



## 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](mailto: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](mailto:siobhan.byrne@dcu.ie), Tel: 01-700 5585
- **DCU Health & Safety Office:** Paula Hawkins, Health & Safety Advice, e-mail [safety@dcu.ie](mailto: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](http://www.dcu.ie/sports-wellbeing)

CLUB/SOCIETY DETAILS	Information
Club/Society name:	<a href="#">DCU Caving Club</a>
Date this Code of Safe Practice Completed:	<a href="#">14/09/2023</a>
Outline the activities undertaken by your club/soc:	<a href="#">Absell training, Single Rope Technique training, Caving and Potholing</a>
Name of person(s) completing this form:	<a href="#">Emma Nolan</a>
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	<a href="#">Emma Nolan</a>
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail <a href="mailto:eileen.tully@dcu.ie">eileen.tully@dcu.ie</a> :	<a href="#">Dexter Hodgkinson</a>
Have you up-to-date copy of your club or society constitution?	
INSURANCE	Information
Does your NGB require you to take insurance? If yes please give details and attach a copy of the policy.	<a href="#">Yes</a>
Have you made your members aware of the DCU Students' Personal Accident and insurance cover? Please note the limitations of this policy and the exclusions that apply, see <a href="http://www.dcu.ie/info/insurance.shtml">www.dcu.ie/info/insurance.shtml</a>	<a href="#">Yes</a>
Is your Club/Soc using you are using an external venue for hosting a DCU event? If yes have you notified the Sports Development Service so as DCU's Public liability insurance can be extended to this venue?	<a href="#">No</a>
Is your Club/Soc planning to host a major event on or off campus this year? If yes have you notified the Sports Development Service so as DCU's Public liability insurance can be reviewed?	<a href="#">No</a>
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.	<a href="#">Not currently</a>
Are you planning any foreign trips? If so provide details of travel insurance you have in place for this trip.	<a href="#">No</a>
Do your Coaches/Instructors have their own Professional Indemnity Insurance? If yes please attach a copy.	<a href="#">N/A</a>
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.	<a href="#">Not yet</a>
Please indicate if you committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	<a href="#">Yes we have</a>
Names and qualifications of coaches/instructors and indicate whether a relevant certificates verifying qualifications and insurance has been received.	<a href="#">For training: Peer training. All current members who have been in club for more then a year. All are covered by our insurance details, please see attached</a>
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.	<a href="#">Weekly assessment especially before trips involving S.R.T.</a>
EQUIPMENT	Information
Types Of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	<a href="#">Equipment Log attached</a>
Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them	<a href="#">From the beginning, members involved with the club are shown the correct usage of all club gear. At every training session they are told how each piece of equipment works and its correct usage at training and in an actual caving/potholing situation.</a>
Equipment Log: who is responsible for maintaining a register of equipment that includes purchase dates, price etc	<a href="#">Equipment Officer – Dale McLoughlin</a>
Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	<p><a href="#">All caving equipment is inspected regularly and discarded if showing any wear. All expericented members are responsible for this but they are overseen by Dale McLoughlin and Emma Nolan.</a></p> <p><a href="#">All textile equipment:</a></p> <p><a href="#">General checking procedure for all textile equipment</a></p> <p><a href="#">Have you read the information supplied by the manufacturer? Is the identification label attached to the item?</a></p> <p><a href="#">Is the product within the manufacturer's recommended lifespan?</a></p> <p><a href="#">Visual- Check for:</a></p> <p><a href="#">Excessive wear to any part</a></p> <p><a href="#">Abrasion, particularly to load-bearing parts Furry webbing or rope (this indicates abrasion) Stitching cut, broken or abraded</a></p> <p><a href="#">Cuts, particularly to load-bearing parts</a></p> <p><a href="#">Dirty webbing or rope (dirt accelerates abrasion, both externally and internally)</a></p> <p><a href="#">Visual and tactile -Check for:</a></p> <p><a href="#">Damage by chemicals</a></p> <p><a href="#">Powdery surface and/or discolouration and/or hardened areas (these often signify chemical contamination)</a></p> <p><a href="#">Damage by heat, e.g. glazed areas</a></p> <p><a href="#">Action:</a></p> <p><a href="#">Product beyond recommended lifespan: remove from service Excessive wear to any part: remove from service</a></p> <p><a href="#">Abrasion: a small amount is permissible, remove from service if excessive Cuts: remove from service</a></p>

