



## 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 submitted with the grant application on an annual basis to ensure that the contents are still relevant to the activities of the society/club. 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](mailto: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](mailto:siobhan.byrne@dcu.ie), Tel: 01-700 5585

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

### Club/Society Participation Statement

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

### Individual Responsibilities

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

CLUB DETAILS	Information
Club/Society name:	DCU Athletics Club
Date this Code of Safe Practice Completed:	<b>05/10/2020</b>
Version Reference:	<b>1.0</b>
Outline the main activities undertaken by your club/soc:	<b>Athletics – Running, Jumping, Throwing</b>
Name of person(s) completing this form:	<b>Paul Byrne/Jack Manning</b>
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	<b>Paul Byrne (Head of Athletics)</b>
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail <a href="mailto:safety@dcu.ie">safety@dcu.ie</a> :	<b>Paul Byrne (Head of Athletics)</b>

Have you up-to-date copy of your club or society constitution?	Yes
Does your club/soc have an up-to-date record of names and student ID numbers of its members? Please indicate how your club records for staff, alumni, and external members are collated and where these records are kept?	Yes – Through the DCU Clubs & Socs online portal.
Please indicate if your club/soc is aware of: DCU Clubs & Socs 'Keeping it Safe' guidance document available at: <a href="https://sites.google.com/dcu.ie/dcclubssocsoperationsmanual20/keeping-it-safe">https://sites.google.com/dcu.ie/dcclubssocsoperationsmanual20/keeping-it-safe</a>	
Is there a National Governing Body (NGB) for your Sport/Society:	Yes
If Yes please provide full name of NGB and website: <a href="https://www.athleticsireland.ie">https://www.athleticsireland.ie</a>	
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: <a href="http://www.athleticsireland.ie/downloads/other/AAI_Clubs_Safety_Statement_2017.docx">http://www.athleticsireland.ie/downloads/other/AAI_Clubs_Safety_Statement_2017.docx</a>	
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? For DCU Sport information visit <a href="http://www.dcu.ie/info/regulations/sports.shtml">www.dcu.ie/info/regulations/sports.shtml</a>	Yes – DCU Sport Gym

INSURANCE	Information
Does your <b>NGB</b> 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 <b>DCU Students' Personal Accident and insurance</b> cover? Please note the limitations of this policy and the exclusions that apply, see <a href="http://www.dcu.ie/info/insurance.shtml">www.dcu.ie/info/insurance.shtml</a>	Referenced in recent all club webinar. Email to be sent to all members with information on the DCU Students' Personal Accident and insurance policy, claim procedure & policy limitations. Paul Byrne to email in Week 2 Semester 1
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 &	No. Will amend if external event occurs in the future and proceed accordingly.

Wellbeing so as <b>DCU's Public liability insurance</b> 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 & Wellbeing so as <b>DCU's Public liability insurance</b> can be reviewed?	No due to COVID-19. Will arrange as required.
Does your club/soc have the appropriate <b>Equipment Insurance</b> to protect your equipment in the event of fire and theft? If yes please provide details.	Club currently has no insurance for equipment stored in DCU Sports ground container. DCU Sport need to supply further secure equipment storage at St. Claires Track as the facility that was there previously has been removed without our consultation.
Are you planning any <b>foreign trips</b> ? If so provide details of travel Insurance you have in place for this trip.	No trips planned in 2020-2021
Do your <b>Coaches/Instructors</b> have their own Professional Indemnity Insurance? If yes please attach a copy.	No. Is this a requirement? They are covered by Athletics Ireland (NGB) or DCU?

