



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 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 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:** Molly Moran, Senior Sports Development Officer, Sports & Wellbeing, e-mail molly.moran@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:	DCU Sub-Aqua Club
Date this Code of Safe Practice Completed:	18-Oct-2022
Version Reference:	Version 1
Outline the main activities undertaken by your club/soc:	Scuba-diving, Snorkelling and Underwater Hockey
Name of person(s) completing this form:	Conor Meyler
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Conor Meyler / CJ Mooney
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Conor Meyler / CJ Mooney

Have you uploaded a copy of your club or society constitution?	Yes
Please indicate if your club/soc is familiar with: DCU Clubs & Socs 'Keeping it Safe' guidance document available at: https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe Yes	
Is there a National Governing Body (NGB) for your Sport/Society:	Yes
If Yes please provide full name of NGB and website: Diving Ireland (http://www.diving.ie)	
Does your NGB have a Safety Code:	Yes
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
Do you have a copy of codes of practice or regulations for facilities that you use regularly?	Yes

INSURANCE	Information
Does your NGB require you to take insurance? If yes please give details and attach a copy of the policy.	Yes each member has their own personal insurance cover as part of membership that covers diving activities world wide
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	All new DCUSAC members are made aware of the DCU Student's Personal Accident and insurance as well as the specific one related to snorkelling and diving activities under Diving Ireland at our first information session. For returning members, same rules apply. This is covered in depth at our theory lectures and then again on dive sites.
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?	No Events are organised only trips away and training and social outings
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?	No major events planned – only club training trips

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.	We are covered by Diving Ireland and have policies with Craft Insurance paid annually, possibly also partly Covered by DCU
Are you planning any overseas trips ? If so, provide details of travel Insurance you have in place for this trip.	No, (excluding Northern Ireland)
Do your Coaches/Instructors have their own Professional Indemnity Insurance? If yes please attach a copy.	Yes - Each member is covered under Diving Ireland's Policy including instructors

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.	N/A
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	We hold regular briefings; our training covers all best practice and safety issues
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	All the following are Instructors/Examiners, Leading Instructor: Aoibheann Bird Examining Instructor: Emmet O'Reilly Instructor: Conor Meyler, Chris English, Alizee Leleu, Harry Croinn, Philip Smyth Assistant Instructor: Matthew Fitzpatrick Proof of qualifications has been verified as each member has a diving Logbook with lists all qualifications and includes certificates.
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.	All new members must pass a pool snorkel test, pool dive test, fitness test and complete 3 open water snorkels before being allowed to participate in diving activities. Returning members must pass an annual fitness test and complete (minimum) 3 open water snorkels before being allowed to participate in diving activities. All members must also pass a medical.

EQUIPMENT	Information
Types Of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	1 Ridged inflatable boat with 150HP petrol engine, 2 petrol compressors, snorkelling, diving gear and various diving supporting equipment (Please see equipment log for full details)
Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them	All are suitable trained by instructors in club
Equipment Log: who is responsible for maintaining a register of equipment to include purchase dates, price etc	Equipment officer (EO)
Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	All equipment is tested by the user and their dive buddy prior to use in what's called a "buddy check" which must take place before each dive. All equipment must also be serviced annually by a certified and registered dive shop. It is the responsibility of the equipment officer to ensure all equipment has been serviced within the past 12 months.
Storing Equipment, detail how and where equipment is stored, and/or transported.	In a shipping container at DCU sports grounds and Malahide Marina.
Maintenance of Equipment as per manufacturers or NGB guidelines: State the name of the Officers with responsibility for equipment maintenance and regular safety checks.	The Equipment Officer is Daraigh O'Toole.
Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.	Either fix it or make unusable and dispose of it in a responsible manner
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	NO
Loaning Equipment: Please outline your policy on loaning equipment to club members; please include details of the club officer responsible	Prior to any diving or snorkelling activities the members must get permission off the Diving officer (person in charge of club) and arrange to meet someone with keys to the container (most committee members and / senior club members) they then check

for overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc.	that the equipment is suitable and fit for usage prior to borrowing it and inform EO if it is found to be otherwise. Equipment is then signed out using sheets at the container so all equipment can be located/accounted for.
--	--

