**Royal Air Force Football Association**

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**Safety Management Plan**

# Foreword - Chairman of the RAF Football Association



The primary role of the RAF FA is to both govern and promote football amongst all personnel within the Service. We cannot do that without your help and remain indebted to the network of individuals who run Unit teams, regional leagues and our Representative Teams. Therefore, it is incumbent on all, foremost across our roles as leaders of RAF football, to strive for success safely.

This Safety Management Plan (SMP) is not designed to prohibit your enjoyment of the game, it is to enhance it by managing risk and ensuring that everything we do when involved in organising and participating in football is done as safely as it possibly can. So please treat this Safety Management Plan as ours collectively, not some mandate from me.  In doing so I am confident that we will grow a spirit of mutual ownership and promote a Safety Culture within our game; that will I am sure also create my vision for enduring Excellence.

COVID19 proved that we live in uncertain times. This SMP proved essential, acting as the foundation to underpin our strategy to return to playing safely, which we successfully did.

I care about this significant responsibility, and I look to all of you to do the same. To that end this SMP acts as my personal commitment to ensuring that all our activities are done so to maximize participation and enjoyment and that inherently means being done safely.

Play well, stay safe

Rich Pratley
Air Vice Marshal
Chairman RAF FA

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# Record of Amendments

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Section** | **Release Date** | **Detail of Amendment** |
| V1.0  |  | April 14 | Initial release.  |
| V2.0 | All | 5 Oct 15 | Re-written to conform to the new template and to the Number 22 (Training) Group Sports Safety Management Plan & Manual guidance. Released  |
| V2.1 | 4.d | 19 Oct 15 | Minor amendment to text to clarify responsibility for safety at Inter-Station events. |
| V3.0 |  | 12 May 17 | Review of all sections. Minor amendments to text. |
| V4.0 | All | Jul 21 | Review of all sections and update of broader policy |
| V4.1 | All | Jul 22 | Annual review of all sections, incorporation of 1PA-21 and update of policy, including Medical Planning iaw 2022DIN06-001. |
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# RAF Football Association Safety Management Plan

### Introduction

1. This Safety Management Plan (SMP) is applicable to all personnel who are involved in the delivery of RAF Football Association (RAF FA) activities and applies to all serving RAF personnel (regular and reserve), civilian employees and contractors involved in such activities. The aim of this SMP is to support the effective management of safety and Risk to Life (RtL) in all areas of RAF FA activity and to ensure such risk is mitigated to a level judged to be tolerable and As Low As Reasonably Practical (ALARP).

### Scope of Sporting Activity

2. The RAF FA SMP has been formulated in order to define the Health and Safety (H&S) responsibilities and actions of all personnel organising and participating in competitive or development Football activities under the auspices of the RAF FA affiliated activity. The SMP is designed to be a living document. It does not reflect the safety management of non RAF FA sport conducted at unit-level, although the SMP will be available to assist Stn OICs to avoid duplication of effort and promoting a common approach.

3. The RAF FA delivers its output in accordance with higher level policy directives as well as internal policy determined by the Trustees. The following documents form the hierarchy of policy that the RAF FA adheres to:

* DSA 01.1 Defence Policy on Health, Safety and Environmental Protection[[1]](#footnote-1).
* JSP 660 – Sport in the UK Armed Forces.
* AP 3415 - RAF Sport & Recreation.
* 2021-24 Business Rest Strategy (replacing Developing football for everyone – National Game Strategy 2011-2015).
* Number 22 (Training) Group Sports Safety Management Plan & Manual.
* JSP 375 – Chapters 41 and 42 – Defence Health and Safety.
* RAF Incident Reporting SOP date 20210709.
* 2022DIN06-001-HQ Air Medical Planning Guidance.

