



## 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 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 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 Kierans, DCU Health & Safety Manager, e-mail [safety@dcu.ie](mailto:safety@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 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 DETAILS	Information
Club/Society name:	<b>DCU Sub-Aqua Club</b>
Date this Code of Safe Practice Completed:	<b>08-Jul-2020</b>
Version Reference:	<b>Members undertake the full snorkel and scuba training programme, including lectures and pool exercises. They are taught the procedures, safety precautions needed, to become safe and proficient scuba divers.</b>
Outline the main activities undertaken by your club/soc:	<b>Scuba-diving</b>
Name of person(s) completing this form:	<b>Christopher English</b>
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	<b>Christopher English / Samira Issartel</b>

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> :	<b>Christopher English / Samira Issartel</b>
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 staff, alumni, and external members are collated and where these records are kept?	Yes, Excel Sheets available to committee members via club website and Irish Underwater Council website.
<p>Please indicate if your club/soc is aware of: DCU Clubs &amp; Socs 'Keeping it Safe' guidance document available at: <a href="http://www4.dcu.ie/studentsport/clubs.shtml">http://www4.dcu.ie/studentsport/clubs.shtml</a> <b>YES</b></p> <p>Is there a National Governing Body (NGB) for your Sport/Society:      Yes / <del>No</del></p> <p>If Yes please provide full name of NGB and website: The Irish Underwater Council (CFT)</p> <p>Does your NGB have a Safety Code:                      Yes / <del>No</del></p> <p>If Yes please attach a copy to this code or provide a web link to the policy: attached</p> <p>Does your club/society comply with this NGB Safety code?                      Yes / <del>No</del> / Not applicable</p> <p>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 / <del>No</del> / Not applicable</p>	

<b>INSURANCE</b>	<b>Information</b>
Does your <b>NGB</b> 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 <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>	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 The Irish Underwater Council 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 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 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 <b>DCU's Public liability insurance</b> can be reviewed?	No major events planned – only club training trips
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.	We are covered by CFT and have policies with Mardon Marine paid annually, possibly also partly Covered by DCU
Are you planning any <b>foreign trips</b> ? If so provide details of travel Insurance you have in place for this trip.	No, (excluding Northern Ireland)
Do your <b>Coaches/Instructors</b> have their own Professional Indemnity Insurance? If yes please attach a copy.	Yes / <del>No</del> - Each member is covered under CFT'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 name(s) of Officers who attended.	Equipment Officer, Nygell Young
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 of the following are Monitor Level 2 Instructors/Examiners, Aoibheann Bird, Emmet O' Reilly, Brian Stone. Proof of qualifications has been verified as each member has a diving Log book 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.
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<b>EQUIPMENT</b>	<b>Information</b>
<b>Types Of Equipment:</b> Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	<b>1 Ridged inflatable boats with petrol engines, petrol compressor, snorkelling and diving gear</b>
<b>Usage of Equipment:</b> indicate how members are trained as necessary in the safe use of all equipment supplied to them	<b>All are suitable trained by instructors in club</b>
<b>Equipment Log:</b> who is responsible for maintaining a register of equipment that includes purchase dates, price etc	<b>Equipment officer</b>
<b>Checking Equipment before use:</b> Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	<b>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.</b>
<b>Storing Equipment,</b> detail how and where equipment is stored, and/or transported.	<b>In a shipping container at DCU sports grounds and Malahide Marina.</b>
<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.	<b>The Equipment Officer is Nygell Young.</b>
<b>Damaged/Unwanted equipment/Disposal of equipment:</b> State your policy for damaged or unsafe equipment and disposal of old equipment.	<b>Either fix it or make unusable and dispose of it in a responsible manner</b>
<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>	<b>NO</b>
<b>Loaning Equipment:</b> Please outline your policy on loaning equipment to club members; please include details of club officer responsible for	<b>Prior to any diving or snorkelling activities the members must get permission off the Diving officer (person in charge of club) and arrange to get meet</b>

overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc.	someone with keys (most committee members and / senior club members) they check they 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.
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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>	We have several divers who have undertaken a Diver First Responder (DFR) and a few who are Rescue Divers 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 each October.	
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 - see Mon2 names above and also members Lisa Jones, Philip Smyth, Richard O'Connor, Johann Issartel, Christopher English, Alizee Leleu, Pavel Straten, Conor Meyler.
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 Sam Issartel
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>	Christopher English and Sam Issartel
If you are hosting a major event First Aid Provision must be must be arranged. Please provide details of provision for events if applicable.	Noted - None planned to date.

<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
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 Club Diver 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)
<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)	<p>We would be of the opinion we need an automated external defibrillator (AED). To comply with best proactive international as well as training and allocation of fire extinguishers as several members have been trained in safe usage of AEDs</p> <p>We also require fire extinguishers and training in use of same (see Risk Assessment)</p>
<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.	To date it is felt we are a quite safe club due to the hazardous activities safety has always and will always be our top priority and concern. We undertook a H&S audit last year and made changes to ensure we are compliant.