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 www.dcu.ie/sports-wellbeing	We have 10 divers who have undertaken a Diver First Responder (DFR) and a few who are Rescue Divers. We also have one DFR instructor in the club. All of the above can administer CPR EAR 1st aid O2 and AED's etc. All instructors have done a DFR course which is Phecc approved
Please indicate the committee members that have attended the Casualty Management workshop held early in Semester 1.	N/A
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.	Rescue divers and DFR are equivalents to REC. The following are certified; Aoibheann Bird, Conor Meyler, Chris English, Alizee Leleu, Harry Croinn, Philip Smyth Matthew Fitzpatrick,
Does your club/soc have designated Athletic Therapy & Training students? If so please state names and a summary of when they provide services.	No
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.	The Safety Officer is CJ Mooney
List your COVID Officers	Aoibheann Bird, Conor Meyler, Chris English, Matthew Fitzpatrick, Michael Mullarkey, Pavel Stratan, Phillip Smyth

Indicate the committee members who will complete the DCU Injury/Incident Report Form for accidents and near-misses available at https://www.dcu.ie/safety/incident_near_report_form.shtml	Conor Meyler – Diving Officer
If you are hosting a major event First Aid Provision must be arranged. Please provide details of provision for events if applicable.	Noted, None planned to date

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 - Please see below for our general risk assessment. A dynamic risk assessment is conducted at the start of each activity.
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Yes, the morning of the dive a recognisance (Reci) visit is made to potential dive sites to determine safe access and egress routes as well as sea and prevalent environmental factors (winds, tides, rain etc.)
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	The Diving Officer and anyone of Diver 2 Star grade and above.
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Yes, done on dive site brief (templates available)
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)	
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	We at DCU SAC very much encourage our members at all level to approach any senior member of the club if they identify any H&S concerns. We even have a dedicated debrief at the end of every Diving activity to take time and talk about what we did and can it be done better.

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
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	OK
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)	OK
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	Yes
Contingency Plans: for reasonably foreseeable emergencies should be made.	Emergency plan is always available in designated emergency vehicle. All this info is communicated to members during the dive brief which takes place every morning and before any diving activities
Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.	1:1 when in water
Itinerary: A full trip itinerary should be prepared and circulated to all members.	It is
Travel: How the party will move between the relevant locations and who will be driving the vehicles.	Private member's vehicles, fully licensed and insured drivers
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.	Club treasurer and diving officer on duty
Social: You should advise your members on the following: <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 	We do
Equipment: This needs to be in proper working order and should be frequently checked throughout the trip	It is

<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>We do</p>
---	--------------

EMERGENCY PROCEDURE	Information
<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/dcuclubssocsoperationsmanual20/keeping-it-safe</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 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.</p> <p>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 group's 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 the group. <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.

	<ul style="list-style-type: none"> ❑ 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.
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/sports-wellbeing	We have one under 18. Unable to find form
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	Noted
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/	Yes
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	Yes, Diving Ireland has policies in place and they are available online
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	Yes
GUIDELINES FOR BEHAVIOUR	Information
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	We aim to comply with international best practice and we feel that we comply with all Diving Ireland and DCU policies.

<p>DCU Respect & Dignity Policy, https://www.dcu.ie/advice/respect-dignity</p> <p>Student Sport Ireland Guidelines for Hosting an Intervarsity event, www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf</p>	
--	--

DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	As per attached Diving Ireland requirements

