



Clubs & Societies | Code of Safe Practice

Self-Evaluation & Action Plan Template 23/24

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

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

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

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

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

Club/Society Participation Statement

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

Individual Responsibilities

- All participants in Club activities are responsible for their own actions and for making their own assessment of risks. If they are unsure about any issue or have any problems, questions or concerns it is the individual's responsibility to raise these with leaders or committee members.
- It is the responsibility of the individual to bring to the attention of any trip/activity leaders any known medical condition or previous injuries that may affect their or other Club member's safe participation in sub aqua 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
- It is the responsibility of club members to only participate in the Sub Aqua activities for which they hold an active qualification & Insurance
- It is the responsibility of club members to align with the rules as detailed in the Diving Ireland [Training & Standards Manual](#)

| CLUB/SOCIETY DETAILS | Information |
|---|--|
| Club/Society name: | DCU Sub-Aqua Club |
| Date this Code of Safe Practice Completed: | 04-Sep-2023 |
| Version Reference: | Version 1 |
| Outline the main activities undertaken by your club/soc: | Scuba-diving, Snorkelling, and Underwater Sports |
| Name of person(s) completing this form: | CJ Mooney |
| Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members: | CJ Mooney / Matthew Fitzpatrick |
| Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie : | CJ Mooney / Matthew Fitzpatrick |
| 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/dcclubssocsoperationsmanual20/keeping-it-safe>

Is there a National Governing Body (NGB) for your Sport/Society: Yes
 If Yes please provide full name of NGB and website:

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: Diving Ireland ([Training & Standards](#))

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. All activities require prior approval by club Diving Officer (Matt Fitzpatrick) to be covered. |
| 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, the 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 are planned - we only have club training trips organised. |

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| 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, Conor Meyler Instructor: Chris English, Alizee Leleu, Harry Cronin, Philip Smyth, Paul Stratan, Matthew Fitzpatrick Proof of qualifications has been verified as each member has a diving Logbook which 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 |
|--|--|
| <p>Types Of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.</p> | <p>1 Rigid inflatable boat with 150HP petrol engine, 2 petrol compressors, snorkelling, diving gear and various diving supporting equipment (Please see equipment log for full details)</p> |
| <p>Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them</p> | <p>All are suitable trained by instructors in club</p> |
| <p>Equipment Log: who is responsible for maintaining a register of equipment to include purchase dates, price etc</p> | <p>Equipment Officer (EO)</p> |
| <p>Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?</p> | <p>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.</p> |
| <p>Storing Equipment, detail how and where equipment is stored, and/or transported.</p> | <p>In a shipping container at DCU sports grounds and Malahide Marina.</p> |
| <p>Maintenance of Equipment as per manufacturers or NGB guidelines: State the name of the Officers with responsibility for equipment maintenance and regular safety checks.</p> | <p>The Equipment Officer is Dylan Do Cuoto.</p> |
| <p>Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.</p> | <p>Either fix it or make unusable and dispose of it in a responsible manner</p> |
| <p>Hire of Equipment: Do you plan to hire equipment for use on campus where there is a high risk of a potential injury/accident? If so, provide details. Note: Permission must be obtained from the Estates Office and the Health and Safety Office and/or a permit to work issued. Form is available at www.dcu.ie/estates/contractors.shtml</p> | <p>No</p> |

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| <p>Loaning Equipment: Please outline your policy on loaning equipment to club members; please include details of the club officer responsible for overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc.</p> | <p>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 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.</p> |
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| FIRST AID | Information |
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| <p>High Risk Sports clubs must have at least one occupationally trained first aider. Please indicate if you are amongst this list and if you have a nominated first aider(s). List of High Risk Sports clubs is available from Keeping it Safe guidelines at www.dcu.ie/sports-wellbeing</p> | <p>We have 15 divers with in date Diver First Responder (DFR) certificates. Of which, 13 are qualified Rescue Divers. We also have one DFR instructor in the club. All of the above can administer CPR, EAR, first aid, oxygen and AED's etc. All instructors have done a DFR course which is Phecc approved</p> |
| <p>Please indicate the committee members that have attended the Casualty Management workshop held early in Semester 1.</p> | <p>N/A</p> |
| <p>If you are involved in an adventure sport you must have at least one member trained in Rescue and Emergency Care (REC). Indicate the names of the trained members and if they hold a REC 2 or REC 3.</p> | <p>Rescue divers and DFR are equivalent to REC. The following are certified; Aoibheann Bird, Conor Meyler, Chris English, Alizee Leleu, Harry Croinn, Philip Smyth, Matthew Fitzpatrick, CJ Mooney, Sophie Donnelly, Dylan Do Cuoto.</p> |
| <p>Does your club/soc have designated Athletic Therapy & Training students? If so please state names and a summary of when they provide services.</p> | <p>No</p> |
| <p>Please indicate the committee member that is responsible for ensuring that the club has a fully stocked first aid kit. Please note First Aid supplies are fully funded by the CLC/SLC. Please contact Clubs & Socs or DCU Sports & Wellbeing for first aid supplies.</p> | <p>The Safety Officer is Robyn Brennan.</p> |
| <p>List your COVID Officers</p> | <p>Aoibheann Bird, Conor Meyler, Chris English, Matthew Fitzpatrick, Pavel Stratan, Phillip Smyth</p> |
| <p>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</p> | <p>Matthew Fitzpatrick - Diving Officer</p> |

