

HKCR CLUB ACCREDITATION – SAFE PLAYING ENVIRONMENT POLICY

Topics:

1. Environment
 - a) Playing Environment
 - b) Weather – heat/ lightning/ T8
2. Medical Personnel
3. First Aid Equipment
4. Medical facilities
5. Access to hospital
6. Emergency Action Plans – Potential catastrophic injury
7. Concussion Management – Recognise & Remove and Blue Cards
8. Serious injury and concussion reporting

1. ENVIRONMENT

a) Playing environment

This includes the field of play as well as the immediate surrounding area.

Barriers, poles, pylons and advertising hoardings must be ideally 5m from the touchline. If obstacles cannot be removed they must be suitably covered to provide protection to players. If areas of the playing surface comprise asphalt/tartan track it should be suitably covered as well.

The playing surface should be grass, artificial grass (conforming to WR regulation 22), sand or clay. It must be firm and free of hazards, including stones and glass.

If there is surface water sufficient to realistically raise the risk of drowning if a player is knocked unconscious, the game should not commence. The decision to start a game where ground water is present is at the sole discretion of the referee and common sense should prevail.

The Match Day Safety Checklist (Appendix 1) should be used to complete a risk assessment prior to each game.

b) Weather conditions

Hot conditions

Research has not identified a specific temperature and/or humidity when playing a rugby game is not advised.

The **Heat Index** has been found to be a better measure of heat stress and considers air temperatures at various relative humidities. The Heat Index in Hong Kong is available via the HK Observatory (https://www.hko.gov.hk/en/wxinfo/ts/display_element_hkhi.htm)

If the **Heat index** is <32 degrees, the risk to players of heat stress is minimal.

If the **Heat Index** is > 40degrees, the risk to players is likely and the game should not start unless heat reducing measures are in place.

If the **Heat Index** is >51 degrees, the risk is extreme and the game should be postponed.

Heat reducing measures include:

- Provision of fans in changing rooms
- Provision of pitchside shade
- Water and towels placed in ice water and available alongside the field
- Water breaks held regularly eg a 2 min break at each 20min point of each half
- Halftime break increased to 15 mins

Lightning/ T8 Signal

No play should start if lightening is present in the immediate vicinity. Weather predictions are available via the HK Observatory (www.hko.gov.hk)

If the T8 signal or above is hoisted, rugby games should not commence.

2. Medical Personnel

The minimum personnel required for a rugby game to take place are

- Qualified first aider (First aid In Sport (FIS) or equivalent) at venue during games.
- Hosting Tournaments – Minimum of two qualified medics (Pre Hospital-Immediate Care In Sport Level 2) and two qualified first aiders (FIS or equivalent) per pitch.

3. First Aid Equipment

The following equipment is recommended as a minimum requirement, and is by no means exhaustive.

The amount and type of equipment available should be dependent on the qualifications of the personnel using it.

- First aid bag (Appendix 2)
- Ice for injuries
- Telephone
- Copy of Emergency Action Plan including Emergency Vehicle Access

If storage is available, it is strongly advised to have the following items. In certain LCSD facilities it is not permitted to store this equipment therefore this cannot be seen as a minimum requirement

- Spinal board/ Scoop with 4 body straps
- Cervical collars and head blocks
- Automated External Defibrillator (AED), or knowledge of where it is located in the facility

4. Medical Facilities

A treatment tent or station should be available at each ground and should be used specifically for this purpose only. It should be easily accessible from the playing field and ambulance for transport to hospital. If multiple fields are being used, the medical station should be centrally located and accessible to all fields and emergency transport.

5. Access to hospitals

Appropriate emergency transport via a Government ambulance (by calling 999) should have good access to the pitch, if it is not possible to have an ambulance on standby. An ambulance (e.g. St Johns Ambulance) at the playing venue is the ideal scenario.

The trauma unit and spinal unit must be accessible within 1 hour for a spinal unit and in less than 1 hour for other trauma.

Trauma units are available at all major HK government hospitals. Appendix 3 lists government and private hospitals with Accident and Emergency departments in HK.

Please note, ambulances in HK will only transport patients to Government hospitals and will not transport to private hospitals, even if the patient has private medical insurance cover.

6. Emergency Action Plan – Potential Catastrophic injury

An Emergency Action Plan must be in place for each team for each season. The document should be available and be easily accessible to all emergency personnel and team management.

It should contain the following information:

- Layout of the facility and access to the facility
- Equipment available (for example, the location of the AED at the facility)
- Names and contacts of internal and external support personnel
- Communication required
- Follow up required post catastrophic injury

7. Concussion Management

All community rugby in Hong Kong (including Premiership) utilizes 'Recognize and Remove' for all suspected or confirmed concussions.