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>(Chairperson) Leo Branagan leobranagan1@gmail.com (Secretary) Conor Furniss conor.furniss2@mail.dcu.ie (Treasurer) Ruadhan Clarke ruadhan.clarke47@mail.dcu.ie (Diving Officer) Conor Meyler conor.meyler2@mail.dcu.ie (Snorkelling Officer) Gavan Flinter gavan.flinter3@mail.dcu.ie (Training Officer) Alizee Leleu alizee.leleu2@mail.dcu.ie (Ents Officer) Matthew Fitzpatrick matchewfitz@gmail.com (Equipment Officer) Daraigh O'Toole daraigh.eglingtonotoole2@mail.dcu.ie (Boat Officer) Paul Stratan pavel.statan2@mail.dcu.ie (Safety /Children's Officer) CJ Mooney charlottejane.mooney36@mail.dcu.ie (Webmaster) Niall Ryan aoifekane02@gmail.com (President) Johann Issartel johann.issartel@gmail.com (PRO) Aoife Kane aoifekane02@gmail.com (Underwater Hockey Officer) Jessica Riordan jessica.riordan8@mail.dcu.ie (1st year rep) Lorcan O'Reilly lorcan.oreilly46@mail.dcu.ie</p>



Code of Safe Practice Action list



Club/Society: _____

Date: _____

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES			
INSURANCE			
TRAINING & COMPETENCIES			
EQUIPMENT			
FIRST AID			
TRIPS			
RISK ASSESSMENT			
EMERGENCY PROCEDURE			
CHILD PROTECTION POLICY			
GUIDELINES FOR BEHAVIOUR			

COMPLAINTS PROCEDURE			
DISCIPLINARY PROCEDURE			
CLUB OFFICERS			
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 – 1 on the day 2 every time the equipment is taken out 3 Nov xxth (If a once off task) etc</i>
Training and Competency				
Non swimmers Drowning	On the first night, all candidates must be assessed for swimming ability. Those who cannot swim, may not do the course. During the swim test, people on the poolside and in the water should be ready to provide assistance if required. Be aware of where pool rescue equipment, such as buoyancy aids are positioned.	Low	None identified	Ongoing training and day of activity
Inexperienced club member	Safety procedures explained in full to all club members. Dive Leaders satisfied that the difficulty is suitable for inexperienced members.	Low	None identified	Ongoing training and day of activity

	Dive activities will be assessed to ensure suitability for all members.			
Group Separated/lost member	<p>Group trained to stay in assigned groups.</p> <p>If an individual is separated they are trained to look around them for 30 secs then proceed to the surface at an ascent rate of 10metres a minute, omitting their safety stop. Buddy will do the same and they meet on the surface.</p> <p>Shore marshal keeps a log of dive groups and times in the water, emergency services called if group does not return within 5 minutes of max dive time.</p>	Low	None identified	Ongoing training and day of activity
Adverse Weather	<p>Weather and tidal forecast checked in advance of setting out.</p> <p>Dynamic risk assessment conducted on the day at the location to check actual weather and water conditions, entry & exit points.</p> <p>All club members dressed appropriately for temperature/conditions.</p>	Medium	<p>Visual inspection of dive site prior to setting off.</p> <p>Depth and time of dives clearly communicated to all club members at dive brief. Buddy system used for all members.</p>	At preplanning stage and day of activity

<p>Poor sea conditions / Current / Poor visibility</p> <p>Buddy separation underwater. Separation from boat. Drowning. Injury due to exit from sea to shore.</p>	<p>Separation procedure to be covered in the brief. Dive leader to keep trainee close by at all times. Dive leader to inform Cox what their intended course is and to stick to it. Cox to take account of current and not just wind and follow bubbles. Dive leader to deploy SMB if necessary. Dive leader recommended to carry a whistle or other similar devices.</p>	<p>Medium</p>	<p>Visual inspection of dive site prior to setting off.</p> <p>Depth and time of dives clearly communicated to all club members at dive brief. Buddy system used for all members.</p>	<p>At preplanning stage and day of activity</p>
<p>Dive Leaders not available without notice</p>	<p>Club / Diving Ireland rules specify that Dive Leaders must be present for activity to take place.</p> <p>If Dive Leader is not present activity must be rescheduled.</p>	<p>Low</p>	<p>None identified</p>	<p>Day of activity</p>
<p>Group Size</p>	<p>Minimum group size is 2 persons. Activity will be cancelled if numbers are not adequate.</p>	<p>Low</p>	<p>None identified</p>	<p>Day of activity</p>
<p>Manual handling of cylinders and weights.</p> <p>Injury to the back.</p>	<p>When lifting equipment, person should bend their knees, keep their back straight and lift using their legs.</p> <p>Where possible, two people should lift heavy equipment.</p>	<p>Medium</p>	<p>None identified</p>	<p>Day of activity</p>
<p>Insurance</p>	<p>All members must have paid subscriptions with Irish Underwater Council to attend activities.</p>	<p>Low</p>	<p>Travel insurance purchased if required.</p>	

