

Clubs & Societies | Code of Safe Practice

Self-Evaluation & Action Plan Template 24/25

The Code of Safe Practice is a self-evaluation template and action plan that outlines how your Club/Society will manage your activities to ensure the safety and wellbeing of members and third parties who may be affected by the activities of the club/society.

Club/Society Committee Officers have a key role to play in this regard and ultimately are responsible for ensuring that the club/society operates in a safe manner. You are responsible for bringing to the attention of all members the contents of this document, and for ensuring that in so far as is practicable all members adhere to the contents. At all times you must operate to any safety guidelines as laid down by your National Governing Body of Sport or Organisation. If guidelines exist they must be appended to this document.

The Code of Safe Practice must be reviewed and uploaded to the online management system on an annual basis to ensure that the contents are still relevant to the activities of the club/ society. If the club/society is participating in new and additional activities that may have safety implications the officers should draw up a policy to state how the club/society is going to minimise the risk associated with those activities. The receipt of funding from CLC/SLC is contingent on the receipt of an up-to-date Code of Safe Practice.

If you require assistance in the completion of this form please contact:

- **CLUBS:** Yvonne McGowan, Senior Sports Development Officer, Sports & Wellbeing, e-mail yvonne.mcgowan@dcu.ie. Tel: 01-700 5811
- **SOCIETIES:** Siobhan Byrne, Head of Clubs & Societies, Office of Student Life, e-mail siobhan.byrne@dcu.ie, Tel: 01-700 5585
- **DCU Health & Safety Office:** Paula Hawkins, Health & Safety Advice, e-mail safety@dcu.ie, Tel: 01-700 7034

Club/Society Participation Statement

The activities undertaken by Dublin City University Clubs and Societies carry an element of risk, including the risk of injury and death. Participants should be aware of and accept these risks and be responsible for their own actions and involvement.

Individual Responsibilities

- All participants in Club activities are responsible for their own actions and for making their own assessment of risks. If they are unsure about any issue or have any problems, questions or concerns it is the individual's responsibility to raise these with leaders or committee members.
- It is the responsibility of the individual to bring to the attention of any trip/activity leaders any known medical condition or previous injuries that may affect their or other Club member's safe participation in canoeing activities.
- Members are encouraged to seek further training at every opportunity.
- It is the responsibility of the individual to report any damage, loss or failure of club equipment to their Club's Equipment Officer. There should be adequate notices around club storage to ensure that this procedure is followed at all times.
- It is the responsibility of the Parent or Guardian of members under 18 to read and sign a membership form on behalf of the member before any activity can take place. The form is : Sample application form Junior Members' available at www.dcu.ie/sports-wellbeing

CLUB/SOCIETY DETAILS	Information
Club/Society name:	Media Production Society
Date this Code of Safe Practice Completed:	22nd August 2024
Version Reference:	5.0

Outline the main activities undertaken by your club/soc:	To provide members with the opportunity to create media in all of its forms, by providing creative outlets, hands-on experience, the opportunity to collaborate with like minded people and available industry standard equipment to do so.
Name of person(s) completing this form:	Sadhbh O’Grady Keeley
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Sadhbh O’Grady Keeley
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Sadhbh O’Grady Keeley
Have you uploaded a copy of your club or society constitution?	YES
<p>Please indicate if your club/soc is familiar with: DCU Clubs & Socs ‘Keeping it Safe’ guidance document available at:</p> <p>https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe</p> <p>Is there a National Governing Body (NGB) for your Sport/Society: NO</p> <p>If Yes please provide full name of NGB and website: N/A</p> <p>Does your NGB have a Safety Code: Yes / No</p> <p>If Yes please attach a copy to this code or provide a web link to the policy:</p>	

Does your club/society comply with this NGB Safety code?	Yes / No / Not applicable
Do you have a copy of codes of practice or regulations for facilities that you use regularly?	Yes / No / Not applicable

INSURANCE	Information
Does your NGB require you to take insurance? If yes please give details and attach a copy of the policy.	N/A
Indicate how you have made your members aware of the DCU Students' Personal Accident and insurance cover? Please note the limitations of this policy and the exclusions that apply, see DCU Insurance Policy 2022	N/A
Is your Club/Soc using an external venue for hosting a DCU event? If yes have you notified Clubs & Socs or DCU Sports & Wellbeing so as DCU's Public liability insurance can be extended to this venue if required?	YES, venue has been used multiple times previously and will be hopefully used again in the future.
Is your Club/Soc planning to host a major event on or off campus this year? If yes have you notified the Clubs & Socs or DCU Sports & Wellbeing So as DCU's Public liability insurance can be reviewed?	YES, has previously been discussed with clubs and socs and will meet with venue and events to discuss.
Does your club/soc have the appropriate Equipment Insurance to protect your	NO

equipment in the event of fire and theft? If yes please provide details.	
Are you planning any overseas trips ? If so, provide details of travel Insurance you have in place for this trip.	YES, however this will be planned for end of semester one/start of semester two, but currently do not have external travel insurance. Each student traveling will be required to travel with their European Health Insurance card.
Do your Coaches/Instructors have their own Professional Indemnity Insurance? If yes please attach a copy.	Yes / No

