



Clubs & Societies | Code of Safe Practice *Self-Evaluation & Action Plan Template*



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

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

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

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

- **CLUBS:** Yvonne McGowan, Senior Sports Development Officer, Sports & Wellbeing, e-mail yvonne.mcgowan@dcu.ie. Tel: 01-700 5811
- **SOCIETIES:** Siobhan Byrne, Clubs & Societies Finance & Development Officer, Office of Student Life, e-mail siobhan.byrne@dcu.ie, Tel: 01-700 5585

- **DCU Health & Safety Office:** Paula Hawkins, Health & Safety Advise, e-mail safety@dcu.ie, Tel: 01-700 7034

Club/Society Participation Statement

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

Individual Responsibilities

- All participants in Club activities are responsible for their own actions and for making their own assessment of risks. If they are unsure about any issue or have any problems, questions or concerns it is the individual's responsibility to raise these with leaders or committee members.
- It is the responsibility of the individual to bring to the attention of any trip/activity leaders any known medical condition or previous injuries that may affect their or other Club member's safe participation in canoeing activities.
- Members are encouraged to seek further training at every opportunity.
- It is the responsibility of the individual to report any damage, loss or failure of club equipment to their Club's Equipment Officer. There should be adequate notices around club storage to ensure that this procedure is followed at all times.
- It is the responsibility of the Parent or Guardian of members under 18 to read and sign a membership form on behalf of the member before any activity can take place. The form is : Sample application form Junior Members' available at www.dcu.ie/sports-wellbeing

CLUB/SOCIETY DETAILS	Information
Club/Society name:	DCU Aikido Club
Date this Code of Safe Practice Completed:	
Version Reference:	1.0
Outline the main activities undertaken by your club/soc:	Training in Aikido
Name of person(s) completing this form:	Michael O'Donovan
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Burcu Gunes
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Michael O'Donovan

Have you uploaded a copy of your club or society constitution?	Yes
Please indicate if your club/soc is aware of: DCU Clubs & Socs 'Keeping it Safe' guidance document available at: https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe Yes	
Is there a National Governing Body (NGB) for your Sport/Society:	Yes / <input checked="" type="radio"/> No
If Yes please provide full name of NGB and website:	
Does your NGB have a Safety Code:	Yes / No
If Yes please attach a copy to this code or provide a web link to the policy:	
Does your club/society comply with this NGB Safety code?	Yes / No / Not applicable
Do you have a copy of codes of practice or regulations for facilities that you use regularly? For DCU Sport information visit www.dcu.ie/info/regulations/sports.shtml	Yes / No / Not applicable

INSURANCE	Information
Does your NGB require you to take insurance? If yes please give details and attach a copy of the policy.	While not a National Governing Body the organisation which DCU Aikido Club is affiliated Dublin Aikikai Aikido has both accident and public liability insurance covering the instructor and affiliated members. Dublin Aikikai Aikido has the following insurance: Public Liability to a value of €6.5m and Personal Accident up to €40,000. Both are taken out with Arrachas.
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 www.dcu.ie/info/insurance.shtml	We have posted this on our DCU Aikido Club facebook page and will post it on our page in DCU life when access is obtained. We will mention it to students who show interest in joining the club on Clubs and Socs day and at other times.
Is your Club/Soc using you are using an external venue for hosting a DCU event? If yes have you notified Clubs & Socs or DCU Sports &	An external venue will not be used for hosting a DCU Aikido Club event.

Wellbeing so as DCU's Public liability insurance can be extended to this venue if required?	
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 & Wellbeingso as DCU's Public liability insurance can be reviewed?	N/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.	The mats used are owned by the DCU Sports Complex. The weapons used are of low value and would not justify insurance.
Are you planning any foreign trips ? If so provide details of travel Insurance you have in place for this trip.	
Do your Coaches/Instructors have their own Professional Indemnity Insurance? If yes please attach a copy.	No – Public Liability and Accident Insurance only as the instructors do not depend on aikido for their livelihood.

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.	This has not yet taken place this year but we will attend when it is on.
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	This is planned for after Clubs an Socs day when the committee is formed.
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	Names of instructors: Michael O'Donovan – 4 th Dan at Aikido from the Aikikai in Tokyo Brian Milton - 3 rd Dan at Aikido from the Aikikai in Tokyo
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.	There are no prerequisites for starting at the aikido club.

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>Foam mats</p> <p>Wooden traditional weapons e.g. wooden staff, wooden sword (no metal blade), wooden knife (no metal blade)</p>
<p>Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them</p>	<p>Students are taught how to handle the weapons safely. However in themselves the weapons do not pose a risk.</p>
<p>Equipment Log: who is responsible for maintaining a register of equipment that includes purchase dates, price etc</p>	<p>Michael O'Donovan</p>
<p>Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?</p>	<p>Note that most classes do not involve the use of weapons.</p> <p>However, prior to use they are inspected by the teacher for splinters or cracks which may hurt the hand or cause the weapon to break.</p>
<p>Storing Equipment, detail how and where equipment is stored, and/or transported.</p>	<p>The mats are stored adjacent to the handball court in the Sports Complex.</p> <p>The wooden weapons are stored in the club locker in the Sports Complex.</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>Brian Milton is responsible for the checking of equipment.</p>
<p>Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.</p>	<p>Damaged or unwanted equipment is disposed of safely in a solid bin as it is simply a piece of wood. If broken, we will ensure any sharp points are blunted before disposing.</p>
<p>Hire of Equipment: Do you plan to hire equipment for use on campus where there is a high potential risk of an injury/accident? If so provide details. Note: Permission must be obtained from the Estates Office and the Health and Safety Office and/or a permit to work issued. Form is available at www.dcu.ie/estates/contractors.shtml</p>	<p>No</p>
<p>Loaning Equipment: Please outline your policy on loaning equipment to club members; please include details of club officer responsible for</p>	<p>Weapons are loaned to club members from the club stock for the duration of the class and returned for storage following the class.</p>

overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc.	
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FIRST AID	Information
High Risk Sports clubs must have at least one occupationally trained first aider. Please indicate if you are amongst this list and if you have a nominated first aider(s). List of High Risk Sports clubs is available from Keeping it Safe guidelines at www.dcu.ie/sports-wellbeing	Our first-aider is Mark Ryan Based on the list in the Clubs Handbook Aikido is categorised as a mainstream sport and not high risk.
Please indicate the committee members that have attended the Casualty Management workshop held each October.	None yet this year. We will update this.
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.	No
Please indicate the committee member that is responsible for ensuring that the club has a fully stocked first aid kit. Please note First Aid supplies are fully funded by the CLC/SLC. Please contact Clubs & Socs or DCU Sports & Wellbeing for first aid supplies.	Burcu Gunes
List your COVID Officers	Michael O'Donovan
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	
If you are hosting a major event First Aid Provision must be must be arranged. Please provide details of provision for events if applicable.	N/A Not organising major events.

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.	Annually
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Michael O'Donovan (this may change once the committee is formed)
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	The aikido club does not plan to organise trips or special events this year but mainly to re-establish with regular classes.
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.	The member should inform the instructor directly or any member of the DCU Aikido Club committee and inform them of the issue.

TRIPS Checklist	Information <i>You are advised 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	
Insurance: Is all appropriate travel insurance for the group in place?	
Risk Assessment: for all activities should be undertaken and all possible control measures put in place	
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)	

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	
Contingency Plans: for reasonably foreseeable emergencies should be made.	
Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.	
Itinerary: A full trip itinerary should be prepared and circulated to all members.	
Travel: How the party will move between the relevant locations and who will be driving the vehicles.	
Trip Membership & 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 given to Siobhan Byrne, Clubs & Societies Finance Officer and 1 copy is taken on the trip.	
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 	
Equipment: This needs to be in proper working order and should be frequently checked throughout the trip	
First Aid: You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure.	

EMERGENCY PROCEDURE	Information
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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/dcuclubssocoperationsmanual20/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

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 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 groups 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 group.
 - First Aid given
 - Age(s) of group members
 - Time of accident
 - Equipment available to group
- Co-operate fully with the Emergency Services.
- Someone from the group accompany 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 the DCU Contact person and give no comment.

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 will not accept students under the age of 18, and to not intend working with vulnerable adults.
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	
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/	
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	
Are you aware of the DCU child protection policy 'Keeping Children Safe, Policies and Procedures supporting Child Protection at DCU available at www.dcu.ie/equality/crc.shtml	
Garda Vetting: Have your coaches undertaken Garda Vetting by DCU? The DCU Garda Vetting policy and forms are available at www.dcu.ie/hr/Garda-Vetting-DCU.shtml	

GUIDELINES FOR BEHAVIOUR	Information
<p>Please list guidelines for behaviour that club adheres to. These can be formal University, Facility or Club rules and regulations The following University documents may be useful:</p> <p>DCU Alcohol Policy, https://www.dcu.ie/students/az/alcohol-policy</p> <p>DCU Respect & Dignity Policy, www.dcu.ie/equality/dcu_policies.shtml</p> <p>Student Sport Ireland Guidelines for Hosting an Intervarsity event,</p>	<p>Aikido as with many Japanese martial arts, has respect for others at the core of its values.</p> <p>DCU Aikido Club will not accept any of the following during its activities by the instructor, students or committee members:</p> <p>Discriminatory behaviour based on race, gender, age, sexuality, or any other differentiating characteristic.</p> <p>Any verbally, physically or emotionally hurtful behaviour.</p> <p>Any attempt to cause injury to another.</p> <p>Negligence or disregard for others which may put another at risk.</p>

www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf	Practising in an intoxicated state. Any wilfully disrespectful behaviour towards another.
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DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	<p>If the code of conduct is broken by...</p> <p>A student member – then the instructor or a member of the committee should be informed.</p> <p>The instructor – then any member of the committee should be informed.</p> <p>If the informed party cannot deal with the issue in a civil and constructive way, then it should be escalated to DCU Health & Safety Office: Paula Hawkins, Health & Safety Advise, e-mail safety@dcu.ie, Tel: 01-700 7034</p>

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	For any injuries or concerns regarding health and safety within a class situation, inform the instructor directly so that the issue can be dealt with immediately. For other concerns contact the committee members. Chairperson: Michael O'Donovan/michael.odonovan34@mail.dcu.ie/0879244360 Secretary: Burcu Gunes/burcu.gunes@dcu.ie Also responsible for upkeep of the First Aid Kit



Code of Safe Practice Action list



Club/Society: DCU Aikido Club

Date: 21-Sep-2021

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES			
INSURANCE	Provide the insurance policy for ancillary students.	Michael O'Donovan	31-Oct-21
TRAINING & COMPETENCIES			
EQUIPMENT	Check the wooden weapons for cracks or splinters and deal with any found to remove risk.	Brian Milton	31-Oct-21
FIRST AID	Restock the club First Aid box.	Burcu Gunes	31-Oct-21
TRIPS			
RISK ASSESSMENT			
EMERGENCY PROCEDURE			
CHILD PROTECTION POLICY			
GUIDELINES FOR BEHAVIOUR			


COMPLAINTS PROCEDURE			
DISCIPLINARY PROCEDURE			
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	
Review Date	27 th June 2019	