### Responsible Person

4. Defence has created a safety construct of responsible individuals to focus on the ownership and management of RtL and the accountability that arises for those specific sports. Football is considered to be a sport where there is a potential RtL - albeit extremely unlikely. When appointed, a Responsible Person (RP) has a personal ‘duty of care’ for people who, by virtue of their involvement in activities, come and who may be affected by activities in their AoR. A RP is accountable for ensuring that RtL from activities in their AoR are safe and any associated risk are Tolerable and being actively managed to reduce to ALARP. For football these RPs are:

1. **Senior Duty Holder.** The RAF’s Senior Duty Holder is the Chief of the Air Staff and is responsible for all Safety within the RAF.
2. **RAF Sports Operating Duty Holder**. The RAF Sports Association’s Operating Duty Holder is AOC 22 (Trg) Gp and, as Chairman of the RAF Sports Federation and thus the Head of RAF Sport, he is specifically responsible for all safety within RAF Sports activities.
3. **RAF FA Responsible Person**. The RAF FA Chairman is the RP accountable or all safety whilst personnel undertake on-duty RAF FA activities. The Chairman is assisted by RAF FA COS Spt and the RAF FA HQ Secretary on all safety matters.

d. **Unit Level Sport Interfaces**. The Stn Cdr of each Stn/Unit has a responsibility for the safety and duty of care for every person under their command at that location; known as Safe Place and Safe Practices. Therefore, that Stn Cdr, in accordance with their statutory responsibility for Functional Safety, is responsible for the safe conduct of RAF FA sponsored football matches on his/her Unit.  Additionally, when personnel from their Stn/Unit undertake RAF FA activities, whilst on-duty, and at a different location, it is unreasonable and impracticable that full responsibility extends to domains where they have no influence. Consequently, whilst undertaking on-duty RAF FA activities away from home Units, the responsibilities of safety, assessment of RtL and the duty of care transfers to the event organiser, through to the HoE where the event occurs or the RAF FA Chairman as RP.

### Risk Management - Tolerable and ALARP Statement

5. The RAF FA Risk register is held, and maintained, by the RAF FA Chief of Staff. The risk register contains risks and mitigation measures associated with the future business conduct of the Association but also those risks that may pose a RtL, or chance of significant injury, to personnel playing the game. Those risks associated with potential injury to personnel have been duplicated on the RAF Sports Risk Register and elevated to the ODH. The management and mitigation of safety risk is a fundamental and integral part of protecting our personnel whilst undertaking football activities whilst on-duty. RAF FA Responsible Persons achieve this by pro-actively and systematically identifying hazards and assessing, then controlling, risks and where necessary seeking guidance from the appropriate governing bodies. The purpose is to ensure that for any football activity undertaken, the safety risks have been mitigated to a level judged Tolerable and ALARP.

### Chairman’s Safety Commitment

6. The RAF FA Chairman will, on an annual basis, account for their safety performance, measured against the policy outlined at paragraph 3. criteria which, as well as underpinning all related safety activities such as meetings and assurance visits, also forms the basis for the RAF FA’s safety commitments, which are:

1. To prevent fatalities and to minimise injury to personnel playing football in authorised RAF FA events.
2. To manage the RAF FA’s SMP.
3. To comply with higher-level safety regulations from Defence and The FA[[2]](#footnote-2).
4. To supervise and control RAF FA safety activities.
5. To investigate and learn from any incidents and accidents.

7. **Safeguarding**. The RAF FA is committed to safeguarding and protecting children, young people and adults at risk in football. Furthermore, the RAF FA are aligned to the NGB’s Affiliated Football Policies and Procedures and committed to achieving and maintaining the NGB’s Safeguarding Operating Standard for County FAs. Further safeguarding information, including the reporting of concerns, can be provided by the RAF FA Board Safeguarding Champion or through the RAF FA HQ.

a. Event leads are responsible for checking if any U18s are participating and, if so, must report, ahead of the event, to the Association’s Designated Safeguarding Officer (DSO) and provide assurance that compliance measures are actioned.