- a) **Recognise and Remove Policy** https://www.hkrugby.com/user_uploads/Concussion-6Rs.pdf
- b) **Blue Card Policy** https://www.hkrugby.com/user_uploads/Blue-Card-Concussion-Protocol.pdf
- c) **World Rugby Concussion guidance** https://www.hkrugby.com/user_uploads/World-Rugby-Concussion-Guidance.pdf

8. Serious Injury and Concussion reporting

A Serious Injury is defined as any injury requiring ambulance or transfer to an emergency department.

All Serious Injuries and Concussions (including suspected concussions) should be reported to HKRU via the online injury report form (<https://www.hkrugby.com/forms/injury-report>)

Appendix 1 – Match Day Safety Checklist

This Inspection checklist is a risk management tool that should be completed prior to each match day. It is designed with amateur sports volunteers in mind to assist you to identify risks present on the day and take steps to prevent injuries to players and others at the venue.

Note this inspection does not identify all risks. You should use your own experience and initiative to identify any additional risks that may be present.

Club/ School/ Team: _____

Venue _____

Date _____

Weather:

Are the weather conditions safe for play to commence? Consider extreme heat, heavy rain, fog, lightening and hail. Yes / No

Is the Heat Index >40 degrees Yes/ No.

If Yes, are heat reducing measures being implemented? Yes/ No

Field of Play

Is the ground and surrounds free from debris that may pose of risk of injury? Yes/ No

Are hazards (such as sprinkler heads, taps, cricket pitches etc) covered and level with the surrounds? Yes/ No

Is the ground free from holes or uneven sections that could cause tripping and falls? Yes/ No

Are post pads securely placed prior to beginning games/ training? Yes/ No

Is the playing enclosure roped off or enclosed with a 5m clear space? Yes/No



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Is the playing enclosure boundary a safe distance from the sideline (minimum 5m where practicable) and have obstacles been removed or adequately covered to prevent injury?
Yes/ No

Are all tables, chairs, tents etc a safe distance (not less than 5m) from the sideline and securely in place? Yes/ No

Are fields properly marked, as per Laws of the Game? Yes/ No

Medical Requirements

Are qualified first aid personnel available for all matches? Yes/no

Are appropriate medical requirements including first aid kit, ice for injuries, emergency contacts, and telephone available? Yes/ no

Is a stretches (preferably scoop stretcher) ready and available for use by trained personnel?
Yes/ no

Is ambulance entry to the field readily accessible (ie gate unlocked, clear of vehicles etc)?
Yes/ No

Is an Emergency Action Plan completed and accessible to all relevant personnel? Yes/ No

Facilities

Is perimeter fencing and signage safe and secure? Yes/ No

Are change rooms and toilets clean and hygienic, and free of obstacles? Yes/ No

Are public areas such as grandstand, seating and clubrooms, clean and free of visible risks?
Consider collapsed seats, protruding wires, damaged steps, steps without rails. Yes/No

If **NO** was answered to any questions, please provide details of steps taken to reduce any identified risks

Signed by
Name



Appendix 2 – First Aid Bag contents

A usual First Aid bag would typically contain the following items. This list is not exhaustive and the amount and type of equipment available should be dependent on the qualifications of the personnel available. For example, if a medical doctor is providing pitchside care it may be appropriate to have more equipment available.

- Emergency Shears/ scissors (blunt ended)
- Gloves, non latex
- Gauze
- Alcohol swabs
- Towel
- Elastic compression bandages (5cm, 7.5cm)
- Assorted plasters
- Elastic cohesive bandages (5cm, 7.5cm)
- Petroleum Jelly
- Water for wound cleaning
- Non-stick dressings eg Melolin
- Triangular Bandages
- Skin care pad (e.g Second Skin)
- Ice Pack
- Adhesive dressings (e.g. Tegaderm)
- Adhesive Tape
- PVC tape
- Ice
- Plastic bags and cling wraps for ice packs
- Hand Sanitizer



Appendix 3: Hong Kong Hospitals with Emergency departments and nearest rugby ground

Government Hospitals:

N o.	Hosp. ID	Hosp. Cluster	Full name of Hospital	Address	Telephone No.	Nearest Rugby Ground
1	AHNH	NTEC	Alice Ho Miu Ling Nethersole Hospital http://www.map.gov.hk/static/9/en/9qQUzxbzgk.html	11 Chuen On Road, Tai Po, N.T.	2869 2000	Tai Po
2	CMC	KWC	Caritas Medical Centre http://www.map.gov.hk/static/e/en/egNrSQQmLK.htm	111 Wing Hong Street, Shamshuipo, Kowloon	3408 7911	THT / PBS / SKM
3	KWH	KWC	Kwong Wah Hospital http://www.map.gov.hk/static/k/en/KGFZTKZ7iS.html	25 Waterloo Road, Kowloon	2332 2311	THT / PBS / SKM
4	NDH	NTEC	North District Hospital http://www.map.gov.hk/static/l/en/UAyvtv0mt.html	9 Po Kin Road, Fanling, N.T.	2683 8888	Tai Po
5	NLH	KWC	North Lantau Hospital http://www.map.gov.hk/static/6/en/6s3ecjKZWU.html	8 Chung Yan Road, Tung Chung, Lantau, N.T.	3467 7000	*9-5pm only Lantau Island
6	PMH	KWC	Princess Margaret Hospital http://www.map.gov.hk/static/u/en/UaQnBZR5pT.html	Lai King Hill Road, N.T.	2990 1111	Tsuen Wan
7	POH	NTWC	Pok Oi Hospital http://www.map.gov.hk/static/p/en/p1i6TovTj0.html	Au Tau, Yuen Long, N.T.	2486 8000	TSW
8	PWH	NTEC	Prince of Wales Hospital http://www.map.gov.hk/static/5/en/5tbU7YEN4.html	30-32 Ngan Shing Street, Shatin, N.T.	2632 2211	HKSI
9	PYNEH	HKEC	Pamela Youde Nethersole Eastern Hospital http://www.map.gov.hk/static/k/en/k56dSwHr9H.html	3 Lok Man Road, Chai Wan, Hong Kong	2595 6111	CWB / SKP
10	QEH	KCC	Queen Elizabeth Hospital http://www.map.gov.hk/static/5/en/52uPgPTFQH.html	30 Gascoigne Road, Kowloon	2958 8888	KP/THT/SKM
11	QMH	HKWC	Queen Mary Hospital http://www.map.gov.hk/static/z/en/ZZQOjgw69t.html	102 Pokfulam Road, Hong Kong	2255 3838	ASG/HKU-SB
12	RH	HKEC	Ruttonjee Tang Shiu Kin Hospital http://www.map.gov.hk/static/h/en/ht4Qx3mq2U.html	266 Queen's Road East, Wanchai, Hong Kong	2291 2000	HV/SKP/HKFC
13	StJH	HKEC	St John Hospital http://www.map.gov.hk/static/r/en/RYQISna1x9.html	Tung Wan Road, Cheung Chau	2981 9441	Cheung Chau

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14	TKOH	KEC	Tseung Kwan O Hospital http://www.map.gov.hk/static/g/en/G5c7cxa1oc.html	2 Po Ning Lane, Hang Hau, Tseung Kwan O, N.T.	2208 0111	Sai Kung
15	TMH	NTWC	Tuen Mun Hospital http://www.map.gov.hk/static/t/en/tey5F8IR7w.html	Tsing Chung Koon Road, Tuen Mun, N.T.	2468 5111	TSW
16	UCH	KEC	United Christian Hospital http://www.map.gov.hk/static/e/en/ELFuP3XDPy.html	130 Hip Wo Street, Kwun Tong, Kowloon	3513 4000	KTSG / KBSG
17	YCH	KWC	Yan Chai Hospital http://www.map.gov.hk/static/q/en/Q3AYD3XIAY.html	7-11 Yan Chai Street, Tsuen Wan, N.T.	2417 8383	Tsuen Wan

Private Hospitals:

N o.	Hosp ID	Hosp Type	Full name of Hospital	Address	Telephone No.	
1	HKAH	Private	Hong Kong Adventist Hospital http://www.hkah.org.hk/new/eng/contact_location.php	40 Stubbs Road, HK	3651 8888	HKFC / HV / SKP
2	HKBH	Private	Hong Kong Baptist Hospital http://www.hkbh.org.hk/eng/hospital_info_location.php	222 Waterloo Road, Kowloon, HK	2339 8888	THT / PBS / KP / SKM / KBSG
3	HKSH	Private	Hong Kong Sanatorium & Hospital Ltd. http://www.hksh.com/en/patients/transportation.html	2 Village Road, Happy Valley, Hong Kong	2572 0211	SKP / HKFC / HV
4	SPH	Private	St. Paul's Hospital http://www.stpaul.org.hk/internet/index.php/about/location	2 Eastern Hospital Road, Causeway Bay	2890 6008	SKP / CWB
5	STH	Private	St. Teresa's Hospital http://www.sth.org.hk/location_map.asp?lang_code=en	327 Prince Edward Road, Kowloon	2711 9111	KP / THT / PBS / SKM / KBSG
6	TWAH	Private	Tsuen Wan Adventist Hospital http://www.twah.org.hk/new/eng/contact_location.php	199 Tsuen King Circuit, Tsuen Wan, N.T., Hong Kong.	2276 7676	Tsuen Wan

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7	UH	Private	Union Hospital http://www.union.org/new/english/about_us/files/map.pdf	No. 18 Fu Kin Street, Tai Wai, Shatin, N. T.	2608 3388	HKSI
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