



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 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. If guidelines exist they must be appended to this document.

The Code of Safe Practice must be reviewed and submitted with the grant application on an annual basis to ensure that the contents are still relevant to the activities of the society/club. If the club/society is participating in 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 Committee 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 Development Service e-mail 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, Tel: 01-700 5585
- **DCU Health & Safety Office:** Eileen Tully, DCU Health & safety Officer, e-mail eileen.tully@dcu.ie, Tel: 01-700 8896

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 the 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/studentsport/clubs.shtml

CLUB DETAILS	Information
Club/Society name:	Surf n' Sail
Date this Code of Safe Practice Completed:	09/09/2021
Outline the activities undertaken by your club/soc:	Watersports, surfing and sailing (competition and lesson based)
Name of person(s) completing this form:	Jesseka Gallagher (secretary)
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Michael Kelleher
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail eileen.tully@dcu.ie :	Michael Kelleher
Have you up-to-date copy of your club or society constitution?	Yes
Does your club/soc have an up-to-date record of names and student ID numbers of its members? Please indicate how your club records for	Yes, available on the Clubs and Socs online system.

staff, alumni, and external members are collated and where these records are kept?	
<p>Please indicate if your club/soc is aware of: DCU Clubs & Socs 'Keeping it Safe' guidance document available at http://www4.dcu.ie/studentsport/clubs.shtml Yes</p> <p>Is there a National Governing Body (NGB) for your Sport/Society : Yes</p> <p>If Yes please provide full name of NGB Irish Surfing Association (ISA), Irish Sailing (IS), Irish University Sailing Association (IUSA)</p> <p>Does your NGB have a Safety Code Yes If Yes please attach a copy to this code</p> <p>Relevant codes available at following links :</p> <ul style="list-style-type: none"> <input type="checkbox"/> Irish Surfing Association code of conduct : https://www.irishsurfing.ie/11b-79644-1bppk-7867-bpp/ <input type="checkbox"/> Irish Sailing Safety Statement : https://www.sailing.ie/Portals/0/documents/2020/Governance/Irish%20Sailing%20Safety%20Statement.pdf <p>Does your club/society comply with this NGB Safety code? Yes</p> <p>Yes, <i>Wakedock (wakeboarding company)</i> term and conditions available at the following link : https://www.wakedock.ie/pages/wakeboarding-terms-conditions</p> <p>Do you have a copy of codes of practice or regulations for facilities that you use regularly? For DCU Sport information visit www.dcu.ie/info/regulations/sports.shtml</p> <p>Royal St. George Yacht Club: https://www.rsgyc.ie/wp-content/uploads/2018/01/NtoM-4-of-2018-racing-and-training-in-the-harbour-launching-fro-slipways.pdf https://www.rsgyc.ie/wp-content/uploads/2020/07/Marine-Notice-27-of-2020-Code-of-Practice-for-the-Safe-Operation-of-Recreational-Craft-1.pdf</p>	

Does your NGB require you to take insurance? If yes please give details and attach a copy of the policy.	Yes, we have our own insurance.
Have you 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 www.dcu.ie/info/insurance.shtml	Members are made aware during transport to trip locations
Is your Club/Soc using you are using an external venue for hosting a DCU event? If yes have you notified the Sports Development Service so as DCU's Public liability insurance can be extended to this venue?	Yes
Is your Club/Soc planning to host a major event on or off campus this year? If yes have you notified the Sports Development Service so as DCU's Public liability insurance can be reviewed?	No
Does your club/soc have the appropriate Equipment Insurance to protect your equipment in the event of fire and theft? If yes please provide details.	No, we use equipment supplied by surf schools and by IUSA for sailing equipment. Committee member Sarah McArdle is in charge of maintaining surf equipment.
Are you planning any foreign trips ? If so provide details of travel Insurance you have in place for this trip.	No
Do your Coaches/Instructors have their own Professional Indemnity Insurance? If yes please attach a copy.	Yes

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 (hasn't occurred yet)
Please indicate if you committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	No (hasn't occurred yet)

Names and qualifications of coaches/instructors and indicate whether a relevant certificates verifying qualifications and insurance has been received	Sailing - Instructors with sailing teaching qualifications. Surfing - the company's instructors are ISA Approved. Both - Have qualified first aid training within the clubs & committee members.
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.	N/A

EQUIPMENT	Information
Types Of Equipment: Indicate the various types/categories of equipment and/or submit an equipment log	<ul style="list-style-type: none"> - Surfboards - Wetsuits - Sailing boats
Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them	For surfing, the school's we use hold lessons that demonstrate safe practice while surfing according to ISA training. In sailing, the committee's instructors indicate safe practice while training also.
Equipment Log: who is responsible for maintaining a register of equipment that includes purchase dates, price etc	The equipment we use for surfing is rented from various surf schools, and the sailing equipment is provided by the Royal St. George sailing club in Dunleary and by IUSA for intervarsities. The Equipment Officer keeps track of the clubs equipment
Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	The surf equipment is checked regularly by the surf schools. The sailing equipment is maintained by the sailing club and by the universities in IUSA, however the boats are checked by the captain, vice-captain and training captain at events.
Storing Equipment, detail how and where equipment is stored, and/or transported.	Surf equipment is kept by the surf schools, sailing equipment is kept in Dunleary

