



## Clubs & Societies | Code of Safe Practice *Self-Evaluation & Action Plan Template*



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 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. Club/Society Officers 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 minimize 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](mailto:yvonne.mcgowan@dcu.ie), Tel: 01-700 5811
- **SOCIETIES:** Siobhan Byrne, Clubs & Societies Finance & Development Officer, Office of Student Life, e-mail [siobhan.byrne@dcu.ie](mailto:siobhan.byrne@dcu.ie), Tel: 01-700 5585

- DCU **Health & Safety Office**: Paula Hawkins, Health & Safety Advise, e-mail [safety@dcu.ie](mailto:safety@dcu.ie), Tel: 01-700 7034

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### 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](http://www.dcu.ie/sports-wellbeing)

CLUB/SOCIETY DETAILS	Information
Club/Society name:	Media Production Society
Date this Code of Safe Practice Completed:	12/09/2021
Version Reference:	4.0
Outline the main activities undertaken by your club/soc:	To provide our members the opportunity to gain hand-on, practical experience in their chosen field of media and the opportunity to collaborate with other like-minded individuals.
Name of person(s) completing this form:	Sarah McGuinness
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Sarah McGuinness

Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail <a href="mailto:safety@dcu.ie">safety@dcu.ie</a> :	Sarah McGuinness
Have you uploaded a copy of your club or society constitution?	Yes
Please indicate if your club/soc is aware of: DCU Clubs & Socs 'Keeping it Safe' guidance document available at: <a href="https://sites.google.com/dcu.ie/dcclubssocsoperationsmanual20/keeping-it-safe">https://sites.google.com/dcu.ie/dcclubssocsoperationsmanual20/keeping-it-safe</a>	
Is there a National Governing Body (NGB) for your Sport/Society:	Yes / <b>No</b>
If Yes please provide full name of NGB and website:	
Does your NGB have a Safety Code:	Yes / <b>No</b>
If Yes please attach a copy to this code or provide a web link to the policy:	
Does your club/society comply with this NGB Safety code?	Yes / No / <b>Not applicable</b>
Do you have a copy of codes of practice or regulations for facilities that you use regularly? For DCU Sport information visit <a href="http://www.dcu.ie/info/regulations/sports.shtml">www.dcu.ie/info/regulations/sports.shtml</a>	Yes / No / <b>Not applicable</b>

INSURANCE	Information
Does your <b>NGB</b> require you to take insurance? If yes please give details and attach a copy of the policy.	Not applicable
Indicate how you have made your members aware of the <b>DCU Students' Personal Accident and insurance</b> cover? Please note the limitations of this policy and the exclusions that apply, see <a href="http://www.dcu.ie/info/insurance.shtml">www.dcu.ie/info/insurance.shtml</a>	Not applicable
Is your Club/Soc using you are using an external venue for hosting a DCU event? If yes have you notified Clubs & Socs or DCU Sports & Wellbeing so as <b>DCU's Public liability insurance</b> can be extended to this venue if required?	No

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 & Wellbeingso as <b>DCU's Public liability insurance</b> can be reviewed?	Yes, but this event will not be until December and we will be in contact with Clubs and Socs well in advance of this to ensure that we will be operating in compliance with their guidelines.
Does your club/soc have the appropriate <b>Equipment Insurance</b> to protect your equipment in the event of fire and theft? If yes please provide details.	Not applicable
Are you planning any <b>foreign trips</b> ? If so provide details of travel Insurance you have in place for this trip.	At the moment, we are not allowed to plan any external trips under Clubs and Socs travel guidelines but if this changes we will be sure to present all travel and insurance documents to Clubs and Socs.
Do your <b>Coaches/Instructors</b> have their own Professional Indemnity Insurance? If yes please attach a copy.	Yes / <b>No</b>

TRAINING & COMPETENCIES	Information
Have your committee members attended the DCU Event Management/ Health & Safety Workshop and the Incident Management workshop? Please indicate name(s) of Officers who attended.	No, but once these workshops will be held by Clubs and Socs, myself and my Vice Chair (Ruairi Flynn) and other relevant personnel on our committee shall be in attendance.
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	Not applicable
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	Not applicable
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.	We have no competency test, most of our members enter at a beginner level and we teach them skills from there.

