

Successfully & Safely Planning your Club Activities

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Workshop Outcomes

- Know where to seek H & S info for your Club
- Have opportunity to resolve any questions
- Have enough knowledge to complete /revise Code of Practice
- Understand Risk Assessment and Dynamic Risk Assessment

Duty of Care - Officers

- Ensure in so far as is reasonably practicable that activities undertaken in safe manner
- Do not cause injury/ illness through negligence
- Comply with 'duty of care' by preplanning
- Clubs & Socs 'Code of Safe Practice Template' provides a framework for planning – and a written record of club / soc risk management. Must be communicated!
- Ensure all accidents/incidents are reported to DCU Health and Safety in a timely manner.

Proactive Vs Reactive

How to be proactive

- Complete Safe Code of Practice
- Complete comprehensive Risk Assessment
- Communicate contents to all members
- Plan events and activities effectively
- Dynamic Risk Assessments

Code of Practice - Emergency Procedure



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EMERGENCY PROCEDURE	Information
Please detail your Clubs/Socs procedures to be followed in an emergency. For tips, see 'Keeping it Safe' available at https://sites.google.com/dcu.ie/dcclubssocoperationsmanual20/keeping-it-safe An Emergency procedure for your club/soc is listed below. Please provide details of how this is communicated to your members, and also any additional actions that your club/soc does in an emergency	Emergency Procedure For all the planning and preparation, there still exists the possibility of emergencies occurring. All accidents and Incidents must be reported via the online report form on the DCU Health and Safety Website or via the DCU Accidents Report Form and sent to the DCU Health & Safety Office. In the event of an emergency, please follow the guidelines carefully as detailed below ☐ Stop and think. Assess the situation. Stay calm. ☐ Ensure that the group is safe and accounted for. ☐ Are there any hazards present that may affect the group? ☐ Attend to any casualties if it is safe to do so. ☐ Give first aid within the group's capabilities. ☐ Get expert help if required. ☐ Get/ give any third party/ witness/insurance details if necessary. ☐ Gather the information required by the Emergency Services: ☐ Name(s) of group members ☐ Number of people injured
	☐ Locations of group members ☐ Medical condition of the group. ☐ First Aid given ☐ Age(s) of group members ☐ Time of accident ☐ Equipment available to the group ☐ Cooperate fully with the Emergency Services. ☐ Someone from the group accompanied the casualties to the hospital. ☐ In the event of a serious accident/incident, contact DCU Security on 700-5999 (available 24 hours). ☐ Refer all media contact to Siobhán Byrne, Head of Clubs and Socs, and give no comment.



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Activity and Event Planning

Activity Management Plan

(Download this form, complete & submit it on OMS)

Clubs & Societies

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	

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	



(Download this form, complete & submit it on OMS)

Club/Society Information

Club/Society Name	
Club/Society Contact Email	
Event Organiser Name	
Event Organiser Contact Number	
Event Organiser Contact Email	

[illegible]

A Hazard is a potential source of harm or adverse health effect on a person or persons

Risk is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.

$\text{Risk} = \text{Likelihood} \times \text{Severity}$

Contents of Mainstream Club RA

Non exhaustive list of hazards to be assessed:

- Player conduct
- Beginner players
- Injuries associated with the activity
- Inappropriate Kit
- Inappropriate Equipment
- Inadequate training
- Inadequate coaching qualifications
- First Aid Plans/Kit
- Medical Emergencies
- Anti Social Behaviour
- Alcohol/Drugs
- Unsuitable location/pitch/court
- Unsuitable conditions (weather)
- Player registration/insurance
- Travelling to away games
- Hosting home games
- Fund raising/social activities
- Fire Safety
- Minimum number for safe participation



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Risk Assessment - Volleyball

DCU Clubs / Socs Activity Risk Assessment Template

DCU Volleyball Club

Outline of hazards associated with club/society activities and measures the club/society takes or will take to minimise risk of injury to members or third parties