<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	Yes
<b>Insurance:</b> Is all appropriate travel insurance for the group in place?	Yes
<b>Risk Assessment:</b> for all activities should be undertaken and all possible control measures put in place	OK

<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)	OK
<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>	Club Webmaster is rolling this out within the club.
<b>Contingency Plans:</b> 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
<b>Beginners/Novice to Leader ratios:</b> Ensure that this ratio is appropriate for the trip in question.	1:1 when in water
<b>Itinerary:</b> A full trip itinerary should be prepared and circulated to all members.	It is
<b>Travel:</b> 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
<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.	Club treasurer and diving officer on duty
<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>	We do
<b>Equipment:</b> This needs to be in proper working order and should be frequently checked throughout the trip	It is
<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.	We do



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="http://www.dcu.ie/studentsport/clubs.shtml">www.dcu.ie/studentsport/clubs.shtml</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>See attached DCUSAC emergency procedures (we also have several site specific ones)</p>	<p><b>Emergency Procedure</b></p> <p>For all the planning and preparation, there still exists the possibility of emergencies occurring. All Accidents and Incidents must be reported via the online report form on the DCU Health and Safety Website or via the DCU Accidents Report Form 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> <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> </ul> </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> </ul>
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 <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>	Noted -
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 <a href="http://www.irishsportsCouncil.ie/Participation/Code_of_Ethics/">http://www.irishsportsCouncil.ie/Participation/Code_of_Ethics/</a>	Yes
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	Yes, the Irish Underwater Council (CFT) 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 <a href="http://www.dcu.ie/equality/crc.shtml">www.dcu.ie/equality/crc.shtml</a>	Yes
<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>	Yes

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,</p>	<p>We aim to comply with international best practice and we feel that we comply with all Irish Underwater Council and DCU policies.</p>

[www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf](http://www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf)

**DISCIPLINARY PROCEDURE**

**Information**

Please detail how you will deal with breaches of the code of conduct.

As per attached IUC requirements

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

(Secretary) Verlein McKiernan [verlein.mckiernan2@mail.dcu.ie](mailto:verlein.mckiernan2@mail.dcu.ie)  
(Chairperson) Alizée Leleu [alizee.leleu2@mail.dcu.ie](mailto:alizee.leleu2@mail.dcu.ie)  
(Treasurer) Leo Branagan [leobranagan1@gmail.com](mailto:leobranagan1@gmail.com)  
(Diving Officer) Christopher English [Christopher.english5@mail.dcu.ie](mailto:Christopher.english5@mail.dcu.ie)  
(Snorkelling Officer) Phil Smyth [philipsmythdublin@gmail.com](mailto:philipsmythdublin@gmail.com)  
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(President) Johann Issartel [johann.issartel@gmail.com](mailto:johann.issartel@gmail.com)  
(PRO) Christine Mcgearty [cmcgearty39@gmail.com](mailto:cmcgearty39@gmail.com)  
(Asst. Equipment Officer) Matthew Fitzpatrick [matchewfitz@gmail.com](mailto:matchewfitz@gmail.com)



## Code of Safe Practice Action list



Club/Society: DCU SAC \_\_\_\_\_

Date: 05/07/2020 \_\_\_\_\_

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES			
INSURANCE			
TRAINING & COMPETENCIES			
EQUIPMENT			
FIRST AID	Get an AED		
TRIPS			
RISK ASSESSMENT			
EMERGENCY PROCEDURE			

<b>CHILD PROTECTION POLICY</b>			
<b>GUIDELINES FOR BEHAVIOUR</b>			
<b>COMPLAINTS PROCEDURE</b>			
<b>DISCIPLINARY PROCEDURE</b>			
<b>CLUB OFFICERS</b>			

# 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</b> <b>(High/Medium/Low)</b> <i>(considering the actions / procedures you already have in place)</i>	<b>Further Controls Being Implemented</b> <b>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>
<b>Training and Competency</b>				
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 individual is separated they are trained to look around them for 30secs then proceed to the surface at 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 &amp; 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 / Irish Underwater Council 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>			
<b>Equipment</b>				
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	TBA
<b>First Aid</b>				
Inadequate First Aid	<p>A first aider must be present at all club activities.</p> <p>First Aid kit checked and replenished prior to every trip.</p> <p>Oxygen kit must be brought on all dive activities, every club member is trained to use it.</p>	Low	None identified	
<b>Emergency Procedure</b>				
General emergencies	<p>All members are able to swim and complete a fitness test each year.</p> <p>All members have practiced safety drills in swimming pool with instructors.</p> <p>Group leader equipped with appropriate rescue equipment including knife.</p>	Medium	<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,</p>	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 meters per minute, or as directed by the trainees dive computer.  Smoking is to be discouraged.	Medium	In the event of a serious cardiac incident the club has no AED	AED applied for in grant
Decompression sickness (DCS)  Death. Paralysis.	Ascent rates to be at the rate of 10 meters 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	In the event of a serious cardiac incident the club has no AED	AED applied for in grant

<p>Gas toxicity Death. Headache.</p>	<p>If using Nitrox, gas must be analysed and with no potential to exceed 1.4 bar O<sub>2</sub>.</p> <p>Cylinder must be filled using a well maintained compressor.</p>	<p>Low</p>	<p>In the event of a serious cardiac incident the club has no AED</p>	<p>AED applied for in grant</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>	
<p><b><i>Guidelines for Behaviour</i></b></p>				
<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>	

<b>Site Specific Hazards</b>				
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




## 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 Forecast</b>            Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.</p>	<p><b>Watch Out</b>            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>

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