



## Clubs & Societies | Code of Safe Practice *Self-Evaluation & Action Plan Template 24/25*

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:	DCU Swimming and Waterpolo Club
Date this Code of Safe Practice Completed:	<b>28/08/24</b>
Version Reference:	<b>3</b>
Outline the main activities undertaken by your club/soc:	<b>Swim Coaching: Each year we hold training sessions at DCU Sports Complex that caters for all DCU Alumni who have a current club membership. Last year (23/24 season) we competed as a team in UL for pre-varsities and at UCC for inter-varsities. This year we have hired a qualified swimming coach from Tallaght to enhance the performance of our swimmers for this coming season. Last year, we brought a team of 24 swimmers to intervarsities and obtained 3 medals on behalf of DCU swimming.</b>

	<p>In the 22/23 season, we worked with other universities around Ireland to host intervarsities in 'The Watershed', a leisure complex based in Kilkenny.</p> <p><b>Swim Teaching:</b> This year we are setting up our new swim teaching section which will allow all members to learn how to swim in group-based swim lessons, which will be instructed by fully qualified, licenced and insured swim teachers from Swim Ireland.</p> <p><b>Waterpolo:</b> We have plans to grow the waterpolo club this year in DCU. A designated water polo officer has been appointed on the committee for the expansion of this form of aquatic based exercise. DCU sent a team of 10 athletes to compete at waterpolo intervarsities in the 22/23 season and we hope to reach this level for the coming year.</p>
Name of person(s) completing this form:	<b>Michael McAndrew</b>
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	<b>Matthew Boland</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> :	Matthew Boland
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: Swim Ireland <https://swimireland.ie>

Does your NGB have a Safety Code: Yes

If Yes please attach a copy to this code or provide a web link to the policy: <https://swimireland.ie/about/policies-governance-documents/>

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 <b>NGB</b> require you to take insurance? If yes please give details and attach a copy of the policy.	Yes – For Coaching and Teaching Qualifications
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="#">DCU Insurance Policy 2022</a>	Information Day Clubs and Societies Fair AGM Information Sessions for Trips Abroad/Competitions
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 <b>DCU's Public liability insurance</b> can be extended to this venue if required?	Possibly, we are planning an away trip to Valencia in-between semesters 1 and 2  Yvone McGowan has been notified on this from our club report from the end of the last term.
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?	Yes, PLI will be reviewed once a safety plan is complete for the training camp abroad.

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.	No not yet, we have an order from last year that is still processing for new equipment through swimkit. We ordered a storage unit for the swimming club for the storage of equipment from aqualine engineering last season but waiting for equipment to arrive.
Are you planning any <b>overseas trips</b> ? If so, provide details of travel Insurance you have in place for this trip.	Training camp to Valencia between semesters 1 and 2.
Do your <b>Coaches/Instructors</b> have their own Professional Indemnity Insurance? If yes please attach a copy.	Yes (attach Patrick harmon + Mia's + Alexis Insurance)

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.	Michael McAndrew  Ali Hyland
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	Will host on week 1 before training commences
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	Michael McAndrew – Level 2 Swim Coach and Swim Teacher Mia Whelan O'Connor – Level 2 Swim Teacher Patrick Harmon – Level 2 Swim Coach Alexi Guillot – Level 2 Swim Coach
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 200m freestyle swimming test will be used to determine eligibility for our swim coaching squad. The coaching squad will be separated into 2 levels: recreational squad and performance squad. For a member to reach performance squad level, one must plan on competing in a competition representing DCU Swimming and Waterpolo club this season. Any individual who is unable to complete the 200m swim will be asked to join our group swim teaching classes until ones' ability reaches the adequate level.

EQUIPMENT	Information
<b>Types Of Equipment:</b> Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	<b>Kickboards, Pull Buoys, Bands, Paddles, Finger paddles, Fins, Resistance Parachutes, Hat, Goggles and togs.</b>
<b>Usage of Equipment:</b> indicate how members are trained as necessary in the safe use of all equipment supplied to them	<b>During the first week of training, the head coach or teacher provides a</b>
<b>Equipment Log:</b> who is responsible for maintaining a register of equipment to include purchase dates, price etc	<b>Matthew Boland</b>
<b>Checking Equipment before use:</b> Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	<b>Visual Inspection by the head coach/teacher before the session. Head coach/teacher will inform the committee members of any problems regarding equipment and the issue will be addressed accordingly.</b>
<b>Storing Equipment,</b> detail how and where equipment is stored, and/or transported.	<b>Equipment will be stored in a high quality aqualine storage that was purchased by the club last year.</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>Matthew Boland</b>
<b>Damaged/Unwanted equipment/Disposal of equipment:</b> State your policy for damaged or unsafe equipment and disposal of old equipment.	<b>Issue will be brought up to the safety officer/committee members and the equipment will be examined based on the probability of injury. If the equipment is deemed unusable/unsafe, it will be discarded.</b>
<b>Hire of Equipment:</b> 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 <a href="http://www.dcu.ie/estates/contractors.shtml">www.dcu.ie/estates/contractors.shtml</a>	<b>N/A</b>
<b>Loaning Equipment:</b> 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.	No equipment loans during the season. All members will return the used equipment to the coach/teacher who will store them in the storage unit once the training session is completed.