### Sports Safety Assurance

8. Our commitment is to strive continually to improve our safety performance and to minimise our contribution to the risk of an accident as far as is reasonably practicable. There are two elements to how the RAF FA organises and delivers its business:

1. **Planning for the match(es).** The Director of Representative Teams and the Director of Football Delivery are responsible for planning and arranging ‘on-duty’ football fixtures, at Representative and Unit levels[[3]](#footnote-3) respectively, and assuring that the appropriate safety measures are in place for the event to proceed. An annual meeting is to be convened to lay-out the fixtures required and these are authorised by the RAF Sports Federation; changes to these fixtures are to be coordinated by the drs Sports Delivery Officer, via the Association Secretary.
2. **Delivering and executing the match(es).** The appointed Team Manager, or Head Coach where appropriate, is to act as the Event Organiser and is responsible for the safe delivery of the event. Where the match is played at a non-military establishment the Event Organiser is to ensure that appropriate Health and Safety measures are discussed with the host and put in place. During the execution of the match the Event Organiser is responsible for managing and addressing any potential safety issues at the earliest opportunity.

9. The RAF FA will conduct 1st party sports safety assurance by completing the RAF Sports Association Sports Assurance Self-Assessment Questionnaire (see Annex A) on at least an annual basis, or as directed by the Directorate of RAF Sport. The Self-Assessment Questionnaire will be reviewed at the annual Executive Committee Meeting.

### NGB Insurance/Liability

10. The FA, as our NGB, do not provide any insurance, but have mandated that all Adult 11 a-side teams have both Personal Accident Insurance and Public Liability Insurance of no less than £10M. However, due to the MoD compensation scheme Service Units, players and referees are covered and therefore clubs are exempt from this regulation. MOD civilians, if granted permission to play for their Unit, must have their own PA insurance.

### Managing Risk

11. The RAF FA will use the following five steps to assess risks prevalent whilst conducting on-duty football activities:

* Identify the hazards.
* Decide who might be harmed and how.
* Evaluate the risks and decide whether existing control measures are adequate – at least Tolerable and ALARP - or whether more should be done.
* Record the findings.
* Review the assessment and revise it if necessary.

12. The DRS has created a Risk Register and the generic RtL for all activities – such as road traffic collision, or terrorist activities – are recorded for all sports. There process highlighted above has highlighted ONE HIGH risk within football that has been elevated to the ODH; that risk being Significant Injury to a competitor. Details of the risk are contained in the ODH risk register and copied at Annex B.

13. The RAF FA has no dedicated Home for Sport but rather uses, in the main, RAF Cosford or RAF Halton for Representative Team fixtures. For such activities, or for League activities run at Stn/Unit level, Team Managers should be aware of Stn/Unit level Risk assessments created by OiCs or PEd Flt Risk Assessments. For ‘away’ fixtures and Overseas Visits this may not be possible; these locations will require that Team Managers to create, where necessary, a Dynamic Risk Assessment (see para 14).

### RAF FA Safety Management Responsibilities

14. **Chairman.** As the RP, the Chairman RAF FA is responsible for the formulation and management of the RAF FA SMP. Specifically, they are to:

1. Ensure that all personnel involved in the organisation, management and participation of RAF FA sponsored events conform to the HSAW and this SMP.
2. Ensure that all risks are at least Tolerable and ALARP. Not permit any activity to take place that is graded very high risk unless it is personally authorised by them, or in their absence the Deputy Chairman.
3. Ensure a review of all Dynamic Risk Assessments and Post-Accident Reporting is undertaken at least annually.

15. **Event Organiser.** Event organisers are to ensure that a venue specific (or dynamic) risk assessment has been completed and that any necessary ALARP statement has been signed off by the Chairman RAF FA; that sign-off process may include agreement of the control measures to be put in place and is the authority for the activity to go ahead at the planned venue. Prior to any activity taking place at the championship/event the Event Organiser is to:

1. Complete a dynamic risk assessment for each day of activity using the framework at Annex C. Low Risk is the highest level tolerable by event organisers; where Medium or High Risk is identified, the authority of the Chairman RAF FA is to be sought prior to the activity taking place, who will ensure that the activity is commensurate with the level of risk that the Head of RAF Sport has previously accepted. Very High risk is not tolerable. Completed Dynamic Risk Assessments are to be retained for a period of 24 months
2. Brief all participants using the framework in the venue specific risk assessment alongside any additional hazards identified in the dynamic risk assessment compilation.
3. Ensure communications are available for contact with emergency services and first aid equipment is at hand commensurate with the activity being undertaken.

