Risk Assessment](#) and [Medical Emergency Action Plan](#) (pg 54), share with committee and team managers and upload new dates to the Player Welfare section on GMS by 1st September.
- Ensure you have an effective, 2-way communications platform with all your Emergency First Aiders and Team Managers to facilitate smooth injury reporting/recording during the season. The club RSL will be accountable for keeping accurate data within your own club.
- Ensure first aid cover as per [Regulation 9](#) which states "all rugby activity must be covered by an appropriately qualified first aider at the 1:40 minimum ratio for games and training". As part of this plan you must also consider who will provide cover when an EFA is busy with an injury.