



# HORNETS RFC LTD.

COMMUNITY RUGBY SINCE 1962

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## Normal Operating Procedures Rugby 365 AGP Programme

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Prepared By: RFU, adapted for Hornets RFC by E.J.Griffiths

### Name and Address of AGP:

**Hornets RFC**  
Hutton Moor Rd  
Weston-super-Mare  
BS22 8LY

This plan describes the Normal Operating Procedures (NOPs) applicable to the AGP and immediate surrounds and aligns with the Hornets RFC Normal Operating Procedures. It is important for the AGP operational team at Hornets RFC to read and understand the procedures set out, together with the associated Risk Assessments.

### OPENING OF PITCH

#### Risk Management:

- Ensure pitch inspection is carried out reviewing infill and carpet reporting any faults through the fault log, however if deemed urgent contact should be made with AGP operations team.
- Removal of litter / debris on or around pitch (see maintenance NOP)
- Inspection of equipment on the pitch i.e. dugout, posts, flags and fencing again reporting any faults through the fault log, however if deemed urgent contact should be made with AGP operations team
- Ensure changing facilities are clear and clean
- Access to and from changing area and Car park are clear and clean



### **Facilities are ready:**

- Go on booking system and review bookings for the day
- Complete maintenance in line with maintenance NOP as required. When using equipment ensure adherence to Risk Assessments provided (HS04)
- Complete maintenance records
- Ensure someone on site in line with bookings – meet and greet
- First aid provision available and in place along with accident and incident forms available to be completed in line with Health and Safety policy (HS28/HS13). Any completed forms need to be sent to [rugby365@rfu.com](mailto:rugby365@rfu.com)
- Floodlights are on should they be required
- Equipment is in place where required, i.e. goals on pitch – please note manual handling policy
- Changing rooms are open
- Encourage participants to be in the correct footwear

### **CLOSING OF PITCH**

- Security of the facility is checked – container locked with equipment inside.
- Ensure lights and any other electrical appliances are switched off where required
- All gates to the AGP are closed – prevent any animals entering the field