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.	DCU Athletics Club will attend this in Week 2 and members have attended previous events and sought advice from staff in developing procedures.
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	DCU Coaches have been given a full Zoom webinar on COVID-19 Protocols, Health and Safety and the correct procedures by Head of DCU Athletics in September 2020.
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	<p>Joe Ryan (Distance Coach) – Athletics Ireland Level 2 Coach  Daniel Kilgallon (Sprints Coach) – Athletics Ireland Level 2 Coach  Michael Lane (Walks Coach) – Athletics Ireland Level 3 Coach  Barry Pender (Jumps Coach) – Athletics Ireland Level 2 Coach  Sean Egan (Hammer Coach) – Athletics Ireland Level 2 Coach  David Sweeney (Throws Coach) – Athletics Ireland Level 3 Coach</p> <p>All coaching certificates have been collated by Head of Athletics and shared with DCU Clubs and Socs.</p>

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 for Athletics.
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EQUIPMENT	Information
<b>Types Of Equipment:</b> Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	Hurdles, Mini Hurdles, Starting Blocks, Javelins, Shot Puts, Hammers, Discus, Resistance Bands, Rakes, Shovels, High Jump Equipment (Cross Bar, Uprights and Landing Mats)
<b>Usage of Equipment:</b> indicate how members are trained as necessary in the safe use of all equipment supplied to them	Members are trained in a progressive manner by each of the fully trained DCU Athletics Coaches. They will detail the health and safety/correct use of each of the pieces of equipment listed above before an athlete is allowed to proceed. This is for beginners as well as more experienced athletes.
<b>Equipment Log:</b> who is responsible for maintaining a register of equipment that includes purchase dates, price etc	Head of Athletics and DCU Athletics Committee Equipment Officer
<b>Checking Equipment before use:</b> Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	Visual inspection by coaches before each session will take place. If equipment is damaged or not fit for purpose they should make this aware to the Head of Athletics or any committee member.
<b>Storing Equipment,</b> detail how and where equipment is stored, and/or transported.	Athletics equipment is stored in the Head of Athletics office in McNulty Building, Glasnevin Campus and St Claire's Sports Grounds. There is a large storage container there and some equipment is also stored inside in the main building there. DCU Athletics is requesting that appropriate storage be made available track side by DCU Sport as for Health and Safety reasons it is not feasible to move large items (Hurdles etc) from the container to the track on a nightly basis.
<b>Maintenance of Equipment as per manufacturers or NGB guidelines:</b> State the name of the Officers with responsibility for equipment maintenance and regular safety checks.	Equipment to be maintained by Head of Athletics where applicable. A review of the condition of equipment should take place at the start and the end of the academic year with the committee equipment officer. Equipment will be replaced on a needs basis or if not fit for purpose.
<b>Damaged/Unwanted equipment/Disposal of equipment:</b> State your policy for damaged or unsafe equipment and disposal of old equipment.	Equipment damaged or unwanted will be disposed of in accordance to World Athletics guidelines. Consultation with Athletics Ireland should also take place to see if can be given to another club for example if still in satisfactory condition.

<b>Hire of Equipment:</b> 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 <a href="http://www.dcu.ie/estates/contractors.shtml">www.dcu.ie/estates/contractors.shtml</a>	DCU Athletics do not hire any equipment for training purposes.
<b>Loaning Equipment:</b> 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.	DCU Athletics does not loan equipment to club members or staff.

FIRST AID	Information
High Risk Sports clubs must have at least one occupationally trained first aider. Please indicate if you are amongst this list and if you have a nominated first aider(s). List of High Risk Sports clubs is available from Keeping it Safe guidelines at <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a>	N/A
Please indicate the committee members that have attended the Casualty Management workshop held each October.	To be confirmed with Yvonne McGowan
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.	Yes. ATT students travel with us to Intervarsity Events (4 per year – Road Relays, Indoors, Cross Country and Outdoors). They also provide an Athletics only clinic to us every Wednesday in Albert College. Names of students changes per event.
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.	Head of Athletics To follow up with Yvonne McGowan to get full first aid kit supplies as well as COVID-19 sanitisation pack for resumption of club training.
Indicate the committee members who will complete the DCU Injury/Incident Report Form for accidents and near-misses available at <a href="https://www.dcu.ie/safety/incident_near_report_form.shtml">https://www.dcu.ie/safety/incident_near_report_form.shtml</a>	Head of Athletics – Paul Byrne Club Chairperson
If you are hosting a major event First Aid Provision must be must be arranged. Please provide details of provision for events if applicable.	Normal suppliers such as Order of Malta or St. John’s Ambulance. This will be booked well in advance and supplied at event accordingly.