	<p>Rules and regulations of IUC must be followed.</p> <p>Non DCU students are not permitted to take part in activities.</p>			
Equipment				
Equipment servicing	<p>Equipment serviced as per manufacturers instructions and by a qualified agent.</p> <p>Completed at the start of every dive season and regularly throughout the year.</p>	Low	All equipment to be visually checked prior to entering water	Annually and ongoing
Equipment Check prior to trip	Regulators, cylinders, buoyancy compensator devices and oxygen checked several days before trip to ensure all components are in perfect working order.	Low	All equipment to be visually checked prior to entering water	1 week ahead of trip and on day of activity.
Packing equipment from storage facility	<p>Equipment moved to destination only in road worthy vehicles with appropriate stowage etc.</p> <p>Members are trained to secure trailers to vehicles.</p>	Low	<p>Club officer to ensure there are adequate number of vehicles to move gear safely to destination ahead of time.</p> <p>If not suitable, vehicle must be hired in advance or trip cannot go ahead</p>	1 week ahead of trip
Travelling to destination	Vehicles are appropriately taxed, insured and drivers must drive with care and attention.	Low	Plan journey to allow adequate rest breaks for driver	1 week ahead of trip

Parking and unpacking vehicles	Cars will be parked/unloaded in a safe and legal location.	Low	Appropriate parking and unloading area to be identified prior to setting out on trip and location to be communicated to all club members.	
Using Compressor and refuelling	Competent persons operating well maintained equipment which is inspected prior to usage who follow manufactures instructions of operation	Medium	Suitable Fire extinguisher(s) and Fire extinguisher training should be provided	Safety discussion held before starting compressor
First Aid				
Inadequate First Aid	A first aider must be present at all club activities. First Aid kit checked and replenished prior to every trip. Oxygen kit must be brought on all dive activities, every club member is trained to use it.	Low	None identified	
Emergency Procedure				
General emergencies	All members are able to swim and complete a fitness test each year. All members have practised safety drills in swimming pool with instructors. Group leader equipped with appropriate rescue equipment including knife.	Medium	At least one person trained in first aid should be present on all trips. Dynamic risk assessment to identify emergency procedure for the exact conditions. Arrangements for emergency services if required are agreed particularly area description,	1 week ahead of trip and on day of activity.

	<p>Shore marshal/coxswain equipped with mobile phone/VHF, emergency plan, oxygen kit</p> <p>Self-rescue techniques taught and practised in controlled conditions.</p>		<p>conditions for EMTs, distance from hospital.</p>	
<p>Cold water / Wind chill</p> <p>Hypothermia</p> <p>Reg free flow Increased DCS risk</p>	<p>Divers to wear adequate thermal protection on way to dive site, while in the water and after dive (wetsuit, wind breaker jacket, hat).</p> <p>NDL to be reduced for dives in cold water.</p> <p>Dive to be aborted when trainee signals that they are cold.</p>	<p>Medium</p>	<p>At least one person trained in first aid should be present on all trips.</p> <p>Dynamic risk assessment to identify emergency procedure for the exact conditions.</p> <p>Arrangements for emergency services if required are agreed particularly area description, conditions for EMTs, distance from hospital.</p>	<p>1 week ahead of trip and on day of activity.</p>
<p>Stress / Panic</p> <p>Increased breathing.</p> <p>Forgetfulness.</p>	<p>Gradual building up of experience in pool and sea.</p> <p>Practice of skills in pool leads to increased confidence.</p> <p>Dive leader to observe trainee for signs of stress and to abort the dive if necessary.</p>	<p>Medium</p>	<p>None identified</p>	<p>1 week ahead of trip and on day of activity.</p>
<p>Exceeding depth</p> <p>Panic. Drowning.</p>	<p>Dive site to be chosen by dive leader so that the depth cannot be exceeded.</p>	<p>Low</p>	<p>At least one person trained in first aid should be present on all trips.</p>	<p>1 week ahead of trip and on day of activity.</p>