	<p>Dirty: clean according to manufacturer's instructions remove from service if excessive Chemical contamination: remove from service  Heat damage: remove from service  Stitching cut, broken or abraded: remove from service If in doubt on any point, remove from service  Ropes:  Checks in addition to the general checking procedure for all textile equipment  All ropes over five-years-old should be discarded even if they look in perfect condition.  Visual- Check:  Ends of rope (where knots are made)for excessive wear  Visual and tactile -Check for:  Internal damage. On cable-laid ropes, open up the lay and inspect as above. On kernmantel ropes, feel for unusually soft or hard areas, on sheath and core. (This signifies damage.) Particularly check ends of ropes  Action:  Excessive internal grit(cable-laid ropes): Clean according to manufacturer's instructions. If it is not possible to remove the grit, inspect the rope for damage by abrasion more frequently than normal  Unusually soft or hard areas: remove from service. (Sometimes, the damage is only local, so damaged areas can be cut out.) If in doubt on any point, remove from service  Harnesses:  Checks in addition to the general checking procedure for all textile equipment  Visual and tactile -Check:</p>
	<p>Inside and outside any textile attachment point loops for all the features listed under the general checking procedure.  Fastening and adjustment buckles for:  correct assembly correct functioning excessive wear  corrosion cracks  other damage  Other safety critical metal or plastics components for:  correct functioning corrosion  cracks  other damage  Action:  Textile attachment point loops: treat in accordance with general checking procedure  D Fastening and adjustment buckles, other safety critical metal or plastics components: Excessive wear: remove from service  Corrosion: remove from service Cracks: remove from service  Other damage: remove from service Incorrect functioning: remove from service  If in doubt on any point, remove from service Slings:  Checks in addition to general checking procedure for all textile equipment  Visual and tactile - Check:  Inside and outside for all the features listed under the general checking procedure All knots for security</p>
	<p>That knot overlaps are sufficient  Action:  Attachment point loops (on snake slings): treat in accordance with general checking procedure  Knots may be retied by a competent person. Tension knot with body weight and ensure that there is a sufficient overlap (minimum 100mm). If the knots in a sling appear very tight, either re-tie the knots or replace the sling  If in doubt on any point, remove from service  Metal components:  Checking procedures for metal components Connectors:  Have you read the information supplied by the manufacturer? Is the identification mark on to the item?  Visual- Check for:  Wear, particularly where rope or webbing normally lies Deformation  Cuts Cracks  Heavy marking or scoring Burning  Corrosion  Contamination by chemicals e.g. pitting, flaking of aluminium products (usually due to salt water)  Build up of foreign matter, e.g. grit, grease, paint  Visual and tactile -Check that:  Moving parts function correctly, e.g. keeper locates in body correctly, spring returns keeper correctly, keeper locking mechanism operates correctly (screw gate, twist-lock), any</p>

	<p>threaded parts run correctly Hinge pin is in good condition Catch pin is not bent  There is no deformation of any parts  Action:  Remove any foreign matter  Wear: some wear is permissible; refer to manufacturer's information Moving parts: if any do not function correctly, remove from service  Hinge pin not in good condition: remove from service  Catch pin bent: remove from service Deformation: remove from service  Cuts, heavy burring, marking or scoring: remove from service Cracks: remove from service  Contamination by chemicals: remove from service Incorrect functioning: remove from service  Threaded assemblies not properly functioning: remove from service If in doubt on any point, remove from service  Belay and abseil devices (e.g. Stop descenders, Grigri):  Have you read the information supplied by the manufacturer? Is the identification mark on to the item?  Visual- Check for:  Wear, particularly on areas where the rope runs e.g. bobbins Deformation  Cuts Cracks  Heavy marking or scoring Burring  Corrosion  Contamination by chemicals e.g. pitting, flaking of aluminium _____ products (usually due to salt water)</p>
	<p>Build up of foreign matter, e.g. grit, grease, paint  Visual and tactile - Check that:  Moving parts function correctly, e.g. handles, locking devices There is no deformation of any parts, e.g. handles  Belay and abseil devices continued:  Action:  Remove any foreign matter  Some wear is permissible; refer to manufacturer's information Deformation: remove from service  Cuts, heavy burring, marking or scoring: remove from service Cracks: remove from service  Contamination by chemicals: remove from service Incorrect functioning: remove from service  If in doubt on any point, remove from service  Jammers (chest and foot ascenders):  Have you read the information supplied by the manufacturer? Is the identification mark on to the item?  Visual- Check for:  Wear, particularly on cam teeth or face, rope channel Deformation  Cuts Cracks  Heavy marking or scoring Burring  Corrosion  Contamination by chemicals e.g. pitting, flaking of aluminium _____ products (usually due to salt water)  Build up of foreign matter, e.g. grit, grease, paint</p>
	<p>Visual and tactile –Check that:  Moving parts function correctly, e.g. cam, springs, locking catch Hinge pin is in good condition  There is no deformation of any parts  Action:  Remove any foreign matter  Wear: some wear is permissible; refer to manufacturer's information Moving parts: if any do not function correctly, remove from service  Hinge pin not in good condition: remove from service  Deformation: remove from service  Cuts, heavy burring, marking or scoring: remove from service Cracks: remove from service  Contamination by chemicals: remove from service Incorrect functioning: remove from service  If in doubt on any point, remove from service  Pulleys:  Have you read the information supplied by the manufacturer? Is the identification mark on to the item?  Visual- Check for:  Wear, particularly on rope channel of the sheave Deformation  Cuts Cracks  Heavy marking or scoring Burring  Corrosion  Contamination by chemicals e.g. pitting, flaking of aluminium _____ products (usually due to salt water)  Build up of foreign matter, e.g. grit, grease, paint</p>