<b>RISK ASSESSMENT</b>	<b>Information</b>
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)	General risk assessment completed as well as COVID-19 risk assessment. Both are attached to this document.
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Risk assessment should be reviewed regularly by DCU Athletics Committee in conjunction with Head of Athletics. This can be done at the start of the academic year.
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Head of Athletics
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	N/A
<b>CLUB/SOCIETY SPECIFIC HEALTH &amp; SAFETY INFORMATION</b>	<b>Information</b>
Clubs/Societies should include any other area related to Health and Safety for their activity that requires action (e.g. National Governing Body or organisations Safety Code etc)	<a href="http://www.athleticsireland.ie/downloads/other/AAI_Clubs_Safety_Statement_2017.docx">http://www.athleticsireland.ie/downloads/other/AAI_Clubs_Safety_Statement_2017.docx</a>
<b>H&amp;S CONCERNS PROCEDURE</b>	<b>Information</b>
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	Any concerns around H&S can be flagged with Head of Athletics – Paul Byrne via email <a href="mailto:paul.byrne@dcu.ie">paul.byrne@dcu.ie</a> or any DCU Athletics committee member.

<b>TRIPS Checklist</b>	<b>Information</b>
	<i>You are advised to do a trip specific risk assessment / checklist for all individual trips</i>
<b>Trip Leaders:</b> do leaders have the necessary knowledge, experience and qualifications, where appropriate to lead a trip	Not sure if this is for Intervarsity Competitions as well??
<b>Insurance:</b> Is all appropriate travel insurance for the group in place?	
<b>Risk Assessment:</b> for all activities should be undertaken and all possible control measures put in place	

<p><b>Dynamic Risk Assessment:</b> on the day of the activity should be undertaken and should consider the local environment, weather, leaders, opposition level etc (see guidance at the end of this document)</p>	
<p><b>Safezone App:</b> Have you identified and set up the Safezone App? To find out more about setting up and using the app check the instructions at <a href="https://www.dcu.ie/ocoo/safezoneatdcu.shtml">https://www.dcu.ie/ocoo/safezoneatdcu.shtml</a></p>	
<p><b>Contingency Plans:</b> for reasonably foreseeable emergencies should be made.</p>	
<p><b>Beginners/Novice to Leader ratios:</b> Ensure that this ratio is appropriate for the trip in question.</p>	
<p><b>Itinerary:</b> A full trip itinerary should be prepared and circulated to all members.</p>	
<p><b>Travel:</b> How the party will move between the relevant locations and who will be driving the vehicles.</p>	
<p><b>Trip Membership &amp; Activity form:</b> detailing date of the event, location, accommodation, transport, and the names and ID numbers of students participating in the trip. The trip Leader must ensure that 1 copy of this form is given to Siobhan Byrne, Clubs &amp; Societies Finance Officer and 1 copy is taken on the trip.</p>	
<p><b>Social:</b> You should advise your members on the following:</p> <ul style="list-style-type: none"> <li>• Where parties can safely go and when</li> <li>• What behaviour is acceptable</li> <li>• A minimum number of people in a group</li> </ul>	
<p><b>Equipment:</b> This needs to be in proper working order and should be frequently checked throughout the trip</p>	
<p><b>First Aid:</b> You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure.</p>	



