

# List of Policies & Procedures



## WYMONDHAM COMMUNITY RUGBY TRUST

### Documents currently held by WCRT/WRFC

#### Policies

WRFC - Anti Bullying Policy Version 1 Revision 7.  
WRFC - Annual Dinner Risk Assessment Version 1 Revision 1.  
WRFC - Beer Festival Risk Assessment Version 1 Revision 6.  
WRFC - Beer Festival Bullet Points Version 1 Revision 5.  
WRFC - Beer Festival Volunteers Hand Book Version 1 Revision 2.  
WRFC - Bullying & Harassment Policy Version 1 Revision 4.  
WRFC - Data Protection Policy Version 5 Revision 1.  
WRFC - Environmental Policy Version 1 Revision 6.  
WRFC - Grievance Policy & Procedure Version 1 Revision 1.  
WRFC - Hardship & Inclusion Policy Version 1 Revision 5.  
WRFC - Health & Safety Policy Version 1 Revision 10.  
WRFC - Health & Safety Policy & Procedure for Litter Picking Version 1 Revision 1.  
WRFC - Kit Policy Version 1 Revision 5.  
WRFC - Lost/Found Child Policy Version 1 Revision 3.  
WRFC - Marketing Policy Version 1 Revision 5.  
WRFC - Maternity Leave Policy Version 1 Revision 2.  
WRFC - PAT Testing Policy Version 1 Revision 5.  
WRFC - Photographic Policy Version 1 Revision 5.  
WRFC - Publicity Policy Version 1 Revision 6.  
WRFC - Reserves Policy Version 1 Revision 7.  
WRFC - Safeguarding Policy Version 3 Revision 7.  
WRFC - Sexual Harassment Policy Version 1 Revision 3.  
WRFC - Tour Policy Version 1 Revision 6.  
WRFC - Volunteering Policy and Structure Version 1 Revision 1.  
WRFC - Whistleblowing (Speak Out) Policy Version 1 Revision 3.  
WRFC - Working Safely with COVID-19 - Version 3 Revision 20.

#### Procedures

WRFC - 999 Call Procedure Version 1 Revision 10.  
WRFC - Accident & Incident Policy Version 1 Revision 4.  
WRFC - Complaints Policy & Procedure Version 1 Revision 6.  
WRFC - Disciplinary Procedures Version 3 Revision 7.  
WRFC - Employee Discipline & Capability Procedure Version 1 Revision 1.  
WRFC - First Aid Procedures Version 2 Revision 2.  
WRFC - Fire Emergency Plan Version 1 Revision 1.  
WRFC - Guidance on Managing Legionella Bacteria Version 1 Revision 1  
WRFC - Incident Management Procedure Version 1 Revision 5.

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WRFC - Medical Emergency Action Plan Version 1 Revision 3.  
WRFC - PAT Testing Procedure Version 1 Revision 4.  
WRFC - Petty Cash Procedure Version 1 Revision 1.  
WRFC - Policy & Procedures Update Procedure Version 1 Revision 9.  
WRFC - Risk Management Policy & Procedure Version 1 Revision 5.  
WRFC - Safe Working with Ladders Version 1 Revision 3.  
WRFC - Social Media Policy & Procedure Version 1 Revision 3.

## **Codes**

WRFC - The Administrators and Helpers' Code Version 1 Revision 5.  
WRFC - The Club Safeguarding Officer's Code Version 1 Revision 5.  
WRFC - The Good Coach's Code Version 1 Revision 7.  
WRFC - The Good Match Official's Code Version 1 Revision 6.  
WRFC - The Good Parent and Supporter's Code Version 1 Revision 6.  
WRFC - The Good Player's Code Version 1 Revision 6.  
WRFC - The Good Spectator's Code Version 1 Revision 8.

## **Forms**

WRFC - Form for Accident Injury Report Version 1 Revision 2.  
WRFC - Complaints Log Form Version 1 Revision 5.  
WRFC - Complaints Recording Form Version 1 Revision 5.  
WRFC - Coronavirus COVID-19 Contractor Site Visit Form Version 1 Revision 3.  
WRFC - Form for Data Request (DPA) Version 1 Revision 3.  
WRFC - Form for First Aid Equipment Order Version 1 Revision 5.  
WRFC - Form for GDPR Employee Consent Version 1 Revision 1.  
WRFC - Form for Head Injury Notification Version 1 Revision 6.  
WRFC - Ladder Report Form Version 1 Revision 2.  
WRFC - Lost or Found Child Form - Version 1 Revision 3.  
WRFC - Form for Medical Consent for Safeguarding Policy Version 1 Revision 5.  
WRFC - Form for Portable Electrical Appliances Version 1 Revision 5.  
WRFC - Form for Reportable Injury Report Version 1 Revision 6.  
WRFC - Permit to Access Roof Area Version 1 Revision 1  
WRFC - Permit to Work in Plant Room Version 1 Revision 1  
WRFC - Risk Management Plan Input Form Version 1 Revision 3.  
WRFC - Form for Safe use of Images Data Protection for Safeguarding Policy Version 1 Revision 5.  
WRFC - Team Managers Checklist for COVID-19 Version 1 Revision 3.  
WRFC - Team Managers COVID Attendance Sheet Version 1 Revision 1.  
WRFC - Volunteer Application Form Version 1 Revision 5.  
WRFC - Whistleblowing (Speak Out) Policy Form Version 1 Revision 1.

## **Rules and Regulations**

WCRT - Rules and Regulations Version 3 Revision 5.  
WCRT - Constitution Version 1 Revision 6.  
WCRT - Trustee Eligibility Declaration Version 2 Revision 2.  
WCRT - Trustee-Disqualification-Reasons Version 1 Revision 1.

## **Risk Assessments**

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WRFC - Risk Assessment Advice for Visitors to Barnard Fields Version 1 Revision 2.

WRFC - Bar and Kitchen Use Risk Assessment Version 1 Revision 1.

WRFC - Building Use Risk Assessment Version 1 Revision 1.

WRFC - Generic Fire Risk Assessment Template Version 1 Revision 1.

WRFC - Public Liability & Hirer's Risk Assessment Form Version 1 Revision 1.

Anyone wishing to have sight of any of these papers should request permission off Paul Wootton or Anita Coleman either by mail or e-mail.

Anyone wishing to have a hard copy or electronic copy please put your request in writing to Paul Wootton or Anita Coleman stating the reason for the request.