	<p>Visual and tactile – Check that:  Moving parts function correctly, e.g. moving side plates Axel is in good condition and sheave moves freely  There is no deformation of any parts  Action:  Remove any foreign matter  Wear: some wear is permissible; refer to manufacturer's information Moving parts: if any do not function correctly, remove from service  Sheave not in good condition: remove from service  Deformation: remove from service  Cuts, heavy burring, marking or scoring: remove from service Cracks: remove from service  Contamination by chemicals: remove from service Incorrect functioning: remove from service  If in doubt on any point, remove from service  Helmets:  Have you read the information supplied by the manufacturer? Is the identification mark on to the item?  Is the helmet within the manufacturer's recommended lifespan?  Visual and tactile Check for:  Cracks, deformation or other damage to the shell Damage to the cradle/chinstrap assembly  Excessive wear to any part  Check that:  Chin strap adjusts easily  Action:  Helmet beyond recommended lifespan: remove from service</p>
<p><b>Loaning Equipment:</b> Please outline your policy on loaning equipment to club members; please include details of club officer responsible for overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc.</p>	<p>Equipment is only loaned to trusted members of the club. Anyone wishing to borrow equipment must submit an email detailing the reasons for wanting to borrow the equipment. Equipment is then only given to the person by a member of the committee who is free to do so at the time indicated and agreed upon by the individual and the committee. All loans of equipment are logged in a book which is kept in the caving 'hut'. Any equipment borrowed must be returned at the agreed upon time and date and in the same working and clean order as it was initially given. Dale McLoughlin is the officer in charge of this.</p>

FIRST AID	Information
High Risk Sports clubs must have at least one occupationally trained first aider. Please indicate if you are amongst this list and if you have a nominated first aider(s). List is available from Keeping it Safe guidelines.	No I am not among this list
Please indicate the committee members that have attended the Casualty Management workshop held each October.	Marcos Troncoso
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.	Emma Nolan and Marcos Troncoso hold REC 3, and we are looking to get more members qualified in December.
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.	Dale McLoughlin
Indicate the committee members who will complete the DCU Injury/Incident Report Form for accidents and near-misses.	Dexter Hodkinson
If you are hosting a major event First Aid Provision must be arranged. Please provide details of provision for events if applicable.	N/A

RISK ASSESSMENT	Information
Are Risk Assessments undertaken for all club/soc activities? If Yes please attach a copy (see template at end of this document)	Yes before we undertake an activity we discuss what it is we need to do to ensure that it is a safe experience. Please see the above sections and our attached health and safety document for details
Are Risk Assessments recorded and regularly reviewed?	Yes they are reviewed regularly to ensure that the process stays as safe as possible. Please see the above sections and our attached health and safety document for details
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Yes dynamic assessments are carried out for trips and events, but not recorded. These assessments are done by means of oral reports and discussions. Please see the above sections and our attached health and safety document for details.
CLUB/SOCIETY SPECIFIC HEALTH & SAFETY INFORMATION	Information
Clubs/Societies should include any other area related to Health and Safety for their Sport or the development of their sport that requires action (e.g. NGB Safety Code etc)	Please see attached health and safety document for other areas not covered by this form
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	Bring the matter to the members of the committee and the relevant leaders present at events and trainings. These concerns are always dealt with promptly.

TRIPS Checklist	Information
	You are advised to do a trip specific risk assessment / checklist for all individual trips

