



Clubs & Societies | Code of Safe Practice

Self-Evaluation & Action Plan Template 22/23

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 Volleyball Club
Date this Code of Safe Practice Completed:	20/08/23
Version Reference:	4.0
Outline the main activities undertaken by your club/soc:	Weekly trainings Social Nights Competitive games
Name of person(s) completing this form:	Annelies Emmely Adamache
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Annelies Emmely Adamache Sean Marc Maraveles
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Annelies Emmely Adamache

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 Yes	
Is there a National Governing Body (NGB) for your Sport/Society:	Yes / 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: https://drive.google.com/file/d/1mEmbXOD10U4ndO_EwendpjI9VroDIsHI/view?usp=sharing	
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?	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.	No
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	We inform them at the clubs and socs fare when signing up and if they get injured while playing. We remind them during the first few training sessions of each semester.
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?	We are looking into signing our club to an abroad camp in semester 2 but we don't have any specific information yet. No, not yet, we have not notified the Clubs & Socs or DCU Sports & Wellbeing.
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.	No
Are you planning any overseas trips ? If so, provide details of travel Insurance you have in place for this trip.	We are looking into doing an overseas trip but have no specific information yet.
Do your Coaches/Instructors have their own Professional Indemnity Insurance? If yes please attach a copy.	Yes / No - As of right now we do not have a coach but will update this if we get one.

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.	Sean Marc Maraveles
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	N/A
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	N/A - as we currently do not have a coach. We will update as soon as we can
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.	N/A

EQUIPMENT	Information
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Types Of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	Volleyball poles, Nets, antenas, balls, scoreboard
Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them	Committee members are shown and trained on how to set up the volleyball poles, nets and antenas. It is very straightforward
Equipment Log: who is responsible for maintaining a register of equipment to include purchase dates, price etc	Equipment Officer- Jack Hourigan
Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	Equipment Officer- Jack Hourigan
Storing Equipment, detail how and where equipment is stored, and/or transported.	All volleyballs and nets are stored in the dcu gym locker. When transporting equipment, we only bring the volleyballs which are stored in volleyball bags
Maintenance of Equipment as per manufacturers or NGB guidelines: State the name of the Officers with responsibility for equipment maintenance and regular safety checks.	Equipment Officer- Jack Hourigan
Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.	For damaged or unsafe equipment, we shall dispose of them. If it is run down equipment we can donate the equipment
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	N/A
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.	N/A

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	Safety & Inclusion Officer- Gary Rodgers Secretary- Lana Bagayan

nominated first aider(s). List of High Risk Sports clubs is available from Keeping it Safe guidelines at www.dcu.ie/sports-wellbeing	Treasurer- Reina Ubaldo
Please indicate the committee members that have attended the Casualty Management workshop held early in Semester 1.	Safety Officer- Gary Rodgers Vice Chair - Sean Marc Maraveles
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.	Jack Hourigan
List your COVID Officers	Annelies Emmely Adamache Gary Rodgers
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	Sean Marc Maraveles Jack Hourigan
If you are hosting a major event First Aid Provision must be arranged. Please provide details of provision for events if applicable.	There will be first aid kits available for major events that will be planned. We have committee members who are trained in first aid.

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- during DCU tournament held in semester 2
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Yes, the committee review it every semester
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Gary Rodger- Safety & Inclusion Officer

Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Yes- During our intervarsity trip to Cork in semester 2 of 2023
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)	N/A
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	Members who identify concerns regarding H&S during activities will raise it with the rest of the committee. The committee will then take action with regards to the concerns. For example, if a member does not wear knee pads during training, they will not be allowed to train unless they have protective gear on as it can be because of injury. Committee members will also teach members the correct techniques during training so that no injury shall occur when training. When organising and running sessions, the committee members must be in attendance and they will visually assess the training area throughout.