Maintenance of Equipment as per manufacturers or NGB guidelines: State the name of the Officers with responsibility for equipment maintenance and regular safety checks.	n/a
Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.	Any old or damaged equipment would be disposed of in the skip provided by the Clubs and Socs office.
Hire of Equipment: 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 www.dcu.ie/estates/contractors.shtml	No, all activities take place off campus.
Loaning Equipment: 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.	We don't load equipment

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 is available from Keeping it Safe guidelines.	Jesseka Gallagher Aoife Nash
Please indicate the committee members that have attended the Incident Management workshop held each October.	(hasn't been run yet)
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.	Aoife Nash (REC 3)
Does your club/soc have designated Athletic Therapy & Training students? If so please state names and a summary of when they provide services.	N/A
Please indicate the committee member that is responsible for ensuring that the club has a fully stocked first aid kit.	Sarah McArdle Jesseka Gallagher

Indicate the committee members who will complete the DCU Injury/Incident Report Form for accidents and near-misses	Sarah McArdle Jesseka Gallagher
If you are hosting a major event First Aid Provision must be 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 attach a copy (see template at end of this document)	Yes (provided in a separate document)
Are Risk Assessments recorded and regularly reviewed?	Yes, reviewed each semester.
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 Sport or the development of their sport that requires action.	-
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	Identifying any medical conditions prior to engaging in any activity. Identifying those with first aid training who are able to step in as first responders Demonstrating safe practice amongst other club members when participating in the sport.

TRIPS Checklist	Information
	<i>You are advised 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
Insurance: Is all appropriate travel insurance for the group in place?	Yes
Risk Assessment: for all activities should be undertaken and all possible control measures put in place	Yes

<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, we have a dynamic risk assessment - in which for surfing, the surf school company will not take us into the water if they deem it is unsafe (in accordance with ISA regulations).</p>
<p>Contingency Plans: for reasonably foreseeable emergencies should be made.</p>	<p>First aid responders & first aid kit are available</p>
<p>Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.</p>	<p>For sailing yes, for surfing- no, it is not necessary as we surf separately with qualified instructors as part of a school.</p>
<p>Itinerary: A full trip itinerary should be prepared and circulated to all members.</p>	<p>Itineraries are always circulated to members via a private facebook event page, trip group chats and by email. The itinerary is also included in the brief given to members orally on the transport to the trip. If there are any other specific events planned during the trip, members will be notified in person by the surf captain (or other committee member) and via a social media groupchat (made prior to all surfing trips).</p>
<p>Travel: How the party will move between the relevant locations and who will be driving the vehicles.</p>	<p>Transport is always planned well in advance of trips. We book a bus with reputable companies to ensure the safety of our members.</p>
<p>Trip Membership & 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 given to Siobhan Byrne, Clubs & Societies Finance Officer and 1 copy is taken on the trip.</p>	<p>Yes, this is provided before every trip.</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>We always brief our members on the rules of the accommodation and of the surf schools (as forwarded to us by the management of these parties) on route to the trips. We also remind our members of their responsibility to mind their personal belongings, etc. and the expectations that the club, and university, has of them regarding behaviour. Antisocial or discriminatory behaviour of any kind is not acceptable. The damaging of anyone's property, be it of members, surf club or accommodation company, is unacceptable. Any breach of these rules and</p>

	regulations will result in being banned from the club and further surfing/sailing trips/events.
Equipment: This needs to be in proper working order and should be frequently checked throughout the trip	This is thoroughly checked by the surf schools before lessons
First Aid: You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure.	We have several members with up to date first aid training. At surf and sail events there are first aiders provided.

EMERGENCY PROCEDURE	Information
<p>Please detail your Clubs/Socs procedures to be followed in an emergency. For tips see 'Keeping it Safe' available at www.dcu.ie/studentsport/clubs.shtml</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>Emergency Procedure</p> <p>For all the planning and preparation, there still exists the possibility of emergencies occurring. . All Accident and Incidents must be reported on the DCU Accidents report Form to the DCU Health & Safety Officer, Eileen Tully. In the event of an emergency, please follow carefully the guidelines as detailed below</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stop and think. Assess the situation. Stay calm. <input type="checkbox"/> Ensure that the group is safe and accounted for. <input type="checkbox"/> Are there any hazards present that may affect the group? <input type="checkbox"/> Attend any casualties if it is safe to do so. <input type="checkbox"/> Give first aid within the groups capabilities. <input type="checkbox"/> Get expert help if required. <input type="checkbox"/> Get/ give any third party/ witness/insurance details if necessary. <input type="checkbox"/> Gather the information required by the Emergency Services: <ul style="list-style-type: none"> <input type="checkbox"/> Name(s) of group members <input type="checkbox"/> Number of people injured <input type="checkbox"/> Locations of group members <input type="checkbox"/> Medical condition of group. <input type="checkbox"/> First Aid given <input type="checkbox"/> Age(s) of group members <input type="checkbox"/> Time of accident