<p><b>Trip Leaders:</b> do leaders have the necessary knowledge, experience and qualifications, where appropriate to lead a trip</p>	<p>Yes Caving Leaders are those who are nominated to lead and guide a group of novice or intermediate cavers through a cave. They are expected to protect the welfare of the group to the best of their ability and are obliged to follow the safety guidelines as laid out below and act in a responsible manner at all times while leading.</p> <p>Cave leaders are divided into two groups depending on their capabilities and experience, these being primary and secondary leaders. The primary leader is the more experienced of the two leaders and whose word is to be adhered to all times, no exceptions! Every member of the group has to obey their directions and if they do not their membership of the club will have to be reviewed by the committee.</p> <p>Under no circumstances is a member of the club to act or assume the position of leader unless they are nominated as so by no less than two primary leaders or by the committee. If this is breached their membership will have to be suspended immediately and disciplinary action according to the SCC may have to be carried out.</p> <p>Primary Leaders should be:</p> <ul style="list-style-type: none"> <li>experienced cavers reasonably fit</li> <li>self sufficient in a cave have first aid</li> <li>have a knowledge of the cave they are going into have read and understood the club safety policy able to belay safely</li> <li>familiar with all cave protocol i.e. belay protocol etc, competent and experienced at SRT</li> <li>know the necessary rescue rigging i.e. mid rope rescue, z rigs etc</li> </ul>
	<p>aware of the potential hazards of the cave, i.e. response to water levels, its difficulty, stability etc.</p> <p>Secondary Leaders should be:</p> <ul style="list-style-type: none"> <li>reasonably experienced cavers reasonably fit</li> <li>capable of taking care of themselves in a cave basic first aid</li> <li>have a knowledge of the cave</li> <li>have read and understood the club safety policy able to belay safely</li> <li>familiar with safety protocol, belay protocol etc willing to cooperate with the primary leader</li> </ul> <p>Leaders should never:</p> <ul style="list-style-type: none"> <li>be hung-over or under the influence of any intoxicating substances</li> <li>be flippant with regard to making decisions about water levels and safety, if unsure ask a more experienced person or do not proceed!</li> <li>proceed into a cave without adhering to ALL the safety guidelines</li> </ul> <p>Every cave leader should have with them: ↑-aid kit</p> <ul style="list-style-type: none"> <li>spare water spare food</li> <li>spare bivv bag(s)</li> <li>appropriate rigging kit and rescue kit set up if needed cave survey if needed</li> <li>spare back up light</li> <li>comfort sac (left at entrance)</li> </ul> <p>-"-</p>
<p><b>Insurance:</b> Is all appropriate travel insurance for the group in place?</p>	<p>Yes</p>
<p><b>Risk Assessment:</b> for all activities should be undertaken and all possible control measures put in place</p>	<p>On Caving Trips away, the following should be taken into account.</p> <ol style="list-style-type: none"> <li>1. The caves to be visited should be appropriate to the experience of all members of the party.</li> <li>In determining this weather conditions and specific areas of difficulty should be considered.</li> <li>2. When the party contains novices* the more experienced members of the party should be</li> </ol>
	<p>familiar with the cave to be visited. When all party members are experienced but are unfamiliar with the cave to be visited, local advice should be sought on potential problems as well as a copy of the relevant guidebook.</p> <ol style="list-style-type: none"> <li>3. Caving trips will comprise of at least three cavers per team including a designated leader.</li> <li>4. As a general rule there should be no more than four novices with every two experienced cavers. This can only be relaxed where there are no potential problems and access to the cave is simple. If the cave involves any significant ladder pitches or is rigged using Single Rope Technique (SRT), every effort should be made to ensure that there are at least as many competent cavers as novices.</li> <li>5. Leaders should be aware of the least able members of the party and should always consider that they may get tired or cold more quickly. They should not be afraid to turn back for reasons of safety.</li> <li>6. Appropriate clothing is essential and all party members should ensure that they are reasonably dressed (See clothing section). Leaders should consider whether the less experienced are suitably dressed and if not, be prepared to abandon the trip.</li> <li>7. Each party member should have a suitable helmet and lighting. A spare light should be taken on every trip. Personal responsibility for emergency items should be encouraged and each leader should carry a personal kit of a basic first aid kit, survival bag, whistle, and emergency food. There should also be a number of basic survival bags available within each group.</li> <li>8. The weather forecast and information about previous weather should be sought before each trip and leaders should evaluate whether a cave is safe to visit and also be prepared to abandon trips if necessary.</li> <li>9. A callout should always be left with a responsible person. A callout should contain caver details, caving plans, car registrations, estimated time into the cave, estimated time out and a time to begin search and rescue for an overdue party.</li> <li>10. All members should be aware of hypothermia, its causes, symptoms, and treatment.</li> <li>11. Technical skills such as life lining, abseiling or SRT must be practiced on the surface before going underground.</li> <li>12. When rigging, bolts and naturalis should be inspected before use and rigging should never rely on only one bolt. Rigging should be properly backed up and normally conducted by or under the supervision of an experienced rigger.</li> <li>13. Leaders should give a group briefing prior to departure covering all aspects of the trip. This will include any risk involved and give people a chance to back out of trips.</li> <li>14. Each party should include one member knowledgeable about first aid and bring within reasonable distance of the cave a Comfort Sac containing emergency equipment for casualty</li> </ol>