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
Insurance: Is all appropriate travel insurance for the group in place?	No
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)	Yes

Safezone App: Have you identified and set up the Safezone App? To find out more about setting up and using the app check the instructions at https://www.dcu.ie/ocoo/safezoneatdcu.shtml	Yes
Contingency Plans: for reasonably foreseeable emergencies should be made.	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.	Yes
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: <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 	Yes
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
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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/dcuclubssocsoperationsmanual20/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 and sent to the DCU Health & Safety Office.

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

- Stop and think. Assess the situation. Stay calm.
- Ensure that the group is safe and accounted for.
- Are there any hazards present that may affect the group?
- Attend any casualties if it is safe to do so.
- Give first aid within the group's capabilities.
- Get expert help if required.
- Get/ give any third party/ witness/insurance details if necessary.
- Gather the information required by the Emergency Services:
 - Name(s) of group members
 - Number of people injured
 - Locations of group members
 - Medical condition of the group.
 - First Aid given
 - Age(s) of group members
 - Time of accident
 - Equipment available to group
- Cooperate fully with the Emergency Services.
- Someone from the group accompanied the casualties to hospital.
- In the event of a serious accident/incident contact DCU Security on 700-5999 (available 24 hours).**
- Refer all media contact to Siobhán Byrne, Head of Clubs and Socs, and give no comment.

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	As of now, no but this could change with the incoming first years. We will update in September.
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	Yes
Are you aware of the Sports Ireland guidance on developing good practice for safeguarding children, through their 'Code of Ethics and Good Practice for Children's Sport in Ireland, available at https://www.sportireland.ie/Participation/Code_of_Ethics/	Yes
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	Yes
Are you aware of the DCU child protection policy 'Keeping Children Safe, Policies and Procedures supporting Child Protection at DCU available at https://www.dcu.ie/advice/respect-dignity	Yes

GUIDELINES FOR BEHAVIOUR	Information
<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, 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>	<p>Committee members must respect the rights, dignity and worth of each person in their right to self-determination. Specifically, committee members must ensure to treat everyone equitably and sensitively within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion, political beliefs or socio-economic status.</p> <ul style="list-style-type: none"> • Committee members should respect one another and expect respect for their worth regardless of their role within the committee. • Committee members must act in a professional and courteous manner and must ensure their actions, words or gestures do not breach the protected areas covered under Equality Acts 1998-2015 (Protected areas covered under the Equality Acts are: gender, civil status, family status, sexual orientation, religion, age, disability, race, membership of the Traveller Community).

	<ul style="list-style-type: none"> • Committee members will need to be cognisant of DCU’s Policy to Promote Respect and to Protect Dignity in DCU, which is available at https://www.dcu.ie/advice/respect-dignity. • Committee members must become familiar with and committed to the responsibilities of the committee. • Committee members must actively participate in committee meetings and projects. • Committee members should identify and promptly express any actual, potential or perceived conflicts of interests affecting them. • Where a conflict of interest arises the committee member must withdraw themselves from any discussion.
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DISCIPLINARY PROCEDURE	Information
<p>Please detail how you will deal with breaches of the code of conduct.</p>	<ul style="list-style-type: none"> - Members who have breached the code of conduct will receive one warning from the committee. - A secondary breach will result in a meeting with the committee who will decide the appropriate action (secondary warning, short ban, long term ban, full ban from participation)

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>	<ul style="list-style-type: none"> - Chairpeople <ul style="list-style-type: none"> - first and second in command, first response - assess risk during trainings - running safe training sessions - Secretary <ul style="list-style-type: none"> - third in command - assess risk during trainings - running safe training sessions - Equipment officer <ul style="list-style-type: none"> - assess risk during trainings

	<ul style="list-style-type: none"> - running safe training sessions - Inclusion/Safety officer <ul style="list-style-type: none"> - assess risk during trainings - running safe training sessions -
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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	N/A		
INSURANCE	N/A		
TRAINING & COMPETENCIES			
EQUIPMENT	Ordering of new equipment	Jack Hourigan Reina Ubaldo	October
FIRST AID	N/A		
TRIPS	Planning Trip for Intervarsity, Planning away trips	Jack Hourigan Sean Maraveles	October November