16. **Medical Planning**. Guidance on medical planning can be found at the policy documents listed at paragraph 3[[4]](#footnote-4). Previously the Event Organisers were to ensure that appropriate medical facilities and cover were in place. This was to be managed and recorded through event planning and recorded on the Admin Order and Risk Assessment. The most recent regulation changes require the generation of a medical plan, which is to be included in all Admin Orders. Pending the development of the RAF FA Medical Plan; all event organisers are mandated to include the following statement on all Admin Orders and risk assessments:

a. RAF FA Medical Plan is underdevelopment iaw 2022DIN06-001. RAF FA Football is permitted until Jan 23[[5]](#footnote-5).

17. **Heat and Cold Injury/Illness**. Revised Defence H&S policy on prevention of heat and cold injuries and illness is contained at JSP 375 Chapters 41 and 43. Event organisers are responsible to their HoE for the safe delivery of the event. A risk assessment for the event is to be undertaken and heat and cold injury/illness is to be managed as part of this activity nominally a WBGT forecast should be recorded to inform the risk assessment.

18. **Accident/Incident Reporting.** In the event of an accident/incident leading to injury of a participant in the activity, or a member of the public as a consequence of the RAF FA activity, the event organiser is to ensure post-accident reporting is undertaken on the Functional Safety Information Management System (FSIMS). This can be undertaken direct into FSIMS by raising a new report or, recognising that the event might occur away from the office environment, a Functional Safety Occurrence Report[[6]](#footnote-6) (FSOR) can be downloaded. The Event Organiser is to ensure that the FSOR is to be transferred into FSIMS as soon as is practicable and the RAF FA Sec notified.

a. RAF FA COS Spt is appointed FSIMS Occurrence Manager and, assisted by the RAF FA Sec, is to undertake a review of all FSIMS reports related to RAF FA affiliated activity. A review is to be undertaken post event along with an annual review for trending purposes. To assist this requirement all accidents reports generated from RAF FA affiliated events are to contain the following wording in the FSIMS title field: “**RAF FA AFFILIATED ACTIVITY**”. RAF FA HQ is to include this instruction on all Admin Orders authorising RAF FA sponsored activity.

19. **Individuals/Competitors.** Competitors at RAF FA organised competitions and individuals participating in RAF FA development events have a responsibility towards the maintenance of their own personal safety and that of their fellow competitors and the general public. Although steps will be taken by event organisers to mitigate the associated risk there will always remain a residual risk to life or serious injury. Specifically individuals are to comply with the following:

* 1. **Personal Fitness and Medical Conditions.** Personnel with pre-existing injuries or medical conditions that may impact on their ability to take part in the training or match must declare that condition to the event organiser.
	2. **Personal Equipment.** All equipment and clothing worn by personnel undertaking RAF FA authorised events, or Unit/Stn level authorised events, is classed as personal equipment regardless of whether the association supplied it originally or not. Personnel are responsible for ensuring that personal equipment is fit for purpose.

Amendment Process

20. All risk assessments are to be reviewed at least every year by the event organiser or discipline sec. The risk assessments are also to be reviewed on appointment of a new Chairman. Amendments are to be forwarded in the first instance to the RAF FA Chief of Staff. The RAF FA SMP will be reviewed annually.

# Annex A - RAF Sports Association Sports Assurance Self-Assessment Questionnaire

Name of Sport:

Name of Assessor:

Date of Assessment:

| **SECTION** | **Y/N** | **COMMENTS** |
| --- | --- | --- |
| **POLICY** |
| Does the Association have a Safety Management Plan (SMP) that complies with AP 8000 Leaflet 8012? And does it reflect the Association’s activity? Is the SMP effective? |  |  |
| Do members know how to access the SMP including Risk Assessments? |  |  |
| Are safety positions within the committee filled? |  |  |
| Are safety matters discussed at committee meetings such as Executive Committee Meetings? Is this frequent enough? |  |  |
| Are safety matters resolved effectively? If not, what could be done to improve this? |  |  |
| **RESPONSIBILITIES** |
| Does the Chairman have a valid and current Letter of Authority from the Head of RAF Sport? |  |  |
| Do Committee members have any specific safety responsibilities within their TORs? Is this a sufficient number of committee members? When were their TORs last reviewed? |  |  |
| Are all Association members aware of their health and safety responsibilities? How is this recorded? |  |  |
| **SAFE PERSONS** |
| Is there a policy to determine how sportsmen/women are ‘fit to participate’ for your sport? (e.g. evidence of swim test, med chit). How do you record this information? |  |  |
| **SAFE EQUIPMENT** |
| Does the Association use safety/protective equipment? |  |  |
| If so, does the Association have a policy statement for equipment procurement? And equipment repair? |  |  |
| If so, does the Association have an Equipment List? |  |  |
| If so, does the Association have a Maintenance Log? |  |  |
| If so, is there a record of all personnel responsible for the maintenance of safety/protective equipment? |  |  |
| **SAFE PRACTICE** |
| Does the Association meet the levels of supervision when conducting sporting activity within National Governing Body regulations/guidelines? |  |  |
| Have Association members completed any specific induction training? |  |  |
| Have committee members received sufficient training (including refresher training) to carry out their roles? |  |  |
| Have instructors/coaches been qualified within National Governing Body frameworks? Are they current? |  |  |
| **SAFE PLACE** |
| Are the risk assessors competent (either through training or experience)? |  |  |
| Have Generic Risk Assessments been carried out? Are they current? |  |  |
| Have Site Specific Risk Assessments been carried out? Are they current? |  |  |
| Does the Association have a set format (e.g. Daily Risk Assessment or brief template) for conducting Dynamic Risk Assessments? |  |  |
| Does the Association have an Emergency Plan? |  |  |
| Are incidents/accidents reported? How? |  |  |
| **REVIEW** |
| Does the Committee review key documents such as the SMP? |  |  |
| Does the Committee review risks? |  |  |
| Are these reviews effective? |  |  |

# Annex B - RAF FA Risk Register

|  |  |  |
| --- | --- | --- |
|  | **Directorate of RAF Sport Risk Assessment Form** |  |
| **RAF Sports Association: RAF Football** | **Assessment Ref: 2015/1** | **Date: 1 Sep 15** |
|  | **Assessment Type: Generic** |
|  |
| **Activity/Process:** Competitive match or training event | **Who is at risk:** Association members |
|  |
| **Ref** | **Hazard (a physical state with the potential to cause harm)** | **Number of people at risk** |
| 1 | Poor playing surface | (up to) 25 |
| 2 | Collision or ‘bad’ tackle with other competitor | 2 |
|  |

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| --- |
|  |
| **Likelihood (Note 2)** | **Severity (Note 2)** |
| **Minor** | **Major** | **Critical** | **Catastrophic** |
| **Frequent** | Medium | High | Very High | Very High |
| **Occasional** | Low | Medium | High | Very High |
| **Remote** | Low  | Low | Medium | High |
| **Improbable** | Low | Low | Low | Medium |
|  |
| **Hazard** | **RISK Associated with Hazard** | **Existing Control Measures** | **Risk Rating** **(Likelihood x Severity)** | **Additional Controls Required** | **Review frequency** |
| 1 and 2 | Significant injury to a competitor resulting in severe injury | * Ensure all activities are fully risk assessed.
* Ensure appropriate medical facilities and cover is in place. RAF FA Medical Plan is underdevelopment iaw 2022DIN06-001. RAF FA Football is permitted until Jan 23.
* Inculcate good behaviours.

**NOTE:** All referees have a duty to inspect the playing surface reducing the possibility of that being the cause of the injury but not removing it.**NOTE:** Players have a duty to act within the rules of the game and not cause injury to others due to reckless behaviours. | Occasional x Critical | Nil | Annually |
|  |
| **Assessor** | **Association Chairman**  | **Overall Activity/Process Risk Rating** |
| **Name:** |  **J A SHELDON** | **Name:** | **R D PRATLEY** |
| **Signature:** | Jim Sheldom | **Signature:** | Rich Pratley | **HIGH** |
| **Association Chairman Assessment Review**  | **Acceptance of Medium/High risks by Head of RAF Sport** |
| **Date:** | **Jul 21** | **Date:** |  | **Date:** |  | **Date:** |  |
| **Name:** | R D PRATLEY | **Name:** |       | **Name:** |       | **Name:** |       |
|  |

# Annex C -Event dynamic risk assessment guidelines

1. The Event Dynamic Risk Assessment, using the 4 tables shown below for guidance, should be completed each morning of the event or competition prior to any training or match activities taking place. For second and subsequent daily activities it will be appropriate to review the previous risks and determine whether they remain extant or require amendment.