			<p>Dynamic risk assessment to identify emergency procedure for the exact conditions.</p> <p>Arrangements for emergency services if required are agreed particularly area description, conditions for EMTs, distance from hospital.</p>	
<p>Out of air / Reg failure</p> <p>Drowning.</p>	<p>Air supply to be continuously monitored particularly towards the end of the dive.</p> <p>Dive leader to carry an alternate source of emergency air supply, such as an Octopus reg, Air 2, AutoAir or ideally an independent air cylinder and regulator.</p>	Low	<p>At least one person trained in first aid should be present on all trips.</p> <p>Dynamic risk assessment to identify emergency procedure for the exact conditions.</p> <p>Arrangements for emergency services if required are agreed particularly area description, conditions for EMTs, distance from hospital.</p>	1 week ahead of trip and on day of activity.
<p>Ear squeeze</p> <p>Burst eardrum. Hearing loss.</p>	<p>Dive brief to cover method of equalisation to avoid ear damage.</p> <p>Trainees not to dive if they cannot equalise (head cold).</p> <p>Trainee to equalise continuously during the descent.</p>	Low	None identified	
Suit squeeze	Dive brief to cover how to avoid suit squeeze by using inflation hose.	Low	None identified	

Bruising. Buoyancy loss.	Weightbelt to be tightened to overcome suit shrinkage.			
Mask squeeze Facial / Eye Bruising.	Dive brief to cover how to avoid mask squeeze. Descent to be at a controlled rate.	Low	None identified	
Burst Lung Death. Paralysis.	Trainees to be instructed to never hold their breath, but to breathe normally at all times. Pool and sea brief to include reminder on how to avoid burst lung. Ascend at the rate of 10 metres per minute, or as directed by the trainees dive computer. Smoking is to be discouraged.	Medium	DFR Course to be ran by a PHECC certified instructor for all club members	15th of January 2023
Decompression sickness (DCS) Death. Paralysis.	Ascent rates to be at the rate of 10 metres per minute, or as directed by the dive computer. NDLs to be stepped back for safety, especially if water is cold or there is a current. Safety stop recommended after every dive. Best practice advice for the avoidance of DCS to be followed (hydrate, plenty of rest, etc).	Medium	DFR Course to be ran by a PHECC certified instructor for all club members	15th of January 2023

<p>Gas toxicity Death. Headache.</p>	<p>If using Nitrox, gas must be analysed and with no potential to exceed 1.4 bar O₂.</p> <p>Cylinder must be filled using a well maintained compressor.</p>	<p>Low</p>	<p>DFR Course to be ran by a PHECC certified instructor for all club members</p>	<p>15th of January 2023</p>
<p>Pregnancy Damage to the fetus.</p>	<p>It is recommended not to dive when pregnant.</p> <p>If diving takes place, it is advisable to limit the depth and reduce the dive time so as to reduce the risk of Decompression Illness.</p>	<p>Low</p>	<p>None identified</p>	
<i>Guidelines for Behaviour</i>				
<p>Inappropriate behaviour by club member</p>	<p>All club members advised of guidelines for behaviour and disciplinary procedures for breaches.</p> <p>Non club members are not permitted to take part in club activities.</p> <p>Members who behave in a manner that may place their safety or the safety of others at risk will be asked to leave.</p> <p>Members are not permitted to partake in activity if they are suspected or known to have consumed alcohol or drugs.</p>	<p>Low</p>	<p>Certain activities may attract poor behaviour. Dynamic risk assessment to take account of all factors.</p>	