		Annelies Adamache	
RISK ASSESSMENT	Update Risk Assessment with Committee	Annelies Adamache	September
EMERGENCY PROCEDURE	Announce to all members of the club	Lana Bagayan	Late September/ Early October
CHILD PROTECTION POLICY	Announce to all members of the club	Lana Bagayan	Late September/ Early October
GUIDELINES FOR BEHAVIOUR	Announce to all members of the club	Lana Bagayan	Late September/ Early October
COMPLAINTS PROCEDURE	Announce to all members of the club	Lana Bagayan	Late September/ Early October
DISCIPLINARY PROCEDURE	Announce to all members of the club	Annelies Adamache Sean Maraveles	Late September/ Early October
CLUB OFFICERS			
OTHER			
OTHER			
OTHER			

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 <i>with potential to cause injury</i>	Controls Already in Place <i>(what actions /procedures are you already doing to minimise possibility of injury)</i>	Risk Category (High/Medium/Low) <i>(considering the actions / procedures you already have in place)</i>	Further Controls Being Implemented To Reduce Risk <i>(eg First Aid / area to be inspected prior to start Require equipment test certs etc)</i>	Date to be Completed <i>Can be –</i> <i>1 on the day</i> <i>2 every time the equipment is taken out</i> <i>3 Nov xxth (If a once off task)</i> <i>etc</i>
<p>Injuries on court. <i>Most likely landing wrong after jumping or landing on a ball.</i></p>	<p>We have a safety presentation that we give to all members of the club at the beginning of the academic year. Beginners are taught how to jump properly and calls are used on court. We have access to a first aid kit during all sessions and games. All students are covered by DCU Student insurance. We control numbers by using the online booking system so there will never be too many players taking part.</p>	<p>Medium (as it can be unpredictable on the court)</p>	<p>Area is constantly being assessed by committee members and normal members. We have calls for when there is a loose ball on the court which everyone is expected to do (if you hear “ball”, no one is to jump).</p> <p>We have also asked for a new first aid kit in our budget for this year.</p> <p>We also use a booking system for the training sessions so there will never be too many people on court and we have access to contact details in case of an emergency.</p>	<p>Every training session from 18/9/23</p>


Setting up court and dealing with equipment	Only committee members are allowed to deal with the storage, setting up and taking down of equipment. While packing smaller equipment away, committee members give everything a quick check to make sure everything is fine.	Low	Every year as part of the handover, new committee members are taught the correct way to set up the court. The condition of the equipment will be checked at the beginning of each academic year.	Every training session from 18/9/23
Travelling to away games	If renting a bus we use a company that we trust. We have a list of all team members and do counts both at arrival and departure. We have contact information for everyone.	Low	We are strict on meeting times for travelling to stay on schedule and to be able to keep an eye on everyone. We reduce the amount of equipment we have to bring (first aid kit, one bag of 6 balls and the jerseys).	Once leagues start, unknown dates, TBD
Hosting home games	The committee will meet at least 15 mins before the other team's arrival. DCU Sport Complex are notified when the games will take place (always will be during training hours). The arriving team are shown the dressing rooms and the court. They are given a run down of procedures.	Low	As we only have one court, we cannot have spectators. The away team are told the same thing. We have access to our first aid and the details of our team in case of emergency. The away team is recommended to do the same.	Once leagues start, unknown dates, TBD
Social Nights	These will only happen on the DCU campus. There is no food/alcohol involved. There will always be a theme/event (such as a quiz, watching a movie, board game night etc.). Events will be put up on clubs and socs site. We will enable booking to control numbers.	Low	Committee members are always present and know they have a responsibility to make sure everything is alright. Committee members have undertaken the Bystander Training.	Potentially every second week starting from 18/9/23

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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