

RISK ASSESSMENT: SCRUM MACHINES AT RUGBY CLUBS



CLUB NAME:

COMPLETED BY:

DATE COMPLETED:

RFU Risk Assessments

As an RFU affiliated club, it is important that you keep the whole of the club as safe as possible and this applies as much off the pitch as well as on it.

Your club will be visited by hundreds, if not thousands, of people each year and you have a duty to ensure that your premises, including your clubhouse, car park and grounds, are safe not going to cause them to be injured.

To help clubs to assess the risks within your premises Howden have worked with the RFU and your insurers to create this risk assessment form. Completing the risk assessments will help you to keep your premises safe and by saving your efforts, the system automatically creates the audit trail you need to prove the work you are doing to manage your risks.

If you have any queries, please visit the RFU Insurance website or contact Howden.



Risk assessment for use of scrum machines at rugby clubs

There are numerous types of scrum machines available today, be it Rhino or Predator there are inherent risks associated with; moving them due to the weight, brake failure, engagement pad covers being worn, moving parts causing trap hazards.

It is essential that the club has a risk assessment on the use of scrum machines to ensure that the appropriate controls are in place to ensure that it is used safely and not injure anyone.



RFU HELPLINE: 0121 698 8001

englandrugbyinsurance.co.uk

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RISK ASSESSMENT: SCRUM MACHINES AT RUGBY CLUBS

Hazard: Moving the scrum machines. Large in size and very heavy (Rhino RH2000 is 750kg).

Part of the risk assessment process might identify that there are control measures which are not currently in place, in which case these will be detailed in the action plan. The action plan may detail what you have to do or may refer you to other websites or organisations that can help.

Who: Staff, coaches, educators, club members **How:** Injury from pushing and pulling (manual handling) can result in musculo-skeletal disorders.

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Is moving the scrum machine from the storage area carried out by more than one person?	<input type="checkbox"/> Yes - No further action The Rugby club recognise that the scrum machines are very heavy and awkward in shape and size, therefore it is always moved from the storage area to where it will be used, by more than one person to reduce the physical effects of pushing and pulling. This activity is only performed by adults	It is recommended that scrum machines are not moved by one person due to the weight and size of the machine. Assign some willing volunteers to assist with this task. At least 2 adults. Children must not move the scrum machine. Consider a rota system if that will help to get more volunteers. For further guidance on manual handling visit: http://www.hse.gov.uk/msd/manualhandling.htm
	<input type="checkbox"/> No - See action plan	
	<input type="checkbox"/> NA - The scrum machine remains in situ with a cover on and therefore the risk is avoided	Notes:
Is the scrum machine stored close to the area(s) where it will be used?	<input type="checkbox"/> Yes - No further action The Rugby Club recognise that moving the scrum machines is a hazard, therefore, the scrum machine is stored as close to the playing /training area as is practically possible to reduce the distance which the coaches / educators / club members push the machine	The scrum machine (where practical) must be relocated to a storage area closer to the playing / training area to reduce the distance that it is pushed/pulled
	<input type="checkbox"/> No - See action plan	
	<input type="checkbox"/> NA - The Rugby club have assessed the risk of moving the scrum machine as hazardous and therefore it remains in situ with a cover on and does not require moving	Notes:
Have the coaches/ educators, club members who are moving the scrum machines received some form of manual handling training?	<input type="checkbox"/> Yes - No further action The Rugby Club recognise that moving the scrum machines is hazardous and have ensured that Coaches / educators/ club members have received a level of manual handling training either formally through their day job or from on-site instruction on how to move the scrum machine safely	Submit some evidence - upload picture of training document or written procedure on moving the scrum machine safely
	<input type="checkbox"/> No - See action plan	It is recommended that the following action is taken if the people moving the scrum machine have not received any form of manual handling training; - Ask if there is the expertise within the club to deliver such training - Produce a quick guide on how to move the scrum machine safely - Provide on the job instruction and ask the attendees to sign an attendance sheet
	<input type="checkbox"/> NA - The scrum machine remains in situ with a cover on and therefore the risk is avoided	Notes:

Hazard: Ground conditions can affect the safe use of the scrum machine.

Who: Coaches, educators, club members **How:** Sprain and strain, torn ligaments from slipping on icy ground, neck injuries from the collapse of the scrum, cuts and infection from rubbish and debris (biological hazards) on the ground. Toppling of the scrum machine causing crushes if the ground is uneven or very boggy.

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are the grounds surrounding the machine visually inspected prior to scrum practice?	<input type="checkbox"/> Yes – Further question: Is the inspection formally recorded? Attach evidence of where these are recorded. <input type="checkbox"/> Yes – The grounds surrounding the scrum machine are visually inspected prior to scrum practice to ensure the ground conditions are suitable for the safe use of the machine. The visual inspections are formally recorded on a grounds inspection form / pre-use check sheet <input type="checkbox"/> No – The grounds surrounding the scrum machine are visually inspected prior to scrum practice to ensure the ground conditions are suitable of the safe use of the machine. The visual inspections are not currently formally recorded; the Rugby club recognise this requires improvement.	It is recommended that formal records are made of the visual inspections of the grounds surrounding the scrum machine. This can be on a grounds inspection form or a scrum machine pre-use check sheet. 10 point pre use checklist is available at this website; http://www.englandrugby.com/search/?q=safety
	<input type="checkbox"/> No – See action plan	Due to the risks involved with the ground conditions and the use of the scrum machine, it is recommended that the Rugby Club visually inspects the ground conditions prior to the use of the scrum machine to ensure the ground conditions are suitable for its use and formally record the inspections on a grounds inspection form or a scrum machine pre-use check sheet
	<input type="checkbox"/> NA – The scrum machine remains in situ with a cover on and therefore the risk is avoided	Notes:

Hazard: Scrum machine is not maintained

Who: Coaches, educators, club members **How:** Sprains, strains, cuts, scratches, fractures, caused by brakes not working, moving parts sticking, engagement pads being worn

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Is the scrum machine regularly serviced / maintained in accordance with the manufacturers recommended frequency of servicing?	<input type="checkbox"/> Yes – The Rugby club are aware that there is NO statutory requirement for the scrum machines to be inspected for mechanical safety. Rhino and Predator scrum machines require very little maintenance. We consider it best practice to periodically inspect the scrum machines and do have a competent person to do so. The inspection is formally recorded, date, time, signed. Observations and defects are noted along with the remedial action required. The date when the remedial action has been completed is recorded on the form. The manufacturer will be contacted if professional assistance is required or parts need replacing.	Attach evidence of the inspection record.
	<input type="checkbox"/> No – See action plan	Whilst there isn't a statutory requirement to inspect scrum machines, it is considered best practice and demonstrates the clubs commitment to ensuring all members are kept safe. It is therefore recommended that scrum machines are periodically inspected by someone at the club who is competent to do so, or alternatively utilise the services of the manufacturer. Such inspections should be formally recorded, details of observation and defects should be noted along with remedial action required and when the work has been completed.
	<input type="checkbox"/> NA – Please explain	Notes:

Hazard: Scrum machine is not maintained cont'd...

Who: Coaches, educators, club members **How:** Sprains, strains, cuts, scratches, fractures, caused by brakes not working, moving parts sticking, engagement pads being worn

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
<p>Are the brakes checked pre-use to ensure they are working?</p>	<p><input type="checkbox"/> Yes – Further question: Is this recorded on a pre-use check sheet? Attach a copy / evidence of the check sheet.</p> <p><input type="checkbox"/> Yes – Prior to the scrum machine being used at each training session the brakes are checked by the competent person to ensure they are working correctly and ‘on’, stake inserted into the ground. These checks are formally recorded on a pre-use check sheet.</p> <p><input type="checkbox"/> No – Prior to the scrum machine being used at each training session the brakes are checked by the competent person to ensure they are working correctly and ‘on’, stake inserted into the ground. Checks on the brakes should be formally recorded on a pre-use check sheet so that a record can be provided if ever required.</p>	<p>It is recommended that the competent person commences formally recording checks on the brakes using a pre-use check sheet.</p>
	<p><input type="checkbox"/> No – See action plan</p>	<p>Failure of the brakes on the scrum machine can lead to serious injury and potential damage to the machine. It is therefore recommended that prior to being used for training sessions, the brakes on the scrum machine are tested to ensure they work and are put in the ‘on’ position and the inspection is formally recorded on the pre-use check sheet.</p>
	<p><input type="checkbox"/> NA – Please explain</p>	<p>Notes:</p>
<p>Are the engagement pads checked pre-use to ensure they are serviceable and the coverings are in good condition?</p>	<p><input type="checkbox"/> Yes – Further question: Is this recorded on a pre-use check sheet. Attach a copy / evidence of the check sheet.</p> <p><input type="checkbox"/> Yes – The competent person checks the engagement pads prior to any training sessions and makes a formal record of this using a pre-use check sheet. Engagement pads on most scrum machines are detachable and can be easily replaced. Replacement pads are held on site and will be used if pads are damaged and require changing.</p> <p><input type="checkbox"/> No – The competent person checks the engagement pads prior to any training session, and will replace any that are damaged with replacement pads which are available on site. The checks on the engagement pads pre-use should be formally recorded on a pre-use check sheet.</p>	<p>It is recommended that the competent person commences formally recording checks on the engagement pads using a pre-use check sheet.</p>
	<p><input type="checkbox"/> No – See action plan</p>	<p>Engagement pads which don’t work properly or are damaged can cause injury, it is therefore recommended that engagement pads are checked the make sure they are working correctly and are not damaged prior to any training sessions. The inspections should be formally recorded on a pre-use check sheet.</p>
	<p><input type="checkbox"/> NA – Please explain</p>	<p>Notes:</p>

Hazard: Scrum machine is not maintained cont'd...
Who: Coaches, educators, club members **How:** Sprains, strains, cuts, scratches, fractures, caused by brakes not working, moving parts sticking, engagement pads being worn

Questions	Control Measures (Yes / No / NA)	Action Plan / Notes
Are all moving parts checked before use to ensure the move as the manufacturer intended?	<input type="checkbox"/> Yes - Further question: Is this recorded on a pre-use check sheet. Attach a copy / evidence of the check sheet. <input type="checkbox"/> Yes - The competent person checks all moving parts prior to any training sessions and makes a formal record of this using a pre-use check sheet. If the machine requires some oil or grease to ensure its safe operation the competent person will do this. <input type="checkbox"/> No - The competent person checks all moving parts prior to any training sessions. If the machine requires some oil or grease to ensure its safe operation the competent person will do this. Checks on the moving parts and associated remedial action pre-use, should be formally recorded on a pre-use check sheet.	It is recommended that the competent person commences formally recording checks on the moving parts using a pre-use check sheet.
	<input type="checkbox"/> No - See action plan	Moving parts can cause drawing in or trap related injuries. It is therefore recommended that moving parts are checked to ensure they are in good order, and working as the manufacturer recommends, prior to any training session. Formally record the inspection on a pre-use check sheet.
	<input type="checkbox"/> NA - Please explain	Notes:

Optional notes:

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