

CLUB/SOCIETY DETAILS	Information
Club/Society name:	DCU TTC
Date this Code of Safe Practice Completed:	16/09/21
Version Reference:	4.0
Outline the main activities undertaken by your club/soc:	To play the sport, table tennis
Name of person(s) completing this form:	Orqo Hickey
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Orqo Hickey
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Orqo Hickey
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/dcclubssocsoperationsmanual20/keeping-it-safe	Yes
Is there a National Governing Body (NGB) for your Sport/Society: _____ Yes / No	Yes
If Yes please provide full name of NGB and website:	Table Tennis Ireland https://tabletennisireland.ie/
Does your NGB have a Safety Code: _____ Yes / No	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	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	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 www.dcu.ie/info/insurance.shtml	Email it to each member
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 & 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?	No

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 foreign 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.	No

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.	No
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	No
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	Not applicable
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.	Not applicable

EQUIPMENT	Information
Types Of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	Table tennis table, table tennis net, table tennis racket, table tennis ball
Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them	Not applicable
Equipment Log: who is responsible for maintaining a register of equipment that includes purchase dates, price etc	Orqo Hickey
Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	Orqo Hickey
Storing Equipment, detail how and where equipment is stored, and/or transported.	The tables are folded and stored in the DCU hall storage area. The rest of the equipment is kept by Orqo Hickey
Maintenance of Equipment as per manufacturers or NGB guidelines: State the name of the Officers with responsibility for equipment maintenance and regular safety checks.	Orqo Hickey, Seán Geoghegan
Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.	Damaged or unsafe equipment will not be used until repaired or replaced. Old equipment is given to NGB or sold

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	No
Loaning Equipment: Please outline your policy on loaning equipment to club members; please include details of club officer responsible for overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc.	Equipment is not loaned

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	Not applicable
Please indicate the committee members that have attended the Casualty Management workshop held each October.	Not applicable
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.	Not applicable
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.	Orqo Hickey
List your COVID Officers	Orqo Hickey
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	Orqo Hickey, Seán Geoghegan
If you are hosting a major event First Aid Provision must be must be arranged. Please provide details of provision for events if applicable.	Not applicable

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)	16/09/21
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.	Orqo Hickey

Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Not applicable
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)	Not applicable
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	Members consult with a member of the committee

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	Commented [PH1]:
<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/dcclubssocoperationsmanual20/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 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 groups 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 group. <input type="checkbox"/> First Aid given <input type="checkbox"/> Age(s) of group members <input type="checkbox"/> Time of accident <input type="checkbox"/> Equipment available to group <input type="checkbox"/> Co-operate fully with the Emergency Services. <input type="checkbox"/> Someone from the group accompany 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 the DCU Contact person and give no comment. 	
CHILD PROTECTION POLICY	Information	
<p>Have you members under the age of 18? If so your coach must complete a 'Volunteer/Coach Application form for those with substantial access to children', available at www.dcu.ie/sports-wellbeing</p>	No	

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/	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 www.dcu.ie/equality/crc.shtml	Yes
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	Yes

GUIDELINES FOR BEHAVIOUR	Information
<p>Please list guidelines for behaviour that club adheres to. These can be formal University, Faculty 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><u>Student Sport Ireland Guidelines for Hosting an Intervarsity event</u>, www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf</p>	<ul style="list-style-type: none"> - Bullying and harassment is not tolerated - Only students who are apart of the club can play - Stealing or damaging equipment is not tolerated

DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	Member will be banned and reported to the C&S

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>	<p>Chairperson: The Chairperson shall be the Chief Officer of the society whose functions include chairing all meetings of the committee and officiating at meetings of the society.</p> <p>Vice-Chairperson: The Vice-Chairperson shall assist the Chairperson in all their duties.</p> <p>Secretary: The Secretary's function shall be to deal with all correspondence and records of the society.</p> <p>Treasurer: The Treasurer's function shall be to administer the funds of the society and to maintain accounts and budgets.</p>

	<p>Equipment Officer: The Equipment Officer shall be responsible for the fixed and current assets of the society in compliance with the regulations set down by the Societies & Publications Committee.</p> <p>Public Relations Officer: The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the society through all means possible.</p>
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