| **Club/Society Information** | |
| --- | --- |
| Club/Society Name |  |
| Club/Society Contact Email |  |
| Activity Organiser Name |  |
| Activity Organiser Contact Number |  |
| Activity Organiser Contact Email |  |

| **Activity Details** | |
| --- | --- |
| Activity Title |  |
| Description of Activity |  |
| Day of the week for activity |  |
| Initial Start Date |  |
| Activity Start/End Time |  |
| Activity Location |  |
| Have you received approval from the event location? |  |
| Estimated Numbers |  |
| Other Clubs/Societies involved |  |
| Any costs involved? |  |

| **Risk Assessment**   * Only to be filled out if not already outlined in Club/Society Risk Assessment submitted at the start of the year | | | | |
| --- | --- | --- | --- | --- |
| **Hazard / Activity**  ***with potential to cause injury*** | **Controls Already in Place** | **Risk Category**  **(High/Medium/Low)** | **Further Controls Being Implemented**  **To Reduce Risk** | **Date to be Completed** |
|  |  |  |  |  |
|  |  |  |  |  |

| **Additional Information/Assistance** | |
| --- | --- |
| (For immediate assistance contact [clubsandsocsevents@dcu.ie](mailto:clubsandsocsevents@dcu.ie)) |  |

| **Check-List** | |
| --- | --- |
| **Task** | **Yes / No** |
| Completed a detailed risk assessment, if required? |  |
| Have you read and does your activity abide by the following policies?   * [Alcohol & Drug Policy](https://www.dcu.ie/policies/student-alcohol-policy) * [Sexual Misconduct Policy](https://www.dcu.ie/policies/sexual-misconduct-policy-students) * [Respect & Dignity Policy](https://www.dcu.ie/system/files/finance_editor/2023-11/210-dignity_and_respect_policy_v1.0.pdf) |  |
| Have you completed all relevant sections? |  |

| **Sign-off** Two committee members to sign-off | |
| --- | --- |
| **Name** | **Committee Position** |
|  |  |
|  |  |