| **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)  |  |

| **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** |
|  |  |
|  |  |