2. A completed risk assessment form should be retained by the Team Manager (or if appropriate Head Coach) and be available for inspection at any time during the event. It is important the Event Organiser does not play down the risk factor and if the overall factor becomes High Risk then authority of the RAF FA Chairman is to be sought prior to running the event. Very High risk is not Tolerable and the activities are to be cancelled.

|  |
| --- |
|  |
| **EVENT ORGANISATION** |
| **Points** | **Code** | **Description** |
| **4** | Controlled | All training or match activity will always be controlled by Team Staff. The activities will be in a single-group under the control of Team Staff and under the overall control of the Head Coach. |
| **8** | Difficult | The training or match activities will be split into multiple groups to allow different teaching points to be tested and understood. Though the activities remain under the control of Team Staff it is not possible for the Head Coach to remain totally in control of both (or more) groups. |
| **12** | Complex | The training or match activities will be split into multiple groups to allow different teaching points to be tested and understood. The multiple groups need to undertake these activities in different locations. While still under the control of Team Staffs it will not be possible for the Head Coach to oversee the activities. |
| **16** | Hazardous | Not appropriate for RAF FA training or match activities. Any situation above complex should not be undertaken without prior authorisation of the Chairman.  |
|  |  |  |
| **CONDITION OF PITCH (PLAYING OR TRAINING)** |
| **Points** | **Code** | **Description** |
| **2** | Good | Good condition. No (or little) risk of trips or falls due to the state of the pitch. |
| **Points** | **Code** | **Description** |
| **4** | Moderate | Moderate condition. Wear and tear evident. Some effects of previous play (or training) that may affect players turning or running at high speed. It may be necessary to adapt coaching plans to minimize potential for injury. |
| **16** | Poor | Pitch is in poor condition. It will not be appropriate to conduct any activities due to the likelihood of injury. |
|  |  |  |
| **LOCAL WEATHER** |
| **Points** | **Code** | **Description** |
| **1** | Good/Fine | Calm weather conditions, which will not impede the activity. |
| **2** | Changeable | Weather conditions such as rain, increased winds or changes in ambient temperature, which may affect activity. |
| **6** | Adverse | Weather conditions that are likely to affect activity, such as constant rain, sleet or snow, high winds, or large changes in ambient temperature. Weather conditions, when combined with environmental conditions, may lead to increased risk to health. |
| **12** | Extreme | Extremely poor weather conditions, which will certainly affect the activity will increase the risk of cold related injuries. |
|  |  |  |
| **ENVIRONMENTAL CONDITIONS** |
| **Points** | **Code** | **Description** |
| **1** | Comfortable | Environmental conditions that do not hinder the activity in any way.  |
| **2** | Uncomfortable | Environmental conditions that may impede the activity in some way.  |
| **8** | Demanding | Competitors will require to be dressed adequately for the conditions and upon stopping activity will feel the cold immediately. |
| **12** | Hostile | Extremely poor weather conditions, which will almost certainly affect the activity and increase the risk of heat or cold related injuries. |

 **RAF FA EVENT DAILY RISK ASSESSMENT PROFORMA**

|  |  |  |  |
| --- | --- | --- | --- |
| **EVENT** |  | **EVENT ORGANISER** |  |
| **COURSE** |  | **DATE** |  |
| **DAILY ORGANISATION** | **VENUE CONDITIONS:** | **NUMBER OF PARTICIPANTS** |  |
| **NOMINATED TEAM STAFF** |
|  |
|  |
|  |
| RAFCA EVENT DAILY RISK ASSESSMENT To be recorded daily and held on file by the event organiser  | **RISK FACTOR** |
| Event Organisation[[7]](#footnote-7)  |  | Condition of Pitch |  | Local Weather |  | Environmental Conditions |  | TOTALSCORE | RISKGRADE |
| Controlled | 4 | Good | 2 | Good/fine | 1 | Comfortable | 1 | 0 – 8 | LOW |
| Difficult | 8 | Moderate | 4 | Changeable | 2 | Uncomfortable | 2 | 9 – 16 | MED |
| Complex | 12 | Poor | 16 | Adverse | 6 | Demanding | 8 | 17 – 42 | HIGH |
| Hazardous | 16 | Poor | 16 | Extreme | 12 | Hostile | 12 | 43 – 56 | VERYHIGH |