TRAINING & COMPETENCIES	Information
Have your committee members attended the DCU Event Management/ Health & Safety Workshop and the Incident Management workshop? Please indicate the name(s) of Officers who attended.	I myself have attended the event management workshop and Matthew Willis and I plan to attend the health and safety workshop held during the start of the semester.
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	N/A
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	N/A

<p>Please list any competency tests for new / existing members conducted by the club/society. This could be in the form of an induction, accreditation, course or test.</p>	<p>N/A</p>
---	------------

<p>EQUIPMENT</p>	<p>nformation</p>
-------------------------	--------------------------

Types Of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.

Pre-Budget Inventory (as of 22/08/24):

FM

Asset

Optiplex 5060 Small Form Factor CTO X2 2x

Dell 24 Monitor - P2419H 60.5cm(23.8") Black

2 x Gear 4 Music Heavy Duty Studio Mic Arm

Grey stand with Mic stand attached

1 unknown brand mic arm (mic)

1 Yamaha TF1 AKG Perception mic 220

1 Shure SM7B mic

2x Rode NT1A Mics

1 MXL V250 condenser mic

2 x Dell Multimedia Keyboards

4 x Sony MDR-7506 Headphones

2 x Milenium HA 4 4 – Channel

1 Stereo Headphone Amplifier

1 Seagate hard-drive

5 Long RCA to RCA Cable

3 x Jack to Female XLR mic cable in boxes

Roland Octa-Capture Interface

Spirit Soundcraft interface

5 RCA Cables of different variety

Jack to Jack Cables

2 Male to Female XLR cables

Hot Key Board

Standalone Mic Shockmount

Random Mic Arm and Pole

Mic clip

Wooden cabinet of drawers, small

4 x Sony Headphone Bags

Aux Cable

10 Mini Jack to Jack Adapters

TP Link Wireless Modem AC750

Kenyx 1202FX Behringer Interface

M-Audio Interface

DCUMPS Slider Poster

White Extension Cable

2 x VGA Cables

2 x DC Power Cables

	<p>2 x SennHeiser Headphones</p> <p>TV MPS Generic Banner</p> <p>MPS Broadcast Banner</p> <p>MPS Logo 'Roll Out" Banner</p> <p>Blank PVC Poster Boards</p> <p>HDMI to HDMI Mini Ethernet Cable</p> <p>JSB to HDMI Converter x3</p> <p>Sony HD Cam Ex (JVC) x2</p> <p>Sony Battery U30 (Small)</p> <p>JVC Tripod (Broken (Needs Plate))</p> <p>Sony A6300 Pro Touch Vinten Bag (JVC Bags)</p> <p>Lowepro Camera (Cannon) Bag</p> <p>AKG Flight Case/ Battery Box</p>
<p>Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them</p>	<p>Before using any loaned TV equipment, members will receive instruction on how to operate the equipment in the FM studio. social media outlets with tutorials for any additional training required to prevent harm. Every committee member will have received all necessary training, have access to equipment, and be available to assist at events. We will also have a mechanism for reporting issues with broken or malfunctioning technology, as well as for people in</p>

	need of assistance, using our Think Tank group chat or our numerous social media platforms.
Equipment Log: who is responsible for maintaining a register of equipment to include purchase dates, price etc	Sophie King, our treasurer
Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	This is usually not required because members use a lot of our equipment (such our podcasting equipment and FM studio) almost every day. To make sure that our members are handling our goods safely and responsibly, our FM and TV managers will check it on a regular basis. Our goal is to accomplish this every two months.
Storing Equipment, detail how and where equipment is stored, and/or transported.	The majority of our equipment at present is stored in our FM studio, which only a selection of committee members have access to. The rest will be stored in our storage locker in the Solas room, where most TV equipment is stored and our TV managers have the keys for.
Maintenance of Equipment as per manufacturers or NGB guidelines: State the name of the Officers with responsibility for equipment maintenance and regular safety checks.	Sarah Duff and Samuel Kennedy: TV Lauren Joyce and Eoin O'Sullivan
Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or	Members shall not be allowed to use any unsafe or defective equipment for any length of time. If possible, the equipment will be sent for repair. Should the