Site Specific Hazards				
Slips, trips, falls. Wet pool sides	Include the need for care to be taken by candidate during brief. Carefully walk back ways when wearing fins.	Medium	Dynamic Risk Assessment to be conducted on the day prior to anyone entering water.	At preplanning stage and day of activity
Slipway / Shore dives Falling into water and risk of drowning. Slipping and injuring body. Injury due to contact with boat trailers or cars.	Care should be taken by all people when operating on the slipway. Care should be exercised when walking to the dive entry site. Take extra care when slippery algae is visible at the low tide mark. Do not work near the waters edge with open drysuits. The wearing of lifejackets is advised.	Low	Dynamic Risk Assessment to be conducted on the day prior to anyone entering water.	At preplanning stage and day of activity
Falling overboard Drowning. Bodily injury from contact with moving boat.	Dry suits to be zipped up when in the boat. Lifejackets to be worn as per legislation. Coxswain to drive at a comfortable speed to ensure passenger safety. All passengers to hold on when boat is moving.	Low	Dynamic Risk Assessment to be conducted on the day prior to anyone entering water.	At preplanning stage and day of activity
Propeller Risk of laceration, amputation or death.	All divers to be aware of their position in relation to the propeller. Dive leader to use a surface marker buoy (smb) if required. Coxswain to take extreme care when motoring in the vicinity of divers. Boat in neutral when dropping off and picking up divers. Fly the A-flag to warn off other boats. Look out for bubbles. If	Low	Dynamic Risk Assessment to be conducted on the day prior to anyone entering water.	At preplanning stage and day of activity

	you are over bubbles, leave boat in neutral and drift off.			
Water Bourne Diseases	<p>All members advised of dangers, avoidance, symptoms and treatment of water borne diseases.</p> <p>Never drink water from lake or river.</p> <p>Cover cuts and abrasions with waterproof plasters.</p> <p>Wear suitable footwear when walking in water.</p> <p>Hose down all equipment after use.</p> <p>Wash and dry all clothing before reuse.</p>	Low	Dynamic risk assessment to be conducted on day of activity particularly in identifying algae bloom	Ongoing training and assessment of water on day of activity.
Water specific hazards	<p>Proposed trip route is preplanned and communicated with all members.</p> <p>Snorkel/dive plan communicated to all club members.</p> <p>Responsible person told about activity and when you are due back.</p> <p>Local knowledge sought at planning stage if possible.</p>	Low	Dynamic Risk Assessment to be conducted on the day prior to anyone entering water.	At preplanning stage and day of activity

Underwater Hockey				
Head Strikes from flicking of puck or kick of opponent fins	Educate all members to flick puck responsibly and protect their own heads if required	Medium	DFR Course to be ran by a PHECC certified instructor for all club members to treat injuries if required	15th of January 2023
Slips trips and falls from wet floor around perimeter of pool	Put wet floor signs up. Keep pool perimeter dry. Avoid walking on wet floor.	Low	None identified	Ongoing training and day of activity
Risk of drowning	Ensure club members have correct snorkel gear and are water fit	Low	None identified	Ongoing training and day of activity
Hand injuries from stick and puck contact	All players to wear protective glove, designed to take strong impact	Low	None identified	Ongoing training and day of activity
Back Injury from lifting of goals in and out of the water	Educate members on correct manual handling procedures, all goals to be lifted by two people	Low	None identified	Ongoing training and day of activity
Psychological well being	Regular communication is in place (individual and group) to ensure members are kept informed about policies and procedures for returning	Low	None identified	Ongoing

	to play safely and how to raise any concerns they may have.			
Covid - 19				
Virus transmission due to lack of coordinated approach to management of RTP	Following Government guidelines, Covid officers at all sessions	Low	None identified	Ongoing


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

Outdoor Activities

Trip Away / Night Out

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)	Previous knowledge of country/city/area Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details etc
L	Local knowledge Particularly dangerous river sections/walk sections / cliffs / areas / local weather conditions	Local knowledge (personal safety) Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc
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	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.
	Weather Forecast	Watch Out

W	Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.	for someone becoming detached from group / wandering off / getting into arguments etc
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!)	Doubt IF IN DOUBT- GET THEM OUT! – have a BACK UP Plan (even if it is taxis home / back to accommodation)

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 th June 2019	
Review Date	23rd August 2023	