|  |  |
| --- | --- |
| Name of Club:Name of Club President:Name of Club Secretary:Club Email: | Name of Tour Coordinator:Contact Name:Contact Number:Contact Email:Overseas Contact Details: |
| Travelling Group/Team Name:Number in Group/Team:Accompanying Group/Team Staff:Others Accompanying on Tour (parents, caregivers, volunteers): | Proposed Tour Details (destination):Proposed Tour Dates:Name of Insurer:Details of Insurance Coverage (attach policy): |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ACTIVITY** | **HAZARD IDENTIFICATION****Type/Cause** | **RISK ASSESSMENT** | **ELIMINATION OR MITIGATION STRATEGIES** | **WHO/NAMES** | **WHEN** |
| Domestic Travel | * Adequate travel insurance and personal injury and accident sourced
* Weather (forecast weather event which may impact on travel)
 | Choose an item. | * Adequate travel insurance and personal injury and accident sourced (please attach insurance policy)
* Advise of pre-existing medical conditions
* Emergency contact name and numbers for each traveller
 | Tour coordinator | Once travel bookings are made |
| Pre-existing medical conditions | * Are there any travellers with pre-existing medical conditions
 | Choose an item. | * Medical conditions, disabilities or previous injuries identified
* Possession and delivery of prescription drugs to persons affected by pre-existing medical conditions
 | Tour coordinator | Pre-tour |
| Weather Conditions | * Exposure to climatic extremes (excessive heat, cold, humidity etc)
 | Choose an item. | * Check weather forecasts for destination
 | Tour coordinator | Pre-tour/during tour |
| Communication | * In range of mobile phone network
* Phone and/or email available
 | Choose an item. | * Check coverage in destination area
* Ensure travellers are aware of communication options
 | Tour coordinator | Pre-tour |
| Breaches of Child Protection laws failure to adhere to Child Safety Code of Behaviour | Breaches of Child Safety Code of BehaviourUnderage drinking or supervisors’ consumption of alcohol in presence of children | Choose an item. | * All Club staff and supervisors on tour to have Blue Card.
* All Tour staff complete [Child Safeguarding in Sport online module](https://elearning.sportintegrity.gov.au/blocks/androgogic_catalogue/index.php?c1=Courses) and [Child Safety – Patrons of the Game](https://learn.playrugbyleague.com/ilp/pages/coursedescription.jsf?courseId=6170339&_ga=2.221650459.201086318.1707186572-560068800.1694998559#:~:text=In%20line%20with%20our%20Safeguarding,are%20patrons%20of%20the%20game%3F&text=This%20is%20compulsory%20online%20course,under%20the%20age%20of%2018.)
* Adherence to Code of Conduct and Code of Behaviour 4.15
* [NRL Child Safe Code of Behaviour - Child Safe Conduct to keep our Children and Young People Safe](https://www.playrugbyleague.com/media/12637/nrl-child-safe-code-of-behaviour-child-safe-conduct-to-keep-our-children-and-young-people-safe.pdf?_ga=2.95310555.659624194.1684828605-704398500.1676874378)
 | Team staff and supervisors Team staff and participants | Pre-tour / on tourPre-tour / on tour |
| Photography/Videography | * Taking of photos or recording material
 | Choose an item. | * [NRL Child Safe Code of Behaviour - Child Safe Conduct to keep our Children and Young People Safe](https://www.playrugbyleague.com/media/12637/nrl-child-safe-code-of-behaviour-child-safe-conduct-to-keep-our-children-and-young-people-safe.pdf?_ga=2.95310555.659624194.1684828605-704398500.1676874378)
 |  |  |
| Media and online communication | Defamatory comments or imagery posted to Social Media * Bullying or harassment peer to peer, staff to athlete
 | Choose an item. | * [NRL Child Safe Code of Behaviour - Child Safe Conduct to keep our Children and Young People Safe](https://www.playrugbyleague.com/media/12637/nrl-child-safe-code-of-behaviour-child-safe-conduct-to-keep-our-children-and-young-people-safe.pdf?_ga=2.95310555.659624194.1684828605-704398500.1676874378)
 | Team staff and participants | Pre-tour / on tour |
| Accommodation arrangements |  | Choose an item. | * Appropriate staff to child ratios
 | Tour coordinator | Pre-tour |
| Participation in rugby league games | * Tackling, being tackled and all contact related injuries