EMERGENCY PROCEDURE	Information
<p>Please detail your Clubs/Socs procedures to be followed in an emergency. For tips see 'Keeping it Safe' available at <a href="https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe">https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe</a></p> <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><b>Emergency Procedure</b></p> <p>For all the planning and preparation, there still exists the possibility of emergencies occurring. All Accident and Incidents must be reported via the online report form on the DCU Health and Safety Website or via the DCU Accidents Report Form sent to the DCU Health &amp; 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"> <li><input type="checkbox"/> Stop and think. Assess the situation. Stay calm.</li> <li><input type="checkbox"/> Ensure that the group is safe and accounted for.</li> <li><input type="checkbox"/> Are there any hazards present that may affect the group?</li> <li><input type="checkbox"/> Attend any casualties if it is safe to do so.</li> <li><input type="checkbox"/> Give first aid within the groups capabilities.</li> <li><input type="checkbox"/> Get expert help if required.</li> <li><input type="checkbox"/> Get/ give any third party/ witness/insurance details if necessary.</li> <li><input type="checkbox"/> Gather the information required by the Emergency Services: <ul style="list-style-type: none"> <li><input type="checkbox"/> Name(s) of group members</li> <li><input type="checkbox"/> Number of people injured</li> <li><input type="checkbox"/> Locations of group members</li> <li><input type="checkbox"/> Medical condition of group.</li> <li><input type="checkbox"/> First Aid given</li> <li><input type="checkbox"/> Age(s) of group members</li> <li><input type="checkbox"/> Time of accident</li> <li><input type="checkbox"/> Equipment available to group</li> </ul> </li> <li><input type="checkbox"/> Co-operate fully with the Emergency Services.</li> <li><input type="checkbox"/> Someone from the group accompany casualties to hospital.</li> <li><input type="checkbox"/> <b>In the event of a serious accident/incident contact DCU Security on 700-5999 (available 24 hours).</b></li> <li><input type="checkbox"/> Refer all media contact to the DCU Contact person and give no comment.</li> </ul> <p><b>This above information is shared with all club members in a recent Zoom webinar and emailed afterwards.</b></p>

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 <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a>	Yes. All coaches have completed this and records kept via Head of Athletics and DCU Clubs and Socs.
Where members are under the age of 18 their parents should complete the 'Application form for new junior members', available at <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a>	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 <a href="https://www.sportireland.ie/Participation/Code_of_Ethics/">https://www.sportireland.ie/Participation/Code_of_Ethics/</a>	Yes
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	Yes
Are you aware of the DCU child protection policy 'Keeping Children Safe, Policies and Procedures supporting Child Protection at DCU available at <a href="http://www.dcu.ie/equality/crc.shtml">www.dcu.ie/equality/crc.shtml</a>	Yes
<b>Garda Vetting:</b> Have your coaches undertaken Garda Vetting by DCU? The DCU Garda Vetting policy and forms are available at <a href="http://www.dcu.ie/hr/Garda-Vetting-DCU.shtml">www.dcu.ie/hr/Garda-Vetting-DCU.shtml</a>	All coaches have been Garda vetted in accordance to the DCU policy. All records are kept by Head of Athletics and DCU Clubs and Socs.

GUIDELINES FOR BEHAVIOUR	Information
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: DCU Alcohol Policy, <a href="https://www.dcu.ie/students/az/alcohol-policy">https://www.dcu.ie/students/az/alcohol-policy</a>  DCU Respect & Dignity Policy, <a href="http://www.dcu.ie/equality/dcu_policies.shtml">www.dcu.ie/equality/dcu_policies.shtml</a>	DCU Athletics takes a zero tolerance policy on actions relating to its members on Alcohol and Drug use. Scholarship athletes can lose their scholarship if tested positive for recreational or performance enhancing drugs.  DCU Athletics Scholarship Athletes must complete the Sport Ireland anti-doping course <a href="https://www.sportireland.ie/anti-doping/education-zone/education-zone/sport-ireland-anti-doping-elearning">https://www.sportireland.ie/anti-doping/education-zone/education-zone/sport-ireland-anti-doping-elearning</a> and record kept by Head of Athletics.

