



Clubs & Societies | Code of Safe Practice

Self-Evaluation & Action Plan Template 23/24

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

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

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

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

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

Club/Society Participation Statement

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

Individual Responsibilities

- All participants in Club activities are responsible for their own actions and for making their own assessment of risks. If they are unsure about any issue or have any problems, questions or concerns it is the individual's responsibility to raise these with leaders or committee members.
- It is the responsibility of the individual to bring to the attention of any trip/activity leaders any known medical condition or previous injuries that may affect their or other Club member's safe participation in 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 Archery Club
Date this Code of Safe Practice Completed:	08/09/2023
Version Reference:	
Outline the main activities undertaken by your club/soc:	To train members in the sport of archery and compete in competitions against other university archery clubs
Name of person(s) completing this form:	Ciara O' Sullivan
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Caitlín Stewart
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Safety Officer
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: Archery Ireland; <http://archery.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: <http://archery.ie/documents/iaaa-documents/code-of-ethics-and-good-practice-for-childrens-sport/>

Does your club/society comply with this NGB Safety code? Yes

Do you have a copy of codes of practice or regulations for facilities that you use regularly? Yes

INSURANCE	Information
Does your NGB require you to take insurance? If yes please give details and attach a copy of the policy.	Yes; Insurance is included with the payment of the affiliation fee. The detailing of the insurance can be seen in the constitution. http://archery.ie/ai-assets/uploads/2013/02/Archery-Ireland-Constitution-and-Rules-2020-1.pdf
Indicate how you have made your members aware of the DCU Students' Personal Accident and insurance cover? Please note the limitations of this policy and the exclusions that apply, see DCU Insurance Policy 2022	Mainly students are informed of the basic health and safety risks associated with archery and current members of the club, particularly the safety officer and other committee members are expected to prevent new members from breaking these rules. The safety officer is expected to inform members if there is any reason to make use of the DCU insurance cover.
Is your Club/Soc using an external venue for hosting a DCU event? If yes have you notified Clubs & Socs or DCU Sports & Wellbeing so as DCU's Public liability insurance can be extended to this venue if required?	No
Is your Club/Soc planning to host a major event on or off campus this year? If yes have you notified the Clubs & Socs or DCU Sports & Wellbeing So as DCU's Public liability insurance can be reviewed?	Yes, Both clubs and socs and DCU sports have been informed of the event and the dates it will be hosted.

Does your club/soc have the appropriate Equipment Insurance to protect your equipment in the event of fire and theft? If yes please provide details.	We have no additional security on our equipment outside of anything provided by archery Ireland and DCU.
Are you planning any overseas trips ? If so, provide details of travel Insurance you have in place for this trip.	No.
Do your Coaches/Instructors have their own Professional Indemnity Insurance? If yes please attach a copy.	Yes / No

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.	The event has yet to occur but the current Safety officer has attended the event a previous year. They will be in attendance again. Caitlín Stewart
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	Yes.
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	Adam Taylor, qualified Archery 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.	The club runs a beginner course for all new members that will require them all to have shot under supervision and guidance for a minimum of six weeks

EQUIPMENT	Information
Types Of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	Recurve Bows, Target stands, Targets, Target Faces, safety nets, armguards, arrows, Two compound bow, quivers, finger tabs, target pins, bow strings, first aid kit, recurve sights, compound sights, compound release, compound stand, arrow rests etc.

<p>Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them</p>	<p>The coach and current members of the club will train all beginners in the proper use of equipment and all safety required in the beginner course.</p>
<p>Equipment Log: who is responsible for maintaining a register of equipment to include purchase dates, price etc</p>	<p>The equipment officer</p>
<p>Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?</p>	<p>Yes, The equipment officer is first person responsible. If they are not available any committee member is expected to complete the inspection</p>
<p>Storing Equipment, detail how and where equipment is stored, and/or transported.</p>	<p>Club equipment is stored in the storage room at court 3 of the DCU sports hall, additionally extra equipment is stored in a locker in the DCU sports centre</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>Safety Officer and Equipment officer are first people responsible for ensuring all equipment is safe, otherwise any committee member is expected to also ensure the equipment is safe to use</p>
<p>Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.</p>	<p>If the equipment is still safe to use the club will sell it to other archery clubs. If damaged either members of the club or trusted external archers will attempt to repair the equipment, if the equipment is damaged beyond repair the equipment is dismantled and safely disposed of.</p>
<p>Hire of Equipment: Do you plan to hire equipment for use on campus where there is a high risk of a potential injury/accident? If so, provide details. Note: Permission must be obtained from the Estates Office and the Health and Safety Office and/or a permit to work issued. Form is available at www.dcu.ie/estates/contractors.shtml</p>	<p>No</p>
<p>Loaning Equipment: Please outline your policy on loaning equipment to club members; please include details of the club officer responsible for overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc.</p>	<p>Club members can borrow equipment for competitions. They are expected to care for the equipment while it is in their care and return the equipment after the competition has finished. If the equipment is damaged or not returned the student will be expected to compensate the club for the equipment in question</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 of High Risk Sports clubs is available from Keeping it Safe guidelines at www.dcu.ie/sports-wellbeing	The Safety Officer will be expected to be trained in first aid.
Please indicate the committee members that have attended the Casualty Management workshop held early in Semester 1.	Caitlín Stewart will be attending the Casualty Management Workshop in semester 1
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.	No
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.	Safety officer and equipment officer.
List your COVID Officers	
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	Safety Officer and chairperson
If you are hosting a major event First Aid Provision must be arranged. Please provide details of provision for events if applicable.	A full kitted First Aid kit will be on site for the event. At least one member with first aid training will be present at all times in case the first aid is needed during the event