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.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a>	<ul style="list-style-type: none"> <li>- Michael McAndrew</li> <li>- Anna Prie</li> </ul>
Please indicate the committee members that have attended the Casualty Management workshop held early in Semester 1.	Matthew Boland, Michael McAndrew will go to the event
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.	N/A
Does your club/soc have designated Athletic Therapy & Training students? If so please state names and a summary of when they provide services.	Ruairi Walsh – Inspection for injured swimmers pre and post competition.
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.	Michael McAndrew
List your COVID Officers	Michael McAndrew
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>	Matthew Boland
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 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 – Reviewed Monthly

Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Matthew Boland
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Yes
<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)	We follow Swim Irelands' Code of Safe Practise Policy Procedures; <a href="https://swimireland.ie/wp-content/uploads/sites/2/2023/02/Final-Issue-Swim-Ireland-Safety-Code-of-Practice-Swimming.pdf">https://swimireland.ie/wp-content/uploads/sites/2/2023/02/Final-Issue-Swim-Ireland-Safety-Code-of-Practice-Swimming.pdf</a>
<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.	All members should identify any hazard or health issue to the coach/teacher or any committee member present at the training session/event. The relevant individual will then report this concern to the overall committee and the issue will attempt to be resolved.

<b>TRIPS Checklist</b>	<b>Information</b> <i>You are required 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?	Insurance will be in place once confirmed with the IUSWA
<b>Risk Assessment:</b> for all activities should be undertaken and all possible control measures put in place	Yes
<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)	Yes
<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>	Yes



<b>Contingency Plans:</b> for reasonably foreseeable emergencies should be made.	Yes
<b>Beginners/Novice to Leader ratios:</b> Ensure that this ratio is appropriate for the trip in question.	Yes
<b>Itinerary:</b> A full trip itinerary should be prepared and circulated to all members.	Yes
<b>Travel:</b> How the party will move between the relevant locations and who will be driving the vehicles.	Yes
<b>Trip Registration &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 uploaded to the online management system and 1 copy is taken on the trip.	Yes
<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>	Yes
<b>Equipment:</b> This needs to be in proper working order and should be frequently checked throughout the trip	Yes
<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.	Yes

EMERGENCY PROCEDURE	Information
Please detail your Clubs/Socs procedures to be followed in an emergency. For tips see 'Keeping it Safe' available at <a href="https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe">https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe</a>	<p><b>Emergency Procedure</b></p> <p>For all the planning and preparation, there still exists the possibility of emergencies occurring. All Accident and Incidents must be reported via the online report form on the DCU Health and Safety Website or via the DCU Accidents Report Form and sent to the DCU Health &amp; Safety Office.</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

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

No -U18s to date, will update if any members join.

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>	N/A
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 <a href="https://www.sportireland.ie/Participation/Code_of_Ethics/">https://www.sportireland.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
Are you aware of the DCU child protection policy 'Keeping Children Safe, Policies and Procedures supporting Child Protection at DCU available at <a href="https://www.dcu.ie/advice/respect-dignity">https://www.dcu.ie/advice/respect-dignity</a>	Yes

GUIDELINES FOR BEHAVIOUR	Information
<p>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:</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="https://www.dcu.ie/advice/respect-dignity">https://www.dcu.ie/advice/respect-dignity</a></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>	<p>Respecting all committee and club members.</p> <p>Promoting an inclusive environment to all members during and outside of training sessions which will allow equal access and equal opportunity to all.</p> <p>Following DCUs' Alcohol, Respect and Dignity Policies.</p> <p>Being up-to-date with current Health and Safety Regulations and taking action when necessary.</p> <p>Reporting all incidents to current committee members and associated DCU Clubs and Societies Staff.</p>

DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	The committee will meet to discuss the matter and depending on the severity of the breach will be highlighted to the clubs and societies officer. We will approach the club

	member about the breach in a professional manner and the necessary precautions will be made.
--	--

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 <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a>	Health and Safety Officer Covid Officer First Year Rep – To pass on the rules and regulations of Health and Safety to newer members of the club.



## Code of Safe Practice Action list



**Club/Society: DCU Swimming and Waterpolo Club**

**Date: 28/08/24**

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	DCU Swimming Club – Return to pool Week 2	Patrick Harmon	16/09/24
INSURANCE	IUSWA		
TRAINING & COMPETENCIES	Training Monday-Friday	Patrick Harmon, Alexi Guillot, Mia Whelan	16/09/24- 18/04/25

		<b>O'Connor, Michael McAndrew</b>	
<b>EQUIPMENT</b>	Equipment order will be made to Swimkit for Paddles, Kickboards, Finger Paddles, Bands and Resistance Parachutes once we have Access to the 24/25 Budget.		<b>9/09/24</b>
<b>FIRST AID</b>	First aid equipment will always be present at all our training sessions and our qualified personnel will be present to follow the EAP. A qualified lifeguard employed by DCU Sports Complex will always be on duty during our sessions to intervene if an issue arises.		
<b>TRIPS</b>	Training Camp to Valencia		<b>6/01/25- 10/01/25</b>
<b>RISK ASSESSMENT</b>	Risk Assessments conducted monthly of our training complexes by our designated Safety Officer		
<b>EMERGENCY PROCEDURE</b>	EAPs and NOPs are discussed at our committee meeting on week 1		<b>9/09/24</b>
<b>CHILD PROTECTION POLICY</b>	Covered by all committee members during in meetings throughout the season		
<b>GUIDELINES FOR BEHAVIOUR</b>	Covered by all committee members during in meetings throughout the season		
<b>COMPLAINTS PROCEDURE</b>	Covered by all committee members during in meetings throughout the season		
<b>DISCIPLINARY PROCEDURE</b>	Issues are highlighted to any committee member. Depending on the severity of the action, committee members will inform DCU Clubs and societies and follow the disciplinary guidelines by all clubs in DCU.		
<b>CLUB OFFICERS</b>	Designated committee members for each aspect in the club: Waterpolo, Lifesaving, Equipment, Safety Officers		
<b>OTHER</b>			
<b>OTHER</b>			

<b>OTHER</b>			
--------------	--	--	--



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



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 <sup>th</sup> June 2019
Review Date	23rd August 2023