Collision with postsMuscle tear caused by inadequate warm upBreaches of Safe Play CodeBreaches of Code of Conduct | Choose an item. | * Check pre-event coaching sessions have taken place
* Utilised checklists on Gallagher app relating to Injury Management, Ground Safety Checklist, Club Facility Checklist
* Follow [heat](https://www.playrugbyleague.com/media/1936/heat-guidelines_with-changes1.pdf) and [storm](https://www.playrugbyleague.com/media/1935/electrical-storm-safety-guidelines_with-changes1.pdf) guidelines
* Ensure players participate in correct age group
* Return from injury and concussion protocols followed
* Check field is playable and clear of hazards
* Players use appropriate protective equipment including mouth guards
* All coaching staff meet NRL accreditation required to supervise a rugby league team
* Sports Trainers appointed as per [NRL On Field Policy](https://www.playrugbyleague.com/media/3098/nrl_on-field-policy_p005_v31_05_02_20192.pdf)
* Officials have awareness of the [guidelines for keeping sport and recreation safe](https://www.qld.gov.au/recreation/sports/club-support/keeping-sport-and-recreation-safe)
* Post pads in place
* Teams should prepare adequately for each game
* Age guidelines are adhered to
* Participants should be aware of all rules pertaining to the [SafePlay Code](https://www.playrugbyleague.com/media/12860/spc_updated_2022.pdf)
* All participants agree to [National Code of Conduct](https://www.playrugbyleague.com/laws-of-the-game-community/code-of-conduct/?_ga=2.169867105.1194901029.1679872178-1854683122.1636940711)
 | OfficialHost rugby league bodyOfficialHost rugby league bodyHost rugby league bodyOfficialCoachHost rugby league bodyOfficialOfficialOfficialCoachOfficialCoachHost rugby league body | Pre-eventMorning of eventEvent dayPre-gamePre-gamePre-gamePre-gamePre-eventEvent dayPre-eventPre-gamePre-gamePre-gamePre-gamePre-event |
| Rest and recovery time | Physical environment | Choose an item. | * Identification of potential off field risk sites at venue
* Recommend students remain in specific areas
* Team staff always present to supervise students
 | Touring officials and host rugby league body | Post event |
| Extra-curricular activities | List activities here: | Define level of risk per activity: | Define steps taken to mitigate risk | Who is responsible? | When? |
| Accident/Injury | Game, environment, or participant related | Choose an item. | * Location of closest hospital identified
* Qualified First Aid Officer in attendance
* Telephone and emergency telephone numbers available
* Emergency vehicle access clear
 | Tour coordinator/host rugby league bodyTour coordinatorHost rugby league bodyHost rugby league body | On arrival to destination[As per NRL On-Field Policy](https://www.playrugbyleague.com/media/3098/nrl_on-field-policy_p005_v31_05_02_20192.pdf)On arrival to destinationPre-event |
| Bus travel to/from venue | * boarding coach
* vehicle accidents
 | Choose an item. | * Ensure vehicle operators hold appropriate licence(s) and insurance
* Check availability of seat belts
* Vehicle to be appropriate for needs of the group e.g. wheelchair access if required
* Enforce rules and monitor behaviour
* Ensure seatbelts are worn
 | Tour coordinator/all coaching staff | Pre-event |
| Walking to/from venue | * struck by vehicle on road
* uneven footpath
 | Choose an item. | * Appropriate officials / parent/carer volunteers attending to supervise excursion
* Brief participants on rules and behaviour
* Remain on pedestrian pathways and always use pedestrian crossings
 | Tour CoordinatorAll parties | Pre-eventOn route |

Venue and safety information reviewed and attached Yes/No

Plan prepared by:

* Club Name:
* Position:
* Prepared in consultation with:
* Date Prepared:

**Monitor and Review** - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

**Note:** Any changes (post submission) must be communicated to your Rugby League governing body.

Below is a risk matrix used to determine the risk level for each identified risk in the schedule above.