EQUIPMENT	Information
<p><b>Types Of Equipment:</b> Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.</p>	<p><b>Equipment log (in the society's possession as of 2021):</b> 2 x Rhode NT1 A Mics  MXL V250 Condenser Microphone  Shure SM7B Mic  Yamaha TF1  Hotkey Controller  2 X KRK Rokit 5 Speakers  1 Sennheiser HD201 Headphones  3 Sennheiser HD380 Pro Headphones  4 X Sony MDR-7506 Headphones  Dell Monitor  Seagate hard-drive  Seagate hard-drive backup plus slim  M-audio Fast Track Pro Interface  2 x Computer Keyboards  Zoom H1N  2 x Sennheiser e8255 Mics  1 x AKG 220 Mics  2 X Gear 4 Music Heavy Duty Studio Mic Arm  1 x MMS Mic Arm  Millenium HA 4 4 -Channel Stereo Headphone Amplifier  KULLEN chest of drawers</p>

	<p>Podcasting system: 4x XLR cables (The SSSnake SM6BK), Behringer UMC404HD audio interface, 4x Audio-technica pro31QTR</p> <p>New studio: 2x OptiPlex 5060 Small Form Factor CTO, Dell 24 Monitor - P2419H - 60.5cm(23.8") Black 2</p>
<b>Usage of Equipment:</b> indicate how members are trained as necessary in the safe use of all equipment supplied to them	Each year, all new members are trained by our senior members on how to use and care for all of our equipment. We ensure that all members are supervised while first getting to know our equipment until they are comfortable that they can operate it alone.
<b>Equipment Log:</b> who is responsible for maintaining a register of equipment that includes purchase dates, price etc	Aisling Hurley, the society treasurer.
<b>Checking Equipment before use:</b> Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	Most of the time, this is not necessary as much of our equipment (eg. Our FM studio, podcasting equipment, cameras) are used by members on a near daily basis. However, our FM and TV managers will periodically inspect our inventory to ensure that our members are handling it in a safe and careful manner. We aim to do this on a bi-monthly basis.
<b>Storing Equipment,</b> detail how and where equipment is stored, and/or transported.	Most of our audio equipment is stored in our FM studio. The rest is stored in a storage locker in the Solas room of the U, the keys of which I am in possession of and which will only be given to our committee members.
<b>Maintenance of Equipment as per manufacturers or NGB guidelines:</b> State the name of the Officers with responsibility for equipment maintenance and regular safety checks.	Adam O' Dea and Sophie McDevitt (FM managers), Daniel Breene and Eoin Cooke (TV managers).
<b>Damaged/Unwanted equipment/Disposal of equipment:</b> State your policy for damaged or unsafe equipment and disposal of old equipment.	Any damaged or unsafe equipment will immediately be removed from the use of members and sent for repair if possible. If it is not possible to repair the equipment, we shall look into various disposal methods, with the intention of recycling all materials

	that can no longer be used. These methods will most likely vary depending on the characteristics of the equipment itself, but MPS will commit itself to disposing of all materials in the most safe and environmentally friendly manner possible.
<b>Hire of Equipment:</b> Do you plan to hire equipment for use on campus where there is a high potential risk of an 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 <a href="http://www.dcu.ie/estates/contractors.shtml">www.dcu.ie/estates/contractors.shtml</a>	Any equipment hired by MPS will be from the DCU School of Communications loan system.
<b>Loaning Equipment:</b> Please outline your policy on loaning equipment to club members; please include details of club officer responsible for overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc.	All of our members are welcome to rent out our equipment once they complete the relevant rental form. This form collects their relevant contact details as well as their student number and establishes a collection and pick up time for the equipment. Upon being picked up by a committee member, the equipment will be inspected for any damage. If the equipment has been mishandled, the renter shall be contacted and an investigation into the damage will begin. We will keep a list of all renters throughout the year (this will be made known to renters). Renters whom we have a positive experience with will be allowed to rent the equipment again (after filling out the appropriate form). Renters whom prove untrustworthy will not be allowed to rent again. Currently we have two forms for loaning equipment, one for our video equipment and one for our audio, both of which are available on the MPS website.