<p>unsafe equipment and disposal of old equipment.</p>	<p>equipment be beyond repair, we will investigate different ways of getting rid of it, trying to recycle as much of the material as possible.</p>
<p>Hire of Equipment: Do you plan to hire equipment for use on campus where there is a high risk of a potential injury/accident? If so, provide details. Note: Permission must be obtained from the Estates Office and the Health and Safety Office and/or a permit to work issued. Form is available at www.dcu.ie/estates/contractors.shtml</p>	<p>Except for our 24-hour broadcast, all equipment rented by MPS will be arranged through the School of Communications. It could be necessary to hire equipment from outside sources closer to the event, but Clubs and Socs offices will oversee the hiring process. We won't hire any equipment that poses a danger of harm or accidents.</p>
<p>Loaning Equipment: Please outline your policy on loaning equipment to club members; please include details of the club officer responsible for overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc.</p>	<p>We will have two rental systems in place—one for our audio equipment and one for our video equipment—if our equipment on the future budget is authorized. Right now, we solely rent out our audio equipment. These can also be hired whenever we have fresh cameras that are available to members. You need to be a registered MPS member in order to hire equipment. A form requiring your contact information, the reason for use, and the dates of collection and return must be filled out.</p> <p>The person renting the equipment will meet with a relevant committee member who will go over its functions with them to make sure they understand how to operate it correctly. A committee member will meet you to receive the equipment and return it safely to our storage.</p>

<p>FIRST AID</p>	<p>Information</p>
-------------------------	---------------------------

<p>High Risk Sports clubs must have at least one occupationally trained first aider. Please indicate if you are amongst this list and if you have a nominated first aider(s). List of High Risk Sports clubs is available from Keeping it Safe guidelines at www.dcu.ie/sports-wellbeing</p>	<p>N/A</p>
<p>Please indicate the committee members that have attended the Casualty Management workshop held early in Semester 1.</p>	<p>Our current committee members have not attended Casualty Management before but both myself and Matthew Willis will be in attendance in Semester 1 of this year</p>
<p>If you are involved in an adventure sport you must have at least one member trained in Rescue and Emergency Care (REC). Indicate the names of the trained members and if they hold a REC 2 or REC 3.</p>	<p>N/A</p>
<p>Does your club/soc have designated Athletic Therapy & Training students? If so please state names and a summary of when they provide services.</p>	<p>N/A</p>
<p>Please indicate the committee member that is responsible for ensuring that the club has a fully stocked first aid kit. Please note First Aid supplies are fully funded by the CLC/SLC. Please contact Clubs & Socs or DCU Sports & Wellbeing for first aid supplies.</p>	<p>N/A</p>
<p>List your COVID Officers</p>	<p>N/A</p>
<p>Indicate the committee members who will complete the DCU Injury/Incident Report Form for accidents and near-misses available at</p>	<p>Sadhbh O'Grady Keeley</p>

https://www.dcu.ie/safety/incident_near_report_form.shtml	
If you are hosting a major event First Aid Provision must be arranged. Please provide details of provision for events if applicable.	N/A

RISK ASSESSMENT	Information
Are Risk Assessments undertaken for all club/soc activities? If Yes please list the date of last risk assessment and please attach a copy (see template at end of this document)	Yes, our most recent risk assessment was completed 31/08/23 and was uploaded to the online management system.
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Risk assessments are regularly recorded for larger events throughout the year, such as our broadcasts.
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Laoise Allen and Sadhbh O Grady, our events managers are responsible
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Yes
CLUB/SOCIETY SPECIFIC HEALTH & SAFETY INFORMATION	Information

Clubs/Societies should include any other area related to Health and Safety for their activity that requires action (e.g. National Governing Body or organisations Safety Code etc)	N/A
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	We make it clear to all members that if they feel in any way unsafe or uncomfortable at any of our events, they should contact our events team who will notify the committee of the incident (maintaining the member's anonymity) and then devise a plan to ensure that a similar situation should not arise again. The plan will be implemented in all events moving forward.