Hazard / Activity <i>with potential to cause injury</i>	Controls Already in Place <i>(what actions /procedures are you already doing to minimise possibility of injury)</i>	Risk Category (High/Medium/Low) <i>(considering the actions / procedures you already have in place)</i>	Further Controls Being Implemented To Reduce Risk <i>(eg First Aid / area to be inspected prior to start Require equipment test certs etc)</i>	Date to be Completed <i>Online Management System Roll Over</i>
Injuries on court. <i>Most likely landing wrong after jumping or landing on a ball.</i>	We have a safety presentation that we give to all members of the club at the beginning of the academic year. Beginners are taught how to jump properly and calls are used on court. We have access to a first aid kit during all sessions and games. All students are covered by DCU Student insurance.	Medium (as it can be unpredictable on the court)	Area is constantly being assessed by committee members and normal members. We have calls for when there is a loose ball on the court which everyone is expected to do (if you hear "ball", no one is to jump). We have also asked for a new first aid kit in our budget for this year. We also use a booking system for the training sessions so there will never be too many people on court and we have access to contact details incase of an emergency.	11/10/22
Setting up court and dealing with equipment	Only committee members are allowed to deal with the storage, setting up and taking down of	Low	Every year as part of the handover, new committee members are taught the correct way to set up	05/09/22



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	equipment. While packing smaller equipment away, committee members give everything a quick check to make sure everything is fine.		the court. The condition of the equipment will be checked at the beginning of each academic year.	
Travelling to away games	If renting a bus we use a company that we trust. We have a list of all team members and do counts both at arrival and departure. We have contact information for everyone.	Low	We are strict on meeting times for travelling to stay on schedule and to be able to keep an eye on everyone. We reduce the amount of equipment we have to bring (first aid kit, one bag of 6 balls and the jerseys).	17/10/22
Hosting home games	The committee will meet at least 15 mins before the other team's arrival. DCU Sport Complex are notified when the games will take place (always will be during training hours). The arriving team are shown the dressing rooms and the court. They are given a run down of procedures.	Low	As we only have one court, we cannot have spectators. The away team are told the same thing. We have access to our first aid and the details of our team in case of emergency. The away team is recommended to do the same.	17/10/22
Social Nights	These will only happen on the DCU campus. There is no food/alcohol involved. There will always be a theme/event (such as a quiz, watching a movie, board game night etc.). Events will be put up on clubs and socs site. We will enable booking to control numbers.	Low	Committee members are always present and know they have a responsibility to make sure everything is alright. Committee members have undertaken the Bystander Training.	17/10/22

Risk Assessment - Rugby

DCU Clubs / Socs Activity Risk Assessment Template

Outline of hazards associated with club/society activities and measures the club/society takes or will take to minimize risk of injury to members or third parties

Hazard / Activity <i>with potential to cause injury</i>	Controls Already in Place <i>(what actions /procedures are you already doing to minimize possibility of injury)</i>	Risk Category (High/Medium/Low) <i>(considering the actions / procedures you already have in place)</i>	Further Controls Being Implemented To Reduce Risk <i>(eg First Aid / area to be inspected prior to start Require equipment test certs etc)</i>	Date to be Completed <i>Online Management System Roll Over</i>
Player conduct during training and matches e.g. dangerous play/tackling	Players should follow the rules of the game and implement correct playing technique as displayed at training sessions. Captains should be responsible for the actions of the players. Abide by the referee's decisions. Captains to communicate with any player who appears to be behaving in a manner that puts others at risk.	Low	Captains must be communicative with players and referees alike and remind players of rules.	
Injuries associated with playing matches and/or training	Players should warm up and cool down before and after training sessions. Gumshields are obligatory to train/play matches. Any player found to not have a gumshield will not be allowed to train/play until they acquire one.	Low	First aid kits will be regularly available at training sessions and matches. These will be restocked regularly. A club-affiliated physio will be present at training sessions and matches.	
Inappropriate kit e.g. footwear, jewellery, etc.	Inappropriate footwear will be highlighted. Students must only wear runners or astroturf-specific runners	Low	During games, referees will check each players' studs to ensue they are safe to wear. He will also	



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Dynamic Risk Assessment – on the day / by the hour!