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)	Risk Assessment is undertaken for all competitors. Last risk assessment was submitted 24/03/23.

DCU Clubs / Socs Activity Risk Assessment Template

Outline of hazards associated with club/society activities and measures the club/society takes or will take to minimize risk of injury to members or third parties

Hazard / Activity with potential to cause injury	Controls Already in Place (what actions /procedures are you already doing to minimize possibility of injury)	Risk Category (High/Medium/Low) (considering the actions / procedures you already have in place)	Further Controls Being Implemented To Reduce Risk (eg First Aid / area to be inspected prior to start Require equipment test certs etc)	Date to be Completed Online Management System Roll Over
Arrow wounds	All archers participating in competitions have already completed their 6 hours of basic training revolved around safety procedures	Low	No further precautions required	24/03/2023
Bow malfunction	All our equipment is checked by a certified judge prior to the competition to check for any possible defects.	Medium	No further precautions required	24/03/2023
Name of Shooter	Emergency Contact(s) Name	Emergency Contact(s) Number		
Alex Gorovenko	Galina Kamennaya	0877475029		
Orlaith Condon	Oonagh Redmond	0877632784		
Ciara O Sullivan	Una O Sullivan	0876209887		
Derek Harkin	Tammy Harkin	0833588755		
Ava Power	Orla Armstrong	0879119546		
Ebunoluwa Jamgbadi	Erife Jamgbadi	0894680577		
Jervis Chen	Yanxia Chen	0876542803		

Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.

Yes, risk assessments are reviewed before any competitions.

Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.

Safety Officer

Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)

Not necessary

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.	Members can talk to the safety officer or the Athlete protection officer about any issues they have. If neither of these officers are available they can talk to the chairperson, secretary or treasurer about any concerns.
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TRIPS Checklist	Information <i>You are required to do a trip specific risk assessment / checklist for all individual trips</i>
Trip Leaders: do leaders have the necessary knowledge, experience and qualifications, where appropriate to lead a trip	Yes. All trip leaders are experienced members of the club
Insurance: Is all appropriate travel insurance for the group in place?	Yes
Risk Assessment: for all activities should be undertaken and all possible control measures put in place	Yes
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)	Not necessary
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	No
Contingency Plans: for reasonably foreseeable emergencies should be made.	Yes
Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.	Yes
Itinerary: A full trip itinerary should be prepared and circulated to all members.	Yes
Travel: How the party will move between the relevant locations and who will be driving the vehicles.	Considered depending on the competition
Trip Registration & Activity form: detailing date of the event, location, accommodation, transport, and the names and ID numbers of students participating in the trip. The trip Leader must ensure that 1 copy of this form is uploaded to the online management system and 1 copy is taken on the trip.	Yes
Social: You should advise your members on the following:	Yes

<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	yes
First Aid: 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
<p>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/dcuclubssocsoperationsmanual20/keeping-it-safe</p> <p>An Emergency procedure for your club/soc is listed below. Please provide details of how this is communicated to your members and also any additional actions that your club/soc does in an emergency</p>	<p>Emergency Procedure</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 & Safety Office.</p> <p>In the event of an emergency, please follow carefully the guidelines as detailed below</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stop and think. Assess the situation. Stay calm. <input type="checkbox"/> Ensure that the group is safe and accounted for. <input type="checkbox"/> Are there any hazards present that may affect the group? <input type="checkbox"/> Attend any casualties if it is safe to do so. <input type="checkbox"/> Give first aid within the group's capabilities. <input type="checkbox"/> Get expert help if required. <input type="checkbox"/> Get/ give any third party/ witness/insurance details if necessary. <input type="checkbox"/> Gather the information required by the Emergency Services: <ul style="list-style-type: none"> <input type="checkbox"/> Name(s) of group members <input type="checkbox"/> Number of people injured <input type="checkbox"/> Locations of group members <input type="checkbox"/> Medical condition of the group. <input type="checkbox"/> First Aid given <input type="checkbox"/> Age(s) of group members