	<ul style="list-style-type: none"> <input type="checkbox"/> Equipment available to group <input type="checkbox"/> Co-operate fully with the Emergency Services. <input type="checkbox"/> Someone from the group accompany 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 the DCU Contact person and give no comment.
CHILD PROTECTION POLICY	Information
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/studentsport/clubs.shtml	no
Where members are under the age of 18 by the 10th of October their parents should complete the 'Application form for new junior members', available at www.dcu.ie/studentsport/clubs.shtml	-
Are you aware of the Irish Sports Councils guidance on developing good practice for safeguarding children, through their 'Code of Ethics and Good Practice for Children's Sport in Ireland, available at http://www.irishsportsCouncil.ie/Participation/Code_of_Ethics/	-
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	-
GUIDELINES FOR BEHAVIOUR	Information
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: OSL Alcohol Policy, www.dcu.ie/pdf/dcu_alcohol_policy.pdf DCU Respect & Dignity Policy, www.dcu.ie/equality/dcu_policies.shtml	<ul style="list-style-type: none"> -No smoking indoors - Music to be turned down in accordance with the noise cut off point, indicated by the management of the accommodation. - no deliberate damage to anyone's property, be it a member's, surf club or accommodation company. - no harassment, discrimination, victimisation or bullying. Any antisocial behaviour will not be tolerated.

DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	Suspension from all or some club activity, ie. banned from trips but allowed to attend dcu based events or fully banned from any Surf n' Sail activities.

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 chapter 3 of Guide to Being the Best' available at www.dcsu.ie/resources-page/	<p>Roles such as, surf captain & Sail captain (Aoife Nash & Chandler O'Rourke), equipment manager (Sarah McArdle) and chairperson (Michael Kelleher) are all roles that specifically relate to health and safety.</p> <p>Regarding events/trips, members should contact any one of the Surf n' Sail committee members; Jesseka Gallagher, Cíara McDonnell, Aoife Nash, Sarah McArdle, Chandler O'Rourke, Amy Keyes O'Rourke, Maeve Power, Wojtek Sychowicz & Chairperson Michael Kelleher, the Clubs officer Siobhán Byrne, health & Safety Officer Eileen Tully and any parent/guardian which has been listed along with the members details prior to the event/trip.</p>



Code of Safe Practice Action list



AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	Ensure updates forms and details of the committee are uploaded to the club and socs online system.	chairperson	start of semester
INSURANCE	indemnity letters	sailing captain	prior to trips

TRAINING & COMPETENCIES	sailing training	sailing captain	weekly
EQUIPMENT	maintain an up to date list of equipment	equipment officer	monthly
FIRST AID	records of any persons with first aid training on every trip	surf/sail captain	prior to trips
TRIPS	members details inc. emergency contact on the club drive	surf/sail captain	prior to trip
RISK ASSESSMENT	updated at the beginning of semester one	chairperson	beginning of academic year
EMERGENCY PROCEDURE	committee meeting carried out weekly, trips are planned bearing first aid training and potential emergencies that may arise in mind. One club member who decides to drive is made aware they may be responsible to give transport to someone who requires further medical attention.	chairperson /sail/surf captain	prior to every trip/event
CHILD PROTECTION POLICY	N/A		
GUIDELINES FOR BEHAVIOUR	discussed weekly at meetings	full committee	weekly
COMPLAINTS PROCEDURE	confidentiality is maintained where appropriate, discussed where necessary during committee meetings	full committee	weekly/monthly
DISCIPLINARY PROCEDURE	vote is carried out to decide action necessary	full committee-chairperson	when appropriate
CLUB OFFICERS	make contact at the beginning of the year	chairperson	start of semester

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

Outdoor Activities

Trip Away / Night Out

P	<p>Previous 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>Previous knowledge of country/city/area Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details etc</p>
L	<p>Local knowledge Particularly dangerous river sections/walk sections / cliffs / areas / local weather conditions</p>	<p>Local knowledge (personal safety) Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc</p>
O	<p>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</p>	<p>Observation 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 Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.</p>	<p>Watch Out for someone becoming detached from group / wandering off / getting into arguments etc</p>
D	<p>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!)</p>	<p>Doubt IF IN DOUBT- GET THEM OUT! – have a BACK UP Plan (even if it is taxis home / back to accommodation)</p>