TRIPS Checklist	Information <i>You are required to do a trip specific risk assessment / checklist for all individual trips</i>
Trip Leaders: do leaders have the necessary knowledge, experience and qualifications, where appropriate to lead a trip	Yes, our events managers and myself will be the trip leaders.
Insurance: Is all appropriate travel insurance for the group in place?	This will be sourced prior to the trip and closer to our date of departure.
Risk Assessment: for all activities should be undertaken and all possible control measures put in place	Yes, this will be completed and uploaded to the OMS before any trips

<p>Dynamic Risk Assessment: on the day of the activity should be undertaken and should consider the local environment, weather, leaders, opposition level etc (see guidance at the end of this document)</p>	<p>Yes, this will be completed and uploaded to the OMS before any trips</p>
<p>Safezone App: Have you identified and set up the Safezone App? To find out more about setting up and using the app check the instructions at https://www.dcu.ie/ocoo/safezoneatdcu.shtml</p>	<p>Yes</p>
<p>Contingency Plans: for reasonably foreseeable emergencies should be made.</p>	<p>Yes, this will be completed and uploaded to the OMS before any trips</p>
<p>Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.</p>	<p>Yes, committee members will get first priority for trips to ensure the leader to member ratio is correct.</p>
<p>Itinerary: A full trip itinerary should be prepared and circulated to all members.</p>	<p>Yes, this will be completed and uploaded to the OMS before any trips</p>
<p>Travel: How the party will move between the relevant locations and who will be driving the vehicles.</p>	<p>Will be sourced closer to our departure date.</p>
<p>Trip Registration & Activity form: detailing date of the event, location, accommodation, transport, and the names and ID numbers of students participating in the trip. The trip leader must ensure that 1 copy of this form is uploaded to the online management system and 1 copy is taken on the trip.</p>	<p>Yes, this will be completed and uploaded to the OMS before any trips</p>

<p>Social: You should advise your members on the following:</p> <ul style="list-style-type: none"> • Where parties can safely go and when • What behaviour is acceptable • A minimum number of people in a group 	<p>Yes, this will be completed and uploaded to the OMS before any trips</p>
<p>Equipment: This needs to be in proper working order and should be frequently checked throughout the trip</p>	<p>N/A</p>
<p>First Aid: You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure.</p>	<p>N/A</p>

<p>EMERGENCY PROCEDURE</p>	<p>nformation</p>
-----------------------------------	--------------------------

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/dcublubsocsoperationsmanual20/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 Accident 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 carefully the guidelines 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 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.

	<ul style="list-style-type: none"> <input type="checkbox"/> First Aid given <input type="checkbox"/> Age(s) of group members <input type="checkbox"/> Time of accident <input type="checkbox"/> Equipment available to group <input type="checkbox"/> Cooperate fully with the Emergency Services. <input type="checkbox"/> Someone from the group accompanied the casualties to hospital. <input type="checkbox"/> In the event of a serious accident/incident contact DCU Security on 700-5999 (available 24 hours). <input type="checkbox"/> Refer all media contact to Siobhán Byrne, Head of Clubs and Socs, and give no comment.
CHILD PROTECTION POLICY	nformation
<p>Have you members under the age of 18? If so your coach must complete a 'Volunteer/Coach Application form for those with substantial access to children', available at www.dcu.ie/sports-wellbeing</p>	NO
<p>Where members are under the age of 18 their parents should complete the 'Application form for new junior members', available at www.dcu.ie/sports-wellbeing</p>	N/A

<p>Are you aware of the Sports Ireland guidance on developing good practice for safeguarding children, through their 'Code of Ethics and Good Practice for Children's Sport in Ireland, available at https://www.sportireland.ie/Participation/Code_of_Ethics/</p>	<p>N/A</p>
<p>Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?</p>	<p>N/A</p>
<p>Are you aware of the DCU child protection policy Keeping Children Safe, Policies and Procedures supporting Child Protection at DCU available at https://www.dcu.ie/advice/respect-dignity</p>	<p>N/A</p>

<p>GUIDELINES FOR BEHAVIOUR</p>	<p>nformation</p>
--	--------------------------

Please list guidelines for behaviour that the club adheres to. These can be formal University, Facility or Club rules and regulations. The following University documents may be useful:

DCU Alcohol Policy,

<https://www.dcu.ie/students/az/alcohol-policy>

DCU Respect & Dignity Policy,

<https://www.dcu.ie/advice/respect-dignity>

Student Sport Ireland Guidelines for Hosting an intervarsity event,

www.studentsport.ie/wp-content/uploads/2014/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTER-COLLEGIATE-EVENT-2014-2015.pdf

All MPS members must conduct themselves in a manner that is respectful to others. At MPS, we will not tolerate any bullying behaviour or harassment on the grounds of:

- Race
- Gender
- Sexual orientation
- Ethnicity
- Religion
- Disability
- Age

Bullying will result in a strike, which may lead to member suspension. MPS will foster an atmosphere of inclusion. Any member who defies this will be in breach of our codes of conduct. MPS will:

- Actively support the development of attractive alcohol-free cultural, social and entertainment programmes
- Continue to prohibit the promotion of alcohol products and alcohol as an inducement to attending an event - Prohibit events that encourage the rapid and/or excessive consumption of alcohol
- Promote a healthy attitude towards consumption for our members who do drink, that does not encourage "binge-drinking" or any form of dangerous consumption.

