



# Approved Role Specification

## Rugby Safe Officer

The Club Rugby Safe Officer:

- Ensure the right first aiders are on hand with the correct equipment during training and matches for all age groups
- Raise awareness of the importance of following correct injury prevention and management guidance, such as RFU guidelines on concussion
- Monitor and review any significant incidents to ensure best practice is followed and processes are appropriate and up-to-date
- Ensure correct procedure and process are in place including emergency plans and injury reporting procedures
- Ensure all aspects of player welfare are managed appropriately

The role:

- Review risk assessments of all activities to determine the required level of First Aid cover
- Recruit and appoint appropriately trained individuals to matches, training sessions and other club activities
- Ensure all volunteers understand the club's emergency procedures,
- Monitor volunteer qualifications and arrange first aid and/or immediate care training for new and existing volunteers as required
- Make sure First Aid kits are accessible to appointed individuals, suitably stocked, in good condition and contents are in date. Ensure first aid room (if available) is kept clean and well-maintained.
- Keep records of player medical conditions and injuries securely and confidentially and ensure first aiders are briefed on any relevant conditions.
- Ensure serious injuries are reported promptly in line with RFU regulations

Ideally, you'll need to be:

- An experienced First Aider or Healthcare Professional
- Well-organised
- Enthusiastic and dedicated to your club
- Empathetic

What you'll get out of it:

Injuries happen in a contact sport, so your role is vital in making sure players have quick and efficient access to appropriate first aid and helping to prevent injuries wherever possible. This role is all about teamwork, managing others, and making sure players have the right level of care on hand. It's also a great way of staying involved in the game if you've already hung up your boots.

How much time it will take up:

About 2 hours a week.