FIRST AID	Information
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 <a href="http://www.dcue.ie/sports-wellbeing">www.dcue.ie/sports-wellbeing</a>	Not applicable
Please indicate the committee members that have attended the Casualty Management workshop held each October.	Sarah McGuinness and Ruairi Flynn will be in attendance.
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.	Not applicable

Does your club/soc have designated Athletic Therapy & Training students? If so please state names and a summary of when they provide services.	Not applicable
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.	Not applicable
List your COVID Officers	Ruairi Flynn and Sarah McGuinness
Indicate the committee members who will complete the DCU Injury/Incident Report Form for accidents and near-misses available at <a href="https://www.dcu.ie/safety/incident_near_report_form.shtml">https://www.dcu.ie/safety/incident_near_report_form.shtml</a>	Sarah McGuinness
If you are hosting a major event First Aid Provision must be must be arranged. Please provide details of provision for events if applicable.	Not applicable

<b>RISK ASSESSMENT</b>	<b>Information</b>
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 last risk assessment document was submitting for our final event of the academic year 20/21, the DCUtv 24 hour broadcast on April 26 2021.
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Yes, our risk assessments are reviewed on a weekly basis and this is how often we aim to hold events.
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Our events officers, Muiris O' Cearbhaill and Katie Roache
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Yes
<b>CLUB/SOCIETY SPECIFIC HEALTH &amp; SAFETY INFORMATION</b>	<b>Information</b>
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)	Not applicable
<b>H&amp;S CONCERNS PROCEDURE</b>	<b>Information</b>



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.
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<b>TRIPS Checklist</b>	<b>Information</b> <i>You are advised to do a trip specific risk assessment / checklist for all individual trips</i>
<b>Trip Leaders:</b> do leaders have the necessary knowledge, experience and qualifications, where appropriate to lead a trip	
<b>Insurance:</b> Is all appropriate travel insurance for the group in place?	
<b>Risk Assessment:</b> for all activities should be undertaken and all possible control measures put in place	
<b>Dynamic Risk Assessment:</b> 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)	
<b>Safezone App:</b> Have you identified and set up the Safezone App? To find out more about setting up and using the app check the instructions at <a href="https://www.dcu.ie/ocoo/safezoneatdcu.shtml">https://www.dcu.ie/ocoo/safezoneatdcu.shtml</a>	
<b>Contingency Plans:</b> for reasonably foreseeable emergencies should be made.	
<b>Beginners/Novice to Leader ratios:</b> Ensure that this ratio is appropriate for the trip in question.	
<b>Itinerary:</b> A full trip itinerary should be prepared and circulated to all members.	
<b>Travel:</b> How the party will move between the relevant locations and who will be driving the vehicles.	
<b>Trip Membership &amp; Activity form:</b> 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 given to Siobhan Byrne, Clubs & Societies Finance Officer and 1 copy is taken on the trip.	
<b>Social:</b> You should advise your members on the following: <ul style="list-style-type: none"> <li>• Where parties can safely go and when</li> <li>• What behaviour is acceptable</li> <li>• A minimum number of people in a group</li> </ul>	
<b>Equipment:</b> This needs to be in proper working order and should be frequently checked throughout the trip	
<b>First Aid:</b> You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure.	

EMERGENCY PROCEDURE	Information
<p>Please detail your Clubs/Socs procedures to be followed in an emergency. For tips see 'Keeping it Safe' available at <a href="https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe">https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe</a></p> <p>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</p>	<p><b>Emergency Procedure</b></p> <p>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 sent to the DCU Health &amp; Safety Office.</p> <p>In the event of an emergency, please follow carefully the guidelines as detailed below</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Stop and think. Assess the situation. Stay calm.</li> <li><input type="checkbox"/> Ensure that the group is safe and accounted for.</li> <li><input type="checkbox"/> Are there any hazards present that may affect the group?</li> <li><input type="checkbox"/> Attend any casualties if it is safe to do so.</li> <li><input type="checkbox"/> Give first aid within the groups capabilities.</li> <li><input type="checkbox"/> Get expert help if required.</li> <li><input type="checkbox"/> Get/ give any third party/ witness/insurance details if necessary.</li> <li><input type="checkbox"/> Gather the information required by the Emergency Services: <ul style="list-style-type: none"> <li><input type="checkbox"/> Name(s) of group members</li> <li><input type="checkbox"/> Number of people injured</li> <li><input type="checkbox"/> Locations of group members</li> </ul> </li> </ul>

Commented [PH2]:

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Medical condition of group.</li> <li><input type="checkbox"/> First Aid given</li> <li><input type="checkbox"/> Age(s) of group members</li> <li><input type="checkbox"/> Time of accident</li> <li><input type="checkbox"/> Equipment available to group</li> <li><input type="checkbox"/> Co-operate fully with the Emergency Services.</li> <li><input type="checkbox"/> Someone from the group accompany casualties to hospital.</li> <li><input type="checkbox"/> <b>In the event of a serious accident/incident contact DCU Security on 700-5999 (available 24 hours).</b></li> <li><input type="checkbox"/> Refer all media contact to the DCU Contact person and give no comment.</li> <li><input type="checkbox"/> Make note the events leading up to the incident.</li> <li><input type="checkbox"/> Devise a plan to ensure that these events do not happen again.</li> <li><input type="checkbox"/> Communicate this plan with all members and supervise its implementation in all events moving forward.</li> </ul>
<b>CHILD PROTECTION POLICY</b>	<b>Information</b>
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 <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a>	No
Where members are under the age of 18 their parents should complete the 'Application form for new junior members', available at <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a>	Not applicable
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 <a href="https://www.sportireland.ie/Participation/Code_of_Ethics/">https://www.sportireland.ie/Participation/Code_of_Ethics/</a>	Not applicable
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	Not applicable

Are you aware of the DCU child protection policy 'Keeping Children Safe, Policies and Procedures supporting Child Protection at DCU available at <a href="http://www.dcu.ie/equality/crc.shtml">www.dcu.ie/equality/crc.shtml</a>	Not applicable
<b>Garda Vetting:</b> Have your coaches undertaken Garda Vetting by DCU? The DCU Garda Vetting policy and forms are available at <a href="http://www.dcu.ie/hr/Garda-Vetting-DCU.shtml">www.dcu.ie/hr/Garda-Vetting-DCU.shtml</a>	Not applicable

GUIDELINES FOR BEHAVIOUR	Information
<p>Please list guidelines for behaviour that club adheres to. These can be formal University, Facility or Club rules and regulations The following University documents may be useful:</p> <p>DCU Alcohol Policy, <a href="https://www.dcu.ie/students/az/alcohol-policy">https://www.dcu.ie/students/az/alcohol-policy</a></p> <p>DCU Respect &amp; Dignity Policy, <a href="http://www.dcu.ie/equality/dcu_policies.shtml">www.dcu.ie/equality/dcu_policies.shtml</a></p> <p>Student Sport Ireland Guidelines for Hosting an Intervarsity event, <a href="http://www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf">www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf</a></p>	<p>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:</p> <ul style="list-style-type: none"> <li>- Race</li> <li>- Gender</li> <li>- Sexual orientation</li> <li>- Ethnicity</li> <li>- Religion</li> <li>- Disability</li> <li>- Age</li> </ul> <p>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.</p> <p>MPS will:</p> <ul style="list-style-type: none"> <li>- Actively support the development of attractive alcohol-free cultural, social and entertainment programmes</li> <li>- Continue to prohibit the promotion of alcohol products and alcohol as an inducement to attending an event or join a club or society, alcohol sponsorship and alcohol as prizes</li> <li>- Prohibit events that encourage the rapid and/or excessive consumption of alcohol</li> <li>- Promote a healthy attitude towards consumption for our members who do drink that does not encourage "binge-drinking" or any form of dangerous consumption.</li> </ul>

DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	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 Ruairi 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.
CLUB OFFICERS	Information
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 <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a>	Not applicable