DISCIPLINARY PROCEDURE	Information
<p>Please detail how you will deal with breaches of the code of conduct.</p>	<p>In MPS, we will operate on a three-strike policy. Upon the first breach of any code of conduct, the member(s) involved will be issued a warning and notified of which code they broke. Upon the second breach, myself and Jack will set up a meeting with the member/member(s), discuss their behaviour and why it is harmful to the society and remind them of their final warning. If a third strike is issued, the member(s) will be removed from the society, their fee refunded and they will be banned from all future events.</p>

CLUB OFFICERS	Information
<p>Provide a summary of Officers roles and responsibilities, highlighting those specifically relating to health and safety. Who members should contact etc. For guidance see the Clubs & Socs Handbook at www.dcu.ie/sports-wellbeing</p>	<p>N/A</p>

--	--

Code of Safe Practice

Action list

Club/Society: Media Production Society

Date: 31st/8/24

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	N/A		
INSURANCE	N/A		

TRAINING & COMPETENCIES	N/A		
EQUIPMENT	Once the Academic year begins and our budget application is reviewed, we can start ordering equipment and our TV and FM managers will complete a full updated inventory of our items. Our treasurer will hold onto this list and the value of items	Sophie King	11/09/24
FIRST AID	N/A		
TRIPS	Our events managers will begin the early stages of planning our trip, such as getting quotes, selecting dates and familiarising themselves with SLC policy surrounding both internal and external trips	Holly O'Neil and Shelby Brennan	11/09/24
RISK ASSESSMENT	N/A		
EMERGENCY PROCEDURE	N/A		
CHILD PROTECTION POLICY	N/A		

GUIDELINES FOR BEHAVIOUR	All members will be either introduced or reminded of our guidelines for behaviour at our OGM, which a date will be selected for once campus reopens.	Sadhbh O'Grady	TBD
COMPLAINTS PROCEDURE	All members will be reminded of this at our OGM.	Sadhbh O'Grady Keeley	TBD
DISCIPLINARY PROCEDURE	All members will be reminded of this at our OGM.	Sadhbh O'Grady Keeley	TBD
CLUB OFFICERS	N/A		
OTHER	N/A		
OTHER			
OTHER			

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>Can be –</i> <i>1 on the day</i> <i>2 every time the equipment is taken out</i> <i>3 Nov xxth (If a once off task)</i> <i>etc</i>

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

Outdoor Activities

Trip

Away / Night Out

P	<p>Previous weather and/or water conditions</p> <p>Ground conditions (wet / dry / frozen / flooded / landslide etc) Wind / storm etc (could wind etc have caused damage – powerlines, trees etc)</p> <p>River/Sea conditions (Flood, abnormally low etc)</p>	<p>Previous knowledge of country/city/area</p> <p>Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details etc</p>
----------	---	---

L	<p>Local knowledge</p> <p>Particularly dangerous river sections/walk sections / cliffs</p> <p>/ areas / local weather conditions</p>	<p>Local knowledge (personal safety)</p> <p>Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc</p>
O	<p>Observation</p> <p>What is currently happening? – raining/snowing/</p> <p>thunder clouds/ hot sun. Remain alert for changing conditions – be prepared to change plans/curtail activities based on changing conditions</p>	<p>Observation</p> <p>Stay alert – keep an eye on unfolding events. At least two people (Club/Society Officers) should remain sober and alert when on a trip/night out.</p>
W	<p>Weather Forecast</p> <p>Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.</p>	<p>Watch Out</p> <p>for someone becoming detached from group / wandering off / getting into arguments etc</p>
D	<p>Doubt</p> <p>IF IN DOUBT- DON'T GO OUT! – have a BACK UP Plan (even if it is only card games in the local club/pub!)</p>	<p>Doubt</p> <p>IF IN DOUBT- GET THEM OUT! – have a BACK UP Plan (even if it is taxis home / back to accommodation)</p>

Document Name	Clubs and Societies Health and Safety Handbook	
Version Reference	4.0	
Document Owner	DSL/DCU Clubs and Societies	
Approved By	DSL/ Sports & Wellbeing Office	
Date	27 th June 2019	
Review Date	22 nd August 2024	