	<p>care.</p> <p><b>* Definition of cavers</b></p> <p>A novice is any caver with little experience and remains so until He/She has participated in approximately five or more caving trips and is deemed to be no longer a novice by an experienced caving leader.</p> <p>An experienced caver will not be considered suitable to be a leader until He/She has been on at least another ten trips, again dependent on ability. They will then be allowed to lead caves with no pitches or novices provided an experienced leader who is in close supervision accompanies him/her. They will not lead caves with pitches until He/She has proven to a competent leader above ground and that they have the necessary skills.</p> <p>A competent leader, who will inspect all the work done by the novice leader before it is used, will then take them underground. If this "test" is passed, He/She will be eased into training others, with only simple caves and competent cavers until it is decided that they are a capable leader.</p> <p>All leaders should attempt to participate in appropriate training from the SUI or ICRO before He/She can take responsibility for a trip. This should be adequate for him/her to deal with any potential problems such as an exhausted caver on a rope or ladder. It is now their responsibility to ensure that they do not attempt anything beyond them, having regard to their own ability and the points contained in the rest of this policy.</p>
<p><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)</p>	<p><b>Checklist before entering cave:</b></p> <p>their must be at least two thirds the number of bivi bags as their are cavers (these will be found in the tops of helmets)</p> <p>a quick briefing on cave safety and cave conservation should be given</p> <p>make sure you are aware of any special needs any member of the group may have including injuries or medical problems.</p> <p>Make sure all your group have spare food with them</p> <p>That they are appropriately dressed (warm enough clothes)</p> <p>That their gear is checked, helmets on properly, lights working, belt straps doubled over etc.</p> <p>Pre Cave Briefing should mention:</p> <p>do not touch cave formations</p> <p>if you are cold, hungry, tired or afraid say so</p> <p>explanation of primary and secondary bulbs and how the lights work</p>
<p><b>Contingency Plans:</b> for reasonably foreseeable emergencies should be made.</p>	<p>Please see above. If in any doubt the leader will cancel the trip and would return to the accommodation.</p>
<p><b>Beginners/Novice to Leader ratios:</b> Ensure that this ratio is appropriate for the trip in question.</p>	<p>Please see above: As a general rule there should be no more than four novices with every two experienced cavers. This can only be relaxed where there are no potential problems and access to the cave is simple. If the cave involves any significant ladder pitches or is rigged using Single Rope Technique (SRT), every effort should be made to ensure that there are at least as many competent cavers as novices.</p> <p><b>* Definition of cavers</b></p> <p>A novice is any caver with little experience and remains so until He/She has participated in approximately five or more caving trips and is deemed to be no longer a novice by an experienced caving leader.</p> <p>An experienced caver will not be considered suitable to be a leader until He/She has been on at least another ten trips, again dependent on ability. They will then be allowed to lead caves with no pitches or novices provided an experienced leader who is in close supervision accompanies him/her. They will not lead caves with pitches until He/She has proven to a competent leader above ground and that they have the necessary skills.</p> <p>A competent leader, who will inspect all the work done by the novice leader before it is used, will then take them underground. If this "test" is passed, He/She will be eased into training others, with only simple caves and competent cavers until it is decided that they are a capable leader.</p> <p>All leaders should attempt to participate in appropriate training from the SUI or ICRO before He/She can take responsibility for a trip. This should be adequate for him/her to deal with any potential problems such as an exhausted caver on a rope or ladder. It is now their responsibility to ensure that they do not attempt anything beyond them, having regard to their own ability and the points contained in the rest of this policy.</p>
<p><b>Itinerary:</b> A full trip itinerary should be prepared and circulated to all members.</p>	<p>Yes before trips everyone going is given an outline as to the weekends activities and timelines for each activity</p>
<p><b>Travel:</b> How the party will move between the relevant locations and who will be driving the vehicles.</p>	<p>Members travel by car and our clubs more experienced/older members are the people you drive us and themselves between locations</p>
<p><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 &amp; Societies Finance Officer and 1 copy is taken on the trip.</p>	<p>This form is handed in after the trips along with our request forms for the funding to be paid into our account</p>
<p><b>Social:</b> You should advise your members on the following:</p> <ul style="list-style-type: none"> <li>• Where parties can safely go and when</li> </ul>	<p>On each trip members are told where they are permitted to travel by themselves or in small groups.</p>
	<ul style="list-style-type: none"> <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:</li> <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>
<p><b>CHILD PROTECTION POLICY</b></p>	
<p>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/studentsport/clubs.shtml">www.dcu.ie/studentsport/clubs.shtml</a></p>	<p>No</p>
<p>Where members are under the age of 18 by the 10th of October their parents should complete the 'Application form for new junior members', available at <a href="http://www.dcu.ie/studentsport/clubs.shtml">www.dcu.ie/studentsport/clubs.shtml</a></p>	<p>We aware of this</p>
<p>Student Sport Ireland Guidelines for Hosting an Intervarsity event, <a href="http://www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf">www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf</a></p>	



DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	<u>Initially a member is given a verbal warning by a member of committee or leader. Then it moves onto a warning by email indicating the reasons for the warning, finally if it continues we hold a committee meeting to discuss what action is to be taken. If the safety of any member is involved there is a zero tolerance and the individual will be asked to leave</u>

