



BRITISH UNIVERSITIES SPORTS ASSOCIATION

20-24 Kings Bench Street
London SE1 0QX
Tel: 020 7633 5080
Fax: 020 3268 2120
E-mail <firstname>@busa.org.uk
www.busa.org.uk

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To: Head of Sport

BRITISH UNIVERSITIES RUGBY UNION FINALS

The British Universities Sports Association would like to invite staff and pupils to the British Universities Rugby Union Finals at Twickenham on Wednesday 26 April 2006.

University Rugby is one of the finest showcases for future international talent; from the victorious 2003 England World Cup Squad, Richard Hill (Brunel University West London), Martin Corry (Northumbria University), Kyran Bracken (University of Bristol) and Will Greenwood (University of Durham) all appeared at Twickenham in a British Universities Final. The Women's Final is still the only regular women's fixture played at Twickenham.

Women's Kick Off – 12.30

Men's Kick Off – 15.00

Unlimited tickets are available free of charge to schools. However, one member of staff per 10 pupils should attend. This is a wonderful opportunity for your pupils to experience big matches at the best stadium in the country - and at no cost. The Museum of Rugby and the Official Rugby Store will be open on the day for attendees to visit.

Please find attached a copy of the Flyer for the Rugby Finals 2006 and an RFU Risk Assessment document with guidance for the day. Please ensure that any visitors are aware of the guidelines given, and please do not hesitate to contact us for further details where necessary.

To apply for your free tickets please contact Lorraine Hughes on 020 7633 5080 or email lorraine@busa.org.uk **NO LATER THAN FRIDAY 7 APRIL 2006**. You will receive email confirmation that your ticket request has been accepted. Tickets will be sent out from late March.

BUSA and the RFU look forward to welcoming you and your pupils to Twickenham on Wednesday 26 April 2006.

For more information please contact

Lorraine Hughes
Sports Administrator

T: 0207 633 5080
lorraine@busa.org.uk

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BUSA RUGBY FINALS 2006



Wednesday 26 April 2006
TWICKENHAM STADIUM

WOMEN'S KICK OFF - 12.30

MEN'S KICK OFF - 15.00

**FREE TICKETS
FOR SCHOOLS**

FOR MORE INFORMATION CONTACT

lorraine@busa.org.uk

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TWICKENHAM

THE HOME OF ENGLAND RUGBY

RISK ASSESSMENT FOR YOUNG PERSONS (under 16s) WHILST ATTENDING TWICKENHAM STADIUM.

The Rugby Football Union (RFU) welcomes young persons to the Twickenham Stadium Tour, Museum of Rugby, Rugby Store and events at Twickenham Stadium.

However, it must be remembered that the Stadium is not just used for rugby and operates as an event venue all year round. Together we must ensure the health, safety and welfare of all who have cause to visit.

ARRIVAL

Non event day.

Normal non event day entry is through the security gate (Gate L) opposite Rugby House and most organised groups will arrive by coach or mini bus. Staff at this gate will detail where to park your vehicle(s).

Members of the group should remain on their transport whilst the responsible adult makes contact with the host department.

Event day.

Most groups will have purchased parking tickets which will dictate from which direction you approach the stadium.

The required level of supervision for our premises at all times is one adult to every ten children. A child is recognised as being under the age of sixteen. Stadium Tour Guides do not count in this equation although it is accepted that there may be occasions when the Tour Guide is temporarily alone with part of a visiting group (such as travelling in a lift).

Non event day.

Once contact has been made with the supervisory department, the group under supervision should proceed to the meeting point.

The RFU are responsible for ensuring that any safety procedures are explained before the activity commences.

If the activity includes a Stadium Tour supervisory adults, including Tour Guides, are to ensure that the prescribed route is adhered to and regular checks are made to ensure that the party is together.

If, whilst travelling in a lift, a fire alarm, (bells), should activate in that stand, then the lift will return to ground level and the doors will open and remain open. The lift will not become operational until the fire alarm has been reset.

In the event that you are required to evacuate the stadium, unless told otherwise, your assembly point is inside Gate K which is opposite the main Rugby Store on the East concourse.

The senior supervisory adult of the group is to conduct a head count to ensure that all are present and convey that fact to the Stadium Tour Guide or the Tours Officer.

Should any member of the tour party suffer an accident, the Tours Officer must be informed and an entry made in the accident book located in the main Rugby Store shop.

The RFU accepts that whilst on our premises members of the party may wish to visit the Rugby Store or the onsite 'Scrummery' café. As with the Stadium Tour this must be supervised.

The RFU actively welcomes persons with disabilities but it would be an advantage to pre-warn the Tours Officer of this fact as some alternative routes may have to be arranged to facilitate access.

Event days.

The capacity of the stadium is 75,050 although depending on the event this will vary.

Group leaders are to ensure that all members of the group know the location of their seats, nearest toilets and that an agreed meeting point is detailed in the event of one or more of the party becoming detached.

Young persons wandering off on their own, is to be avoided and where possible visits to shops, food outlets etc should be as part of a supervised group.

On event days groups tend to arrive very early and as a result young persons become bored as the day wears on. It is better to plan your day in advance and try to ensure you take your seats at least thirty minutes before the start of the event.

HAZARDS

Whilst every effort is made to ensure the health safety and welfare of all persons who have cause to visit the site, the potential for accident always exists.

Non event day.

TRANSPORT

A large number of vehicles move around the site daily. In the narrow area behind the South Stand all pedestrians should use the painted walkway. In the rest of the Stadium pedestrians should keep as close to the Stadium structure as possible, allowing vehicles to pass on the wider concourses.

CONTRACTORS

The RFU employs its own contractor staff and outside contractors. Each has to work within our contractor guidelines. Parties visiting the Stadium should ensure they do not interfere with contractors at work and do not enter any restricted area.

OTHER EVENTS

You will not be the only group using our site and you should ensure your activity does not affect any other. Likewise, if their activity affects yours, report this immediately to your RFU contact.

Event days.

This stadium is licensed by the local authority under the Safety of Sports Ground Act 1975 and displays around it's outer gates and entrance to blocks, copies of it's ground rules.

It is essential that responsible adults read these rules before entering the stadium with their party.

Your party should comply with those ground rules at all times.

When you access the stadium all vehicle traffic will have ceased unless in case of emergency or as approved by the safety officer. This allows maximum use of the outer concourse for pedestrians.

Emergency action.

In the event of an emergency occurring, if there is a need to evacuate, stewards will direct your group to pre determined egress gates.

Do not attempt to re-enter the stadium unless told it is safe to do so.

If any member of your group requires first aid or suffers an accident, summon help from the nearest steward or proceed to the first aid posts located at ground level in the south west and north east corners of the stadium.

DEPARTURES

When leaving the site ensure that you have all of your party and their belongings.

Should you require further information on the RFU policy for visitors please contact either:

Lindsay Simmons (Tours Officer)	020 8892 8877
Ken Taylor (Health and Safety advisor)	020 8831 6692

Updated October 2004.