RISK FACTOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EVENT ORGANISER’S SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RAF FA Chairman - ADDITIONAL COMMENTS \* - Any Risk Estimate of High or above must have a comment by the RAF FA Chairman

|  |
| --- |
| **Comments / Advice / Measures** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| EVENT ORGANISER’S NAME\* |  | EVENT ORGANISER’S SIGNATURE\* |  |

# Annex D - RAF Sports Association – Incident Reporting Process

RAF Sports Association member completes accident reporting on FSIMS.

Incident Occurs – Person Injured.

FSIMS

Sports Delivery Manager data-mines AIRS/Incident Logs on a quarterly basis a produces an Incident Trend Report.

Authorised RAF Sports Association Committee Member inputs accident details in to Incident Log for the RAF Sports Association.

Incident Log

Incident Trend Report

Notification of Serious Injuries to the Directorate of RAF Sport and PSO to AOC 22 (Trg) Gp will be conducted by Air Cswk.

RAF Sports Association analyses Incident Trend Report, implementing change as required.

Sports Delivery Manager emails Incident Trend Report to HQ 22 (Trg) Gp and RAF Sports Association as appropriate.

N.B. CESOs from other TLBs have confirmed that this process can be applied to their reporting systems.

# Annex E - RAF FA Accident/Incident Management Order

1. **Introduction**.In the event of any accident during the activities the Event Organiser is to ensure that the casualty's medical welfare and the safety of the remainder of the group are paramount. The decision to alert the Rescue Services rests with the instructor in charge. Activity incidents for RAF FA are classified either as **Major** or **Minor Incidents**.

2. **Minor incidents**.The casualty may be treated at hospital but does not require overnight hospitalisation.

a. Minor Injury-Small cuts requiring a few stitches are classed as a minor injury.

b. Illness.

3. **Major Incidents cover the following**:

a. Injuries requiring major hospital treatment, surgery or being detained in hospital overnight.

b. Rescues requiring outside assistance (ie the Emergency Services).

c. Fatal accidents.

**PROCEDURES FOR MINOR INCIDENTS - EVENT ORGANISER ORDERS**

4. Incidents involving minor injuries should, for the majority of cases, be able to be dealt with on site by a suitably qualified individual.

a. **Minor Injuries**.Minor injuries are classed as small cuts, abrasions, sprains etc. These are treatable at the scene by the instructor or with basic treatment at a local health centre.

**Actions**:Apply necessary first aid and arrange for any further medical treatment at a local Health Centre. Complete accident reporting on FSIMS or FSOR and inform the RAF FA Chairman and RAF FA HQ.

b. **Illness**.Any illness that may have an effect on an individual’s capability to undertake the activity**.**

**Actions**:Remove the person from the activity. Give First Aid and isolate if necessary. Arrange for casualty to see a Doctor at a local Health Centre. Complete accident reporting on FSIMS or FSOR and inform the RAF FA CEO and RAF FA HQs.

**CHAIRMAN ORDERS - MINOR INCIDENTS**

5. The following actions should be taken by the Chairman following Minor Incidents:

a. **Minor Injuries**.On casualty's return to their unit ensure that the Event Organiser has correctly filled in the relevant paperwork. Countersign Accident Report Form. Investigate circumstances and, if necessary, implement changes to working practices.

b. **Illness.** Ensure that casualty is seen by Doctor if necessary. Check and countersign Accident Report Form paperwork. Investigate illness and take action on any findings with regards to source of illness, or effects upon the running of RAF FA activity. Consider how the individual is transported to home unit and inform parent unit if RTU action is necessary**.**

**MAJOR INCIDENTS - EVENT ORGANISER ORDERS**

6. Event Organisers may experience severe strain when faced with a major incident. Clear thinking, control of the group, good decision-making and communications are the key to dealing effectively with the situation. Never be afraid to call upon the assistance of the Rescue Agencies. An Incident Log should be started. The Event Organiser is not to make any comments on the incident to members of the media; youshould refer them to the unit media officer and/or the RAF FA Chairman.The following are types of major incidents:

a. **Injuries requiring hospital treatment.** Injuries that require specialist medical procedures, ie severe bleeding, broken bones etc.