CLUB OFFICERS	Information
Provide a summary of Officers roles and responsibilities, highlighting those specifically relating to health and safety. Who members should contact etc. For guidance see chapter 3 of Guide to Being the Best available at <a href="http://www.dcusu.ie/resources-page/">www.dcusu.ie/resources-page/</a>	<u>Chairperson Safety Officer Equipment Officer PRO Trips &amp; Events Officer Treasurer Secretary Equality Officer First year Representative</u>



### Code of Safe Practice ACTION IIST

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	<u>Club details and resources are reviewed and updated regularly by the chairman and the treasurer</u>	<u>Chairperson and treasurer</u>	<u>As needed</u>
INSURANCE	<u>Renewed during the 1<sup>st</sup> semester of each year as soon as funding has been allocated</u>	<u>Chairperson and Treasurer</u>	<u>As soon as possible at the beginning of the semester</u>
TRAINING & COMPETENCIES	<u>There must be padded mattresses/mats beneath all members while they are training on the climbing wall or balcony. Even though training indoors is a lot safer than training underground, all rigging must be from two points to provide the appropriate backups A fixed ladder must be used to rig progression lines on the climbing wall. No more than one person may be on a rope at any one time unless under the supervision of a leader while performing mid-rope rescue techniques. All training must be done under the supervision of a capable leader. A poster detailing possible hazards and safety recommendations will be placed at the climbing wall.</u>	<u>All experienced members</u>	<u>10 minutes after training has begun</u>
EQUIPMENT	<u>All caving equipment should be inspected regularly and discarded if showing any wear. All textile equipment: General checking procedure for all textile equipment Have you read the information supplied by the manufacturer?</u>	<u>All experienced members</u>	<u>Regular intervals</u>
	<u>Is the identification label attached to the item? Is the product within the manufacturer's recommended lifespan? Visual- Check for: Excessive wear to any part Abrasion, particularly to load-bearing parts Furry webbing or rope (this indicates abrasion). Stitching cut, broken or abraded Cuts, particularly to load-bearing parts Dirty webbing or rope (dirt accelerates abrasion, both externally and internally) Visual and tactile -Check for: Damage by chemicals Powdery surface and/or discolouration and/or hardened areas (these often signify chemical contamination) Damage by heat, e.g. glazed areas Action: Product beyond recommended lifespan: remove from service Excessive wear to any part: remove from service Abrasion: a small amount is permissible. remove from service if excessive. Cuts: remove from service Dirty: clean according to manufacturer's instructions remove from service if excessive Chemical contamination: remove from service Heat damage: remove from service Stitching cut, broken or abraded: remove from service If in doubt on any point, remove from service Ropes: Checks in addition to the general checking procedure for all textile equipment All ropes over five-years-old should be discarded even if they look in perfect</u>		

	<p>condition.</p> <p>Visual- Check: Ends of rope (where knots are made) for excessive wear</p> <p>Visual and tactile -Check for: Internal damage. On cable-laid ropes, open up the lay and inspect as above. On kernmantel ropes, feel for unusually soft or hard areas, on sheath and core. (This signifies damage.) Particularly check ends of ropes</p> <p>Action: Excessive internal grit (cable-laid ropes): Clean according to manufacturer's instructions. If it is not possible to remove the grit, inspect the rope for damage by abrasion more frequently than normal Unusually soft or hard areas: remove from service. (Sometimes, the damage is only local, so damaged areas can be cut out.) If in doubt on any point, remove from service</p> <p>Harnesses: Checks in addition to the general checking procedure for all textile equipment</p> <p>Visual and tactile -Check: Inside and outside any textile attachment point loops for all the features listed under the general checking procedure. Fastening and adjustment buckles for: correct assembly correct functioning excessive wear corrosion cracks</p>		
	<p>other damage</p> <p>Other safety critical metal or plastics components for: correct functioning corrosion cracks other damage</p> <p>Action: Textile attachment point loops: treat in accordance with general checking procedure D Fastening and adjustment buckles, other safety critical metal or plastics components: Excessive wear: remove from service Corrosion: remove from service Cracks: remove from service Other damage: remove from service Incorrect functioning: remove from service If in doubt on any point, remove from service Slings: Checks in addition to general checking procedure for all textile equipment</p> <p>Visual and tactile - Check: Inside and outside for all the features listed under the general checking procedure All knots for security That knot overlaps are sufficient</p> <p>Action: Attachment point loops (on snake slings): treat in accordance with general checking procedure Knots may be retied by a competent person. Tension knot with body weight</p>		
	<p>and ensure that there is a sufficient overlap (minimum 100mm). If the knots in a sling appear very tight, either re-tie the knots or replace the sling If in doubt on any point, remove from service</p> <p>Metal components: Checking procedures for metal components Connectors: Have you read the information supplied by the manufacturer? Is the identification mark on to the item?</p> <p>Visual- Check for: Wear, particularly where rope or webbing normally lies Deformation Cuts Cracks Heavy marking or scoring Burring Corrosion Contamination by chemicals e.g. pitting, flaking of aluminium products (usually due to salt water) Build up of foreign matter, e.g. grit, grease, paint</p> <p>Visual and tactile -Check that: Moving parts function correctly, e.g. keeper locates in body correctly, spring returns keeper correctly, keeper locking mechanism operates correctly (screw gate, twist-lock), any threaded parts run correctly Hinge pin is in good condition Catch pin is not bent There is no deformation of any parts</p>		