	<ul style="list-style-type: none"> <input type="checkbox"/> Time of accident <input type="checkbox"/> Equipment available to group <input type="checkbox"/> Cooperate fully with the Emergency Services. <input type="checkbox"/> Someone from the group accompanied the casualties to hospital. <input type="checkbox"/> In the event of a serious accident/incident contact DCU Security on 700-5999 (available 24 hours). <input type="checkbox"/> 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	
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 https://www.dcu.ie/advice/respect-dignity	
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: DCU Alcohol Policy, https://www.dcu.ie/students/az/alcohol-policy</p> <p>DCU Respect & Dignity Policy, https://www.dcu.ie/advice/respect-dignity</p> <p>Student Sport Ireland Guidelines for Hosting an Intervarsity event, www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf</p>	
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DISCIPLINARY PROCEDURE	Information
<p>Please detail how you will deal with breaches of the code of conduct.</p>	<p>Members will initially be given a verbal warning, if the member continues to breach the code of conduct they will be asked to leave the training session. If this occurs three times the member will be asked to leave the club.</p>

CLUB OFFICERS	Information
<p>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</p>	<ol style="list-style-type: none"> 1. Chairperson <ol style="list-style-type: none"> 1. The Chairperson shall be the chief officer of the Club whose functions include chairing all meetings of the committee and officiating at meetings of the Club. 2. The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the Club. In the event of a tied vote on any matter she / he shall have the casting vote. 3. The Chairperson of the Club shall also assume the role of Captain of the Club in all archery competitions. 4. The Captain acts as the primary representative of the Club at Irish Student Archery Association (I.S.A.A) Captain Meetings. 2. Secretary <ol style="list-style-type: none"> 1. The Secretary's function shall be to deal with all correspondence and records of the Club.

2. The Secretary keep minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relating to the business of the Club when requested by the committee.
 3. The Secretary may keep a record of authorisation of expenditure.
 4. The Secretary shall give notice to all members of the Club's meetings, events and functions.
 5. The Secretary shall assist the Public Relations Officer to organise fund raising events and sponsorship where necessary.
3. Treasurer
 1. The Treasurer's function shall be to administer the funds of the Club and to maintain accounts and budgets.
 2. The Treasurer shall be responsible for the maintenance of accounts subject to the decisions of the committee in compliance with the regulations set down by the Sports Clubs Committee of DCU.
 3. The Treasurer shall keep full records of income and expenditure of the Club. The Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.
 4. The Treasurer shall sign all cheques and withdrawals forms from the Club's bank account.
 5. Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the Club on consultation with the Sports Clubs Committee.
 4. Equipment Officer
 1. The Equipment Officer shall be responsible for the fixed and current assets of the Club in compliance with the regulations set down by the Sports Clubs Committee.
 2. The Equipment Officer shall maintain a record of all fixed and current assets belonging to the Club and will report an inventory list to the committee at the start and end of the academic year.
 5. Public Relations Officer
 1. The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the Club through all means possible.
 2. The Public Relations Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contribution outside bodies have had for the Club and to give notice to all members of these contributions.

3. The Public Relations Officer shall maintain the Website for the Club and report all feedback from the site at the next available meeting.
6. Events Officer
 1. The Trips/Entertainments Officer shall be responsible for arranging all intervarsity events, any other trips and any social events being held by the club.
7. Vice-Chairperson
 1. The Vice-Chairperson shall aid the Chairperson in their duties and in the event of the Chairperson being absent from proceedings shall act as Chairperson for the duration of such proceedings.
8. Safety and Athlete Protection Officer
 9. The Safety and Athlete Protection Officer shall ensure that all members are made aware of and follow the safety rules of the club.
 10. The Safety and Athlete Protection Officer shall be responsible for filling out and ensuring the Club follows the DCU Clubs & Socs Code of Safe Practice.
 11. The Safety and Athlete Protection Officer shall be responsible for filling out a Risk Assessment and where necessary a Trip registration form for all Archery Competitions.
 12. The Safety and Athlete Protection Officer shall be responsible that the first aid kit is adequately stocked and resupplied as needed; ensuring it is readily available at training and competitions.
 13. The Safety and Athlete Protection Officer shall be responsible for looking after any issues vulnerable athletes may have
14. Ordinary members
 1. The Ordinary Committee members represent the views of all the members of the club not involved in the Committee.
 2. They have no fixed directive but are free to assist any other committee member with that member's duties.
 3. Each of the Ordinary Committee members shall have the same voting privileges at all Meetings that the rest of the Committee have.
15. First Year Representative
 1. The First Year Representative shall represent the views of all first time members of the club not involved in the Committee.

	2. The First Year Representative will endeavour to make all first time members feel welcomed and included in the club.
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Code of Safe Practice Action list



Club/Society: _____

Date: _____

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

EMERGENCY PROCEDURE			
CHILD PROTECTION POLICY			
GUIDELINES FOR BEHAVIOUR			
COMPLAINTS PROCEDURE			
DISCIPLINARY PROCEDURE			
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>

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