**Actions:** Administer immediate first aid and if possible, without risk of further injury to casualty, transport the casualty to further medical aid, and, if necessary, call for assistance for the evacuation of the casualty. Ensure that the rest of the group is safe. Consider obtaining photographic evidence. Inform the RAF FA Chairman of the incident as soon as possible and provide brief details. On return to your unit you are to brief the Chairman on the incident and any action taken. Following this you are to fill out an Accident Report on FSIMS, and, within 24 hrs, provide the Chairman with a written report that includes any photographic evidence and witness statements.

b. **Fatal accidents.** Accidents that have caused apparent death.

**Actions:** Only a qualified doctor can certify death. Therefore every effort should be made to sustain life, until specialist medical advice is obtained. Circumstances are likely to be traumatic for personnel. Render immediate first aid, call for immediate assistance and look after the welfare of the other members of your group. If practicable, leave evidence in situ for Coroners Court/Board of Inquiry purposes. Consider obtaining photographic evidence. Inform the RAF FA Chairman as soon as possible. On return to your unit you are to brief the Chairman and/or Deputy on the incident and any action taken. Following this you are to fill out an Accident Report on FSIMS, and, within 24 hrs, provide the Chairman with a written report that includes any photographic evidence and witness statements.

c. **Involvement of outside rescue agencies.** Where a call has been made for outside assistance with an incident.

**Actions:** Call out rescue agency. Make sure you give precise details of location, type of incident, nature of injuries, time of accident and severity of call out. Inform the RAF FA Chairman/Dep as soon as possible. On return to your unit you are to brief the Chairman and/or Deputy on the incident and any action taken. Following this you are to fill out an Accident Report on FSIMS, and, within 24 hrs, provide the Chairman with a written report that includes any photographic evidence and witness statements.

**MAJOR INCIDENTS – CHAIRMAN/DEP CHAIRMAN ORDERS**

7. For a major incident the priority is to contact JCCC 0044 1452 712612 Ext 7325 using the pro-word NOTICAS. The NOTICAS form (Annex B to ORP No 3) should be completed beforehand and faxed to 0044 1452 510807 (JCCC). JCCC will also provide advice regarding the NOTICAS and contact the relevant agencies. The Chairman is to also inform the casualties OC PMS/PSF, or SDO as appropriate via MGR - Parent Unit.

8. The Chairman is to deal with all communication requests involving the Press. A holding statement should be agreed with Media and Comms HQ Air Cmd prior to any engagement with the press.

9. All paperwork concerned with the incident (Daily Risk Assessments, Nominal Rolls, and Weather) is to be impounded immediately.

## Enclosure 1 to Annex E



**ESSENTIAL CONTACT NUMBERS**

**Chairman: 0207 218 5016 RAF FA Sec: 0300 169 4852 JCCC: 0044 1452 712612 Ext 7325**

1. Superseding JSP 815 [↑](#footnote-ref-1)
2. As the National Governing Body for football in England. We direct all activities IAW The FA directives but are cognisant that many games under our purview are conducted in regions controlled by The Scottish FA, FA Wales and The Irish FA. [↑](#footnote-ref-2)
3. in the RAF Cup and RAF FA affiliated leagues [↑](#footnote-ref-3)
4. Specifically, AP3415 and 2022DIN06-001. [↑](#footnote-ref-4)
5. Exampled at Annex B. [↑](#footnote-ref-5)
6. FSOR replaced the Accident Report F7454. More information can be found at DRS Advance Change Notice 1-21 [↑](#footnote-ref-6)
7. [↑](#footnote-ref-7)