	<p>Action:  Remove any foreign matter  Wear: some wear is permissible; refer to manufacturer's information  Moving parts: if any do not function correctly, remove from service  Hinge pin not in good condition: remove from service  Catch pin bent: remove from service Deformation: remove from service  Cuts, heavy burring, marking or scoring: remove from service Cracks: remove from service  Contamination by chemicals: remove from service Incorrect functioning: remove from service  Threaded assemblies not properly functioning: remove from service  If in doubt on any point, remove from service  Belay and abseil devices (e.g. Stop descenders, Grign):  Have you read the information supplied by the manufacturer?  Is the identification mark on to the item?  Visual- Check for:  Wear, particularly on areas where the rope runs e.g. bobbins Deformation  Cuts Cracks  Heavy marking or scoring Burring  Corrosion  Contamination by chemicals e.g. pitting, flaking of aluminium products  (usually due to salt water)  Build up of foreign matter, e.g. grit, grease, paint  Visual and tactile - Check that:  Moving parts function correctly, e.g. handles, locking devices  There is no deformation of any parts, e.g. handles</p>		
	<p>Belay and abseil devices continued:  Action:  Remove any foreign matter  Some wear is permissible; refer to manufacturer's information  Deformation: remove from service  Cuts, heavy burring, marking or scoring: remove from service Cracks: remove from service  Contamination by chemicals: remove from service Incorrect functioning: remove from service  If in doubt on any point, remove from service  Jammers (chest and foot ascenders):  Have you read the information supplied by the manufacturer?  Is the identification mark on to the item?  Visual- Check for:  Wear, particularly on cam teeth or face, rope channel Deformation  Cuts Cracks  Heavy marking or scoring Burring  Corrosion  Contamination by chemicals e.g. pitting, flaking of aluminium products  (usually due to salt water)  Build up of foreign matter, e.g. grit, grease, paint  Visual and tactile -Check that:  Moving parts function correctly, e.g. cam, springs, locking catch  Hinge pin is in good condition  There is no deformation of any parts</p>		
	<p>Action:  Remove any foreign matter  Wear: some wear is permissible; refer to manufacturer's information  Moving parts: if any do not function correctly, remove from service  Hinge pin not in good condition: remove from service  Deformation: remove from service  Cuts, heavy burring, marking or scoring: remove from service Cracks: remove from service  Contamination by chemicals: remove from service Incorrect functioning: remove from service  If in doubt on any point, remove from service  Pulleys:  Have you read the information supplied by the manufacturer?  Is the identification mark on to the item?  Visual- Check for:  Wear, particularly on rope channel of the sheave Deformation  Cuts Cracks  Heavy marking or scoring Burring  Corrosion  Contamination by chemicals e.g. pitting, flaking of aluminium products  (usually due to salt water)  Build up of foreign matter, e.g. grit, grease, paint  Visual and tactile - Check that:  Moving parts function correctly, e.g. moving side plates  Axel is in good condition and sheave moves freely  There is no deformation of any parts</p>		