P	Previous Knowledge Ground conditions (wet / dry / frozen / flooded / landslide etc) Wind / storm etc (could wind etc have caused damage – powerlines, trees etc) River/Sea conditions (Flood, abnormally low etc)
L	Local knowledge Particularly dangerous river sections/ walk sections / cliffs / areas / local weather conditions
O	Observation What is currently happening? – raining/snowing/ thunder clouds/ hot sun. Remain alert for changing conditions – be prepared to change plans/curtail activities based on changing conditions
W	Weather Forecast Get area specific forecast – usually v accurate – weather may arrive a little earlier/late than forecast.
D	Doubt IF IN DOUBT- DON'T GO OUT! – have a BACK UP Plan (even if it is only card games in the local club/pub!

Accidents Report DCU Clubs in 2024/2025



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- Soccer – 16
- Rugby – 3
- GAA – 13
- Frisbee -2
- MMA – 1
- Rock climbing – 2

DCU Drama Trip 2014



- Drama Soc Trip to London
- Group staying in Hostel. Went to nightclub.
- No central organisation of taxis
- Several of the participants observed to be very drunk.
- At the end of the night everyone headed for taxis. No headcount.
- No set beds, people drifted between rooms and slept wherever was convenient. One bed was noted to be empty.
- Student was missed but someone thought they had seen them that morning



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- However he missed show they were all due to attend later that day. Alarm was beginning to be raised.
- Student parents rang group leader - very distressing call.
- Search started at 7am the next morning.

Outcome

- Trip planning including buddy systems, responsible persons, plan for emergency
- Compulsory Safezone groups and everyone has the app



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Health and Safety

[Home](#) [Report an Incident](#) [Guidance](#) [Training](#) [Safety Statement and Risk Assessment](#) [Fire Safety](#) [Contact Us](#)



Report an Accident/Incident/Safety Concern

Report an Accident/Incident/Near Miss

Report a Safety Concern

The online form incident/accident/near miss form should be used to report the following:

- Health and Safety hazards which could pose a risk to a persons health and safety, including work practices.
- Health and Safety hazards which could pose a risk to the environment.
- Health and Safety incidents such as work related injury, illness or near misses to staff, students, contractors or visitors.

Safety Quicklinks

[Report an Incident](#)

[Report a Safety Concern](#)

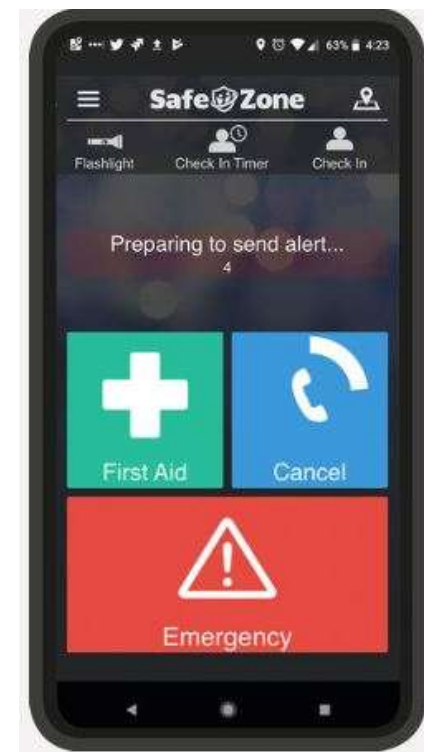
[Workstation Self
Assessment](#)

[Pregnancy Risk
Assessment](#)

Safezone App

Mandatory for all trips off Campus

- Check in
- Push texts
- Geo Locator
- Emergency Alerts





Thank you!!