<p>Student Sport Ireland Guidelines for Hosting an Intersport event, <a href="http://www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf">www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf</a></p>	<p>DCU Athletics adheres to the DCU Alcohol policy. DCU Respect and dignity policy and agrees to hosting Intersport competitions in accordance with the Student Sport Ireland documents attached.</p>
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DISCIPLINARY PROCEDURE	Information
<p>Please detail how you will deal with breaches of the code of conduct.</p>	<p>In accordance with DCU Sport and Wellbeing Performance Sport SOP</p> <p><b>Stage 1:</b></p> <p>The athlete should be invited to attend an informal problem resolution meeting with a minimum of two representatives from the DCU Sport &amp; Wellbeing Committee. The meeting should include:</p> <ul style="list-style-type: none"> <li>• An explanation of the problem resolution process stage 1 &amp; stage 2</li> <li>• Identify the issues that are causing the athlete to be in breach of Code of Conduct</li> <li>• Detailed notes of the meeting should not be taken, but rather notes as an aide memoire i.e. a memorandum or summary of the items of an agreement</li> <li>• This agreed actions should be put in writing to the student via email or letter</li> <li>• An informal review mechanism should also be agreed and put in place with an agreed time frame and actions</li> </ul> <p><b>Stage 2</b></p> <p>If after the review has been instigated the athlete still remains to be in breach of conditions set out in the Code of Conduct, then stage 2 of the Problem Resolution Process should be implemented. The athlete should be invited to attend a formal problem resolution meeting with a minimum of three representatives from the Sport Scholarship Committee. The meeting should include:</p> <ul style="list-style-type: none"> <li>• Analysis of the actions that were set in stage 1 of the process and the continued issues that are causing the athlete to be in breach of the Sport Code of Conduct</li> </ul>

	<ul style="list-style-type: none"> <li>• Detailed notes of the meeting should be taken.</li> <li>• If the athlete continues to be in breach of conditions set out in the Sport Code of Conduct, then a decision will be made by the Committee regarding the continuation of the athlete on the Sports Programme</li> <li>•</li> </ul>
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<b>CLUB OFFICERS</b>	<b>Information</b>
<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 &amp; Socs Handbook at <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a></p>	<p><b>Head of Athletics</b>  <b>Chairperson</b>  Secretary  Vice Secretary  Treasurer  Men’s Captain  Women’s Captain  PRO  Assistant/Vice PRO  First Year Representative  Fundraising/Sponsorship Officer  <b>Health and Safety/Equipment Officer</b>  Ordinary Member</p>



# Code of Safe Practice Action list



Club/Society: \_\_\_\_\_

Date: \_\_\_\_\_

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	None required		
INSURANCE	Look into insurance of equipment in St Claire's Sports Campus	Head of Athletics	December 2020
TRAINING & COMPETENCIES	Ensure all new committee members are trained appropriately	Head of Athletics & Clubs and Socs	Annually
EQUIPMENT	Purchase and storage of new equipment	Head of Athletics & Equipment Officer	Annually
FIRST AID	Contact Yvonne McGowan for new First Aid Kit and refresh of supplies thereafter when needed.	Head of Athletics & DCU Committee	October 2020 reviewed annually
TRIPS	TBC due to COVID-19 restrictions		
RISK ASSESSMENT	Reviewed annually	Head of Athletics & Health and	

		<b>Safety Club Officer</b>	
<b>EMERGENCY PROCEDURE</b>	<b>None required</b>		
<b>CHILD PROTECTION POLICY</b>	<b>None required</b>		
<b>GUIDELINES FOR BEHAVIOUR</b>	<b>None required</b>		
<b>COMPLAINTS PROCEDURE</b>	<b>None required</b>		
<b>DISCIPLINARY PROCEDURE</b>	<b>None required</b>		
<b>CLUB OFFICERS</b>	<b>AGM held annually to replace outgoing committee members</b>	<b>DCU Athletics Committee</b>	<b>April 2021</b>
<b>OTHER</b>			
<b>OTHER</b>			
<b>OTHER</b>			