	<p>Action:  <u>Remove any foreign matter</u>  <u>Wear: some wear is permissible; refer to manufacturer's information</u>  <u>Moving parts: if any do not function correctly, remove from service</u>  <u>Sheave not in good condition: remove from service</u>  <u>Deformation: remove from service</u>  <u>Cuts, heavy burring, marking or scoring: remove from service</u> <u>Cracks: remove from service</u>  <u>Contamination by chemicals: remove from service</u> <u>Incorrect functioning: remove from service</u>  <u>If in doubt on any point, remove from service</u></p> <p>Helmets:  <u>Have you read the information supplied by the manufacturer?</u>  <u>Is the identification mark on to the item?</u>  <u>Is the helmet within the manufacturer's recommended lifespan?</u>  <u>Visual and tactile Check for:</u>  <u>Cracks, deformation or other damage to the shell</u> <u>Damage to the cradle/chinstrap assembly</u>  <u>Excessive wear to any part</u>  <u>Check that:</u>  <u>Chin strap adjusts easily</u></p> <p>Action:  <u>Helmet beyond recommended lifespan: remove from service</u>  <u>Any cracks, deformation or other damage, including scoring or cuts to the shell: remove from service</u>  <u>Damage to the cradle/chinstrap assembly: remove from service</u>  <u>No chin strap, or chin strap does not adjust easily: remove from service</u></p>		
	<u>If in doubt on any point, remove from service</u>		
<b>FIRST AID</b>	<u>Each leader should carry a personal kit of a basic first aid kit, survival bag, whistle, and emergency food. There should also be a number of basic survival bags available within each group.</u>	<b>Trip leader</b>	<u>Before every trip</u>
<b>TRIPS</b>	<p><u>On Caving Trips away, the following should be taken into account.</u></p> <ol style="list-style-type: none"> <li><u>1. The caves to be visited should be appropriate to the experience of all members of the party. In determining this weather conditions and specific areas of difficulty should be considered.</u></li> <li><u>2. When the party contains novices* the more experienced members of the party should be familiar with the cave to be visited. When all party members are experienced but are unfamiliar with the cave to be visited, local advice should be sought on potential problems as well as a copy of the relevant guidebook.</u></li> <li><u>3. Caving trips will comprise of at least three cavers per team including a designated leader.</u></li> <li><u>4. As a general rule there should be no more than four novices with every two experienced cavers. This can only be relaxed where there are no potential problems and access to the cave is simple. If the cave involves any significant ladder pitches or is rigged using Single Rope Technique (SRT), every effort should be made to ensure that there are at least as many competent cavers as novices.</u></li> <li><u>5. Leaders should be aware of the least able members of the party and should always consider that they may get tired or cold more quickly. They should not be afraid to turn back for reasons of safety.</u></li> <li><u>6. Appropriate clothing is essential and all party members should ensure that they are reasonably dressed (See clothing section). Leaders should consider whether the less experienced are suitably dressed and if not, be prepared to abandon the trip.</u></li> <li><u>7. Each party member should have a suitable helmet and lighting. A spare light should be taken on every trip. Personal responsibility for emergency items should be encouraged and each leader should carry a personal kit of a basic first aid kit, survival bag, whistle, and emergency food. There should also be a number of basic survival bags available within each group.</u></li> <li><u>8. The weather forecast and information about previous weather should be</u></li> </ol>		<u>Before and during every trip</u>
	<p><u>sought before each trip and leaders should evaluate whether a cave is safe to visit and also be prepared to abandon trips if necessary.</u></p> <ol style="list-style-type: none"> <li><u>9. A callout should always be left with a responsible person. A callout should contain caver details, caving plans, car registrations, estimated time into the cave, estimated time out and a time to begin search and rescue for an overdue party.</u></li> <li><u>10. All members should be aware of hypothermia, its causes, symptoms, and treatment.</u></li> <li><u>11. Technical skills such as life lining, abseiling or SRT must be practiced on the surface before going underground.</u></li> <li><u>12. When rigging, bolts and naturals should be inspected before use and rigging should never rely on only one bolt. Rigging should be properly backed up and normally conducted by or under the supervision of an experienced rigger.</u></li> <li><u>13. Leaders should give a group briefing prior to departure covering all aspects of the trip. This will include any risk involved and give people to chance to back out of trips.</u></li> <li><u>14. Each party should include one member knowledgeable about first aid and bring within reasonable distance of the cave a Comfort Sac containing emergency equipment for casualty care.</u></li> </ol>		
<b>RISK ASSESSMENT</b>	<u>See above</u>		
<b>EMERGENCY PROCEDURE</b>	<p><u>All caving parties should leave a callout with a responsible person. This will detail the caving trip planned including an estimated time of exit. In the event of an emergency or overdue party of cavers, the following must be undertaken to pursue the safe recovery of the group.</u></p> <p><u>Attempt to make contact with each member of the caving party if they have a mobile phone to establish if they have exited the cave safely.</u></p> <p><u>If the cave is nearby, travel to where the group had parked their car to see if it is still at the same location. The group may have already exited the cave</u></p> <p><u>If reasonable, walk to the entrance of the cave. Some members of the group may have exited and might be waiting for the rest of the party to follow.</u></p> <p><u>If the group are overdue and you cannot establish communication with them, contact the emergency services by dialling 999 or 112 and ask for Cave</u></p>	<b>Call Out</b>	<u>A.S.A.P</u>



<b>L</b>	<b>Local Knowledge</b> Particularly dangerous river sections/walk sections / cliffs / areas / local weather conditions	<b>Local Knowledge (personal safety)</b> Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc
<b>O</b>	<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	<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.
<b>W</b>	<b>Weather Forecast</b> Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.	<b>Watch Out</b> for someone becoming detached from group / wandering off / getting into arguments etc
<b>D</b>	<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!)	<b>Doubt</b> IF IN DOUBT- GET THEM OUT! – have a BACK UP Plan (even if it is taxis home / back to accommodation)