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| 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. |
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| RISK ASSESSMENT | Information |
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| 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 reconnaissance (reccy) visit is made to potential dive sites to determine safe access and egress routes, communications 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 levels 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 |
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| | <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 |

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| 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 plans are always available in designated emergency vehicles. 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 in open 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 |
| First Aid: 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

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/dcclubssocsoptionsmanual20/keeping-it-safe>

An Emergency procedure for your club/soc is listed below. Please provide details of how this is communicated to your members and also any additional actions that your club/soc does in an emergency

Information**Emergency Procedure**

For all the planning and preparation, there still exists the possibility of emergencies occurring. All Accident and Incidents must be reported via the online report form on the DCU Health and Safety Website or via the DCU Accidents Report Form and sent to the DCU Health & Safety Office.

In the event of an emergency, please follow carefully the guidelines as detailed below

- Stop and think. Assess the situation. Stay calm.
- Ensure that the group is safe and accounted for.
- Are there any hazards present that may affect the group?
- Attend any casualties if it is safe to do so.
- Give first aid within the group's capabilities.
- Get expert help if required.
- Get/ give any third party/ witness/insurance details if necessary.
- Gather the information required by the Emergency Services:
 - Name(s) of group members
 - Number of people injured
 - Locations of group members
 - Medical condition of the group.
 - First Aid given
 - Age(s) of group members
 - Time of accident
 - Equipment available to group
- Cooperate fully with the Emergency Services.
- Someone from the group accompanied the casualties to hospital.
- 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 currently have no members who are under 18 |
| 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 DCU Respect & Dignity Policy, https://www.dcu.ie/advice/respect-dignity Student Sport Ireland Guidelines for Hosting an Intervarsity event, | We aim to comply with international best practice and we feel that we comply with all Diving Ireland and DCU policies. |

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| 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 Diving Ireland 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 | (Chairperson) CJ Mooney charlottejane.mooney36@mail.dcu.ie (Secretary) Lorcan O'Reilly lorcan.oreilly46@mail.dcu.ie (Treasurer) Chris Maher christopher.maher48@mail.dcu.ie (Diving Officer) Matthew Fitzpatrick matchewfitz@gmail.com (Assistant Diving Officer) Alizee Leleu alizee.leleu2@mail.dcu.ie (Snorkelling Officer) Conor Pursun conor.pursun2@mail.dcu.ie (Training Officer) Kinga Matja kinga.matyja2@mail.dcu.ie (Events Officer) Eoghan MacNamee eoghanmacnamee@gmail.com (Equipment Officer) Dylan Do Cuoto dylancocouto@gmail.com (Boat Officer) Phil Smyth philipsmythdublin@gmail.com (Safety /Children's Officer) Robyn Brennan robyn.brennan69@mail.dcu.ie (Webmaster) Paval Strattan paulstratan@yahoo.ie (President) Johann Issartel johann.issartel@gmail.com (PRO) Sophie Donnelly sophie.donnelly47@mail.dcu.ie (Underwater Sports Officer) Daniel Fay daniel.fay7@mail.dcu.ie (1st year rep) To be elected at EGM |



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 | | | |


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|----------------------|--|--|--|
| CLUB OFFICERS | | | |
| OTHER | | | |
| OTHER | | | |
| OTHER | | | |

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> |

| | | |
|-------------------|--|---|
| 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 | |
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