## Code of Safe Practice Action list



Club/Society: Media Production Society

Date: 12/09/2021

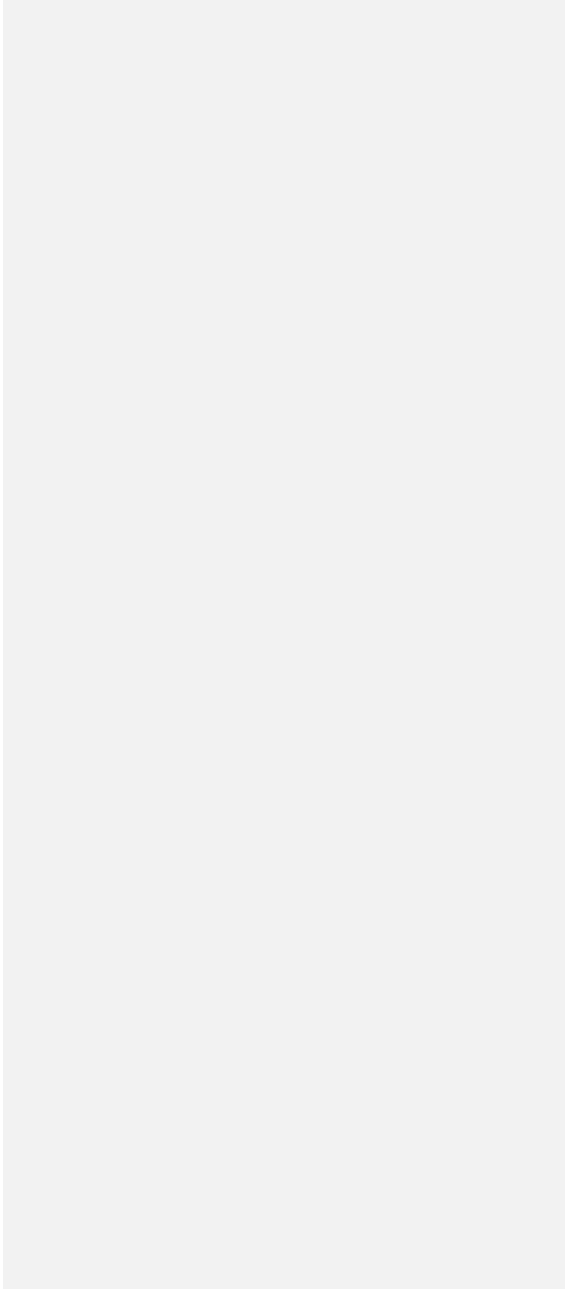
AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	Not applicable		
INSURANCE	Not applicable		
TRAINING & COMPETENCIES	Not applicable		
EQUIPMENT	Upon our return to campus, our FM and TV managers as well as our treasurer will take inventory of all of our equipment and note the condition each piece is in. All equipment that can be sent for repairs will be and any equipment that needs to be disposed of will be in a safe and environmentally conscious manner.	Aisling Hurley	05/10/2021
FIRST AID	Not applicable		
TRIPS	Our events team will be in contact with Siobhan Byrne to enquire about Clubs and Socs trip policy. They will only begin to take the necessary steps to begin planning any internal or external trip once Clubs and Socs guidelines permit this.	Katie Roache	27/09/2021

<b>RISK ASSESSMENT</b>	I will complete our annual risk assessment form for Clubs and Socs approval. From there, our events team will submit risk assessment forms for each event on a weekly basis.	Sarah McGuinness and Katie Roache	20/09/2021
<b>EMERGENCY PROCEDURE</b>	Not applicable		
<b>CHILD PROTECTION POLICY</b>	Not applicable		
<b>GUIDELINES FOR BEHAVIOUR</b>	All members will be reminded of our codes of behaviour at our OGM in October.	Ruairi Flynn	30/10/2021
<b>COMPLAINTS PROCEDURE</b>	All members will be reminded of our complaints procedure at our OGM in October.	Ruairi Flynn	30/10/2021
<b>DISCIPLINARY PROCEDURE</b>	All members will be reminded of our disciplinary procedure at our OGM in October.	Ruairi Flynn	30/10/2021
<b>CLUB OFFICERS</b>	Not applicable		
<b>OTHER</b>	Not applicable		
<b>OTHER</b>	Not applicable		
<b>OTHER</b>	Not applicable		

# 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*

<b>Hazard / Activity</b> <i>with potential to cause injury</i>	<b>Controls Already in Place</b> <i>(what actions /procedures are you already doing to minimize possibility of injury)</i>	<b>Risk Category (High/Medium/Low)</b> <i>(considering the actions / procedures you already have in place)</i>	<b>Further Controls Being Implemented To Reduce Risk</b> <i>(eg First Aid / area to be inspected prior to start Require equipment test certs etc)</i>	<b>Date to be Completed</b> <i>Can be – 1 on the day 2 every time the equipment is taken out 3 Nov xx<sup>th</sup> (If a once off task) etc</i>





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

### Outdoor Activities

### Trip Away / Night Out

<b>P</b>	<p><b>Previous</b> weather and/or water conditions            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)</p>	<p><b>Previous</b> knowledge of country/city/area            Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details etc</p>
<b>L</b>	<p><b>Local</b> knowledge            Particularly dangerous river sections/walk sections / cliffs / areas / local weather conditions</p>	<p><b>Local</b> knowledge (personal safety)            Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc</p>
<b>O</b>	<p><b>Observation</b>            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</p>	<p><b>Observation</b>            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>
<b>W</b>	<p><b>Weather</b> Forecast            Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.</p>	<p><b>Watch</b> Out            for someone becoming detached from group / wandering off / getting into arguments etc</p>
<b>D</b>	<p><b>Doubt</b>            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><b>Doubt</b>            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	OSL/DCU Clubs and Societies
Approved By	OSL/ Sports & Wellbeing Office
Date	27 <sup>th</sup> June 2019
Review Date	27 <sup>th</sup> June 2019