# DCU Athletics Club Activity Risk Assessment Template

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

Hazard / Activity	Who is Affected?	Controls Already in Place	Risk Category (High/Medium/Low)	Further Controls Being Implemented To Reduce Risk	Time to be Completed
<p><b><u>Training and Competitions</u></b>            Injuries are a constant hazard in training and competition and as they cannot be anticipated, the club policy is to be in a position to react swiftly to any minor or major injury.</p>	<p>Coach/Athletes</p>	<p>Training taking place in St Claire’s Sports Grounds will have access to first aid equipment there should and incident take place.</p> <p>Training taking place off site in Morton Stadium has access to first aid and relevantly trained staff in the Stadium there.</p>	<p>MEDIUM</p>	<ul style="list-style-type: none"> <li>● Training or events must always be supervised.</li> <li>● The proper equipment, is in place</li> <li>● Under-age athletes train within their assigned groups.</li> <li>● Training is supervised by at least one coach and an assistant</li> <li>● All coaches have at least the Foundation Coaching course completed</li> </ul> <p>Injuries will happen and in such instances there should be sufficient preparation in place to ensure that the injured party is treated immediately and that the injured party suffers no additional pain or trauma through lack of action. This can be enhanced by:</p> <ul style="list-style-type: none"> <li>● Having as many coaches and support staff as possible undergoing First Aid courses</li> </ul>	<p>DCU Athletics to apply for a First Aid Kit through Yvonne McGowan (Sport Development Officer).</p> <p>Ensure that clubs appoints one person per year to attend First Aid Course through DCU Clubs and Socs fixtures which usually take place in Semester 1.</p>

				<ul style="list-style-type: none"> <li>● Having complete First Aid Kits for all sections of the club</li> <li>● Contacting the Emergency Services immediately on 112 or 999 where the situation warrants.</li> <li>● Ensuring that the ambulance approach is always kept clear</li> </ul>	
<b><u>Manual Handling</u></b>	Coaches/Athletes	Coaches and	LOW	Risk assessment shows no need for manual handling training.	
<b><u>Child Protection</u></b>	Athletes	Coaches must be Garda Vetted and issue proof of Child Safeguarding Course completion. If the cert if out of date they MUST complete a refresher course through the Child Safeguarding part of the Athletics Ireland Website	LOW	Some athletes joining DCU Athletics in first year could be under the age of 18 depending on the number of years they spent in school or started school. Asking for date of births at Clubs & Socs Registration Day shall be implemented and noted. The Head of DCU Athletics will keep and update a record of the underage athletes as appropriate.	Issue of the relevant certs to Siobhan Byrne by Paul Byrne (Head of Athletics) when a new coach starts in DCU Athletics
<b><u>Starting Blocks</u></b>	Athletes – Injuries from slipping/tripping due to incorrect positioning of blocks, or worn/poorly maintained blocks	1. If used ensure starting blocks are firmly secured onto the track or other area. 2. Ensure adequate	LOW		



		<p>maintenance and regular inspection.</p> <p>3. Blocks should be inspected by a coach before use.</p>			
<b><u>Hurdles</u></b>	Athletes– injury from colliding with hurdles	<p>1. Hurdles shall be used in the correct direction and in the appropriate manner.</p> <p>2. Where competition hurdles are used the mechanisms for fixing the hurdles (a) at the required height (b) and for positioning the counter balance weight, should be lubricated and well maintained.</p> <p>3. Damaged hurdles must be replaced.</p> <p>4. Ensure adequate maintenance and regular inspection.</p> <p>5. They must be set at a height appropriate to the age and ability of the athletes.</p> <p>6. The use of loose canes placed on bricks</p>	MEDIUM	Inspect the equipment and replace broken hurdles with new ones purchased to a World Athletics approved standard.	By the end of Semester 2 2020.

		or cones should be avoided.			
<b><u>Crossbars (High Jump, Pole Vault)</u></b>	Athletes, coaches – injuries from falling bar or falling onto bar also loose or damaged end supports	1. Bars must be undamaged and free from splints. Only bars as specified are to be used. 2. Ensure adequate maintenance and regular inspection. 3. Be aware of the falling bar.	LOW	Replace broken crossbar with new ones purchased to a World Athletics approved standard.	By the end of Semester 2 2020.
<b><u>Landing Area (High Jump)</u></b>	Athletes – Injuries from poorly maintained foam landing mats.	Bed units must be made of foam, securely fastened together and must conform in size to the official specification. The entire area must be covered by an attached spike proof wear sheet. 2. Where beds are placed on other objects such as timber pallets, these should be not more than 100mm. high and must not protrude beyond the edges of the landing areas. In addition the front surface of the pallets	LOW	As the DCU HJ Mats in St. Claires are relatively new the risk of injury is low and they are of a World Athletics approved standard. Constant inspection and correct storage is needed throughout the academic calendar and summer by St. Claire's Staff, Head of Athletics and DCU Coaches.	

		<p>must be blocked off so that there is no possibility of an athlete's foot penetrating underneath.</p> <p>3. Ensure adequate maintenance and regular inspection with particular attention to impacted foam and placing of the waterproof cover is done correctly.</p>			
<p><b><u>Landing Area (Long Jump/Triple Jump)</u></b></p>	<p>Athletes – Injury due to compacted sand and extraneous material. Collision with concrete edging of landing area. Collision with fixed barriers too close to the end of the landing area.</p>	<p>1. Ensure that only sand that will not cause injury to an athlete will be used.</p> <p>2. Dig over sand</p> <p>3. Check that landing area is free of dangerous extraneous material and other contaminants.</p> <p>4. The edges of the landing areas should be covered with an impact absorbing material or rounded off.</p> <p>5. The area 12m. beyond the take off line or take off line</p>	<p>MEDIUM</p>	<p>The sand level in the LJ Pit in St. Claires is a little low and could do with a top up of sand to maintain the correct level. Constant inspection and correct storage is needed throughout the academic calendar and summer by St. Claire's Staff, Head of Athletics and DCU Coaches.</p>	

		<p>extended and 1m. from the edge of the landing area must have no obstructions.</p> <p>6. The landing area should be covered when not in use.</p> <p>7. Ensure that rakes and brushes used for levelling and cleaning are kept away from landing area and that prongs of rakes face the ground or away from the landing area.</p>			
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This Risk Assessment document has been discussed and completed by DCU Athletics on 27/02/2020. Regular updating and any inclusions needed shall be included either by the DCU Athletics Club secretary or the Head of DCU Athletics.

Signed: Paul Byrne

Name: Paul Byrne

Role: Head of Athletics DCU


Date: 27/02/2020      Updated: 06/10/2020

## Dynamic Risk Assessment – on the day / by the hour!

### Outdoor Activities

### Trip Away / Night Out

<b>P</b>	<p><b>Previous</b> weather and/or water conditions            Ground conditions (wet / dry / frozen / flooded / landslide etc)            Wind / storm etc (could wind etc have caused damage – powerlines, trees etc)            River/Sea conditions (Flood, abnormally low etc)</p>	<p><b>Previous</b> knowledge of country/city/area            Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details etc</p>
<b>L</b>	<p><b>Local</b> knowledge            Particularly dangerous river sections/walk sections / cliffs / areas / local weather conditions</p>	<p><b>Local</b> knowledge (personal safety)            Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc</p>
<b>O</b>	<p><b>Observation</b>            What is currently happening? – raining/snowing/ thunder clouds/ hot sun. Remain alert for changing conditions – be prepared to change plans/curtail activities based on changing conditions</p>	<p><b>Observation</b>            Stay alert – keep an eye on unfolding events. At least two people (Club/Society Officers) should remain sober and alert when on a trip/night out.</p>
<b>W</b>	<p><b>Weather</b> Forecast            Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.</p>	<p><b>Watch</b> Out            for someone becoming detached from group / wandering off / getting into arguments etc</p>
<b>D</b>	<p><b>Doubt</b>            IF IN DOUBT- DON'T GO OUT! – have a BACK UP Plan (even if it is only card games in the local club/pub!)</p>	<p><b>Doubt</b>            IF IN DOUBT- GET THEM OUT! – have a BACK UP Plan (even if it is taxis home / back to accommodation)</p>

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