



## 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](mailto: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](mailto:siobhan.byrne@dcu.ie), Tel: 01-700 5585
- **DCU Health & Safety Office:** Paula Hawkins, Health & Safety Advice, 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/SOCIETY DETAILS	Information
Club/Society name:	Fotosoc
Date this Code of Safe Practice Completed:	<b>28/02/2023</b>
Version Reference:	<b>2023 Version 2.0</b>
Outline the main activities undertaken by your club/soc:	<b>Photo crawl, Camera and editing workshops, Exhibitions, Trips</b>
Name of person(s) completing this form:	<b>Cian Hanlon</b>
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	<b>Cian Hanlon</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> :	Jack Conlon
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 / **No**

If Yes please provide full name of NGB and website:

Does your NGB have a Safety Code:                      Yes / **No**

If Yes please attach a copy to this code or provide a web link to the policy:

Does your club/society comply with this NGB Safety code?                      Yes / **No** / Not applicable

Do you have a copy of codes of practice or regulations for facilities that you use regularly?                      Yes / **No** / Not applicable

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="#">DCU Insurance Policy 2022</a>	N/A
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 <b>DCU's Public liability insurance</b> can be extended to this venue if required?	Events have yet to be planned but insurance will be researched to ensure proper coverage prior to any possible externally held events
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?	Two possible events that could be held off are external exhibition, potentially a trip.

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.	No insurance covers any equipment to our knowledge.
Are you planning any <b>overseas trips</b> ? If so, provide details of travel Insurance you have in place for this trip.	Events have yet to be planned but details will be researched to ensure proper coverage prior to any possible externally held events. (Reference previous year fotosoc Berlin trip)
Do your <b>Coaches/Instructors</b> have their own Professional Indemnity Insurance? If yes please attach a copy.	Yes / <b>No</b>

<b>TRAINING &amp; COMPETENCIES</b>	<b>Information</b>
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.	N/A but when it happens Jack Conlon and Doireann Finn Patrick Watts will be the likely attendees of this event.
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
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

<b>EQUIPMENT</b>	<b>Information</b>
<b>Types Of Equipment:</b> Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	<b>Cameras, lights, SD cards, flashes</b>

<b>Usage of Equipment:</b> indicate how members are trained as necessary in the safe use of all equipment supplied to them	<b>Members are encouraged to go to camera basics workshops before rental of gear to better handle and use equipment. Logging of equipment rentals through phone numbers will be used to keep track of gear.</b>
<b>Equipment Log:</b> who is responsible for maintaining a register of equipment to include purchase dates, price etc	<b>Thomas Carrigan</b>
<b>Checking Equipment before use:</b> Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	<b>Yes, Thomas Carrigan</b>
<b>Storing Equipment,</b> detail how and where equipment is stored, and/or transported.	<b>Equipment is held in a locker at DCU, locked by keys held by equipment officer and chairperson and transported by equipment officer to renters.</b>
<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.	<b>Thomas Carrigan</b>
<b>Damaged/Unwanted equipment/Disposal of equipment:</b> State your policy for damaged or unsafe equipment and disposal of old equipment.	<b>Recycle any gear that is broken or unfixable. If it can be fixed, take it to a camera technician</b>
<b>Hire of Equipment:</b> 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 <a href="http://www.dcu.ie/estates/contractors.shtml">www.dcu.ie/estates/contractors.shtml</a>	<b>No</b>
<b>Loaning Equipment:</b> 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.	<b>Logging of equipment rentals through phone numbers will be used to keep track of gear. Only one piece of equipment at a time. One week rental, can be renewed on a weekly basis if approved by Thomas Carrigan.</b>

<b>FIRST AID</b>	<b>Information</b>
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	<b>N/A</b>

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>	
Please indicate the committee members that have attended the Casualty Management workshop held early in Semester 1.	Will update once the casualty management workshop is held.
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.	
List your COVID Officers	Doireann Finn, Harry Caffrey
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>	Doireann Finn
If you are hosting a major event First Aid Provision must be arranged. Please provide details of provision for events if applicable.	n/a

<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)	Prior to each event
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Every semester and as necessary with COVID-19.
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Doireann Finn, Harry Caffrey, Cian Hanlon, Jack Conlon
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Yes

<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)	n/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 members who wish to identify concerns can talk to the COVID-19 officers, Chairperson, vice-chair or the events and vice-events officer. These concerns will be brought to the concerns of these members and will be acknowledged to improve health and safety standards

<b>TRIPS Checklist</b>	<b>Information</b> <i>You are required 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	Yes
<b>Insurance:</b> Is all appropriate travel insurance for the group in place?	This will be planned once the trip is outlined
<b>Risk Assessment:</b> for all activities should be undertaken and all possible control measures put in place	This will be planned once the trip is outlined
<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)	This will be planned once the trip is outlined
<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>	Any members who go on the potential trip will have the Safezone App set up
<b>Contingency Plans:</b> for reasonably foreseeable emergencies should be made.	Will be prepped before trip
<b>Beginners/Novice to Leader ratios:</b> Ensure that this ratio is appropriate for the trip in question.	Ratio will be calculated when the trip is planned.

<b>Itinerary:</b> A full trip itinerary should be prepared and circulated to all members.	This will be planned prior to the trip and be circulated in advance of the trip to ensure all attendees will be safe on the day and logistics of the trip make sense.
<b>Travel:</b> How the party will move between the relevant locations and who will be driving the vehicles.	This will be planned once the trip is outlined.
<b>Trip Registration &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 uploaded to the online management system and 1 copy is taken on the trip.	This will be planned once the trip is outlined.
<b>Social:</b> You should advise your members on the following: <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>	This will be planned once the trip is outlined.
<b>Equipment:</b> This needs to be in proper working order and should be frequently checked throughout the trip	Equipment will be checked by the equipment officer to ensure cameras or other gear is in proper working order prior to use.
<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.	First aid kits will be carried on trips by designated members where risk is taken on.

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 and 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> </ul>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attend any casualties if it is safe to do so.</li> <li><input type="checkbox"/> Give first aid within the group's 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 the 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"/> Cooperate fully with the Emergency Services.</li> <li><input type="checkbox"/> Someone from the group accompanied the 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 Siobhán Byrne, Head of Clubs and Socs, and give no comment.</li> </ul>
<b>CHILD PROTECTION POLICY</b>	<b>Information</b>
<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 <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a></p>	No
<p>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></p>	
<p>Are you aware of the Sports Ireland guidance on developing good practice for safeguarding children, through their 'Code of Ethics and</p>	

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>	
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 <a href="https://www.dcu.ie/advice/respect-dignity">https://www.dcu.ie/advice/respect-dignity</a>	

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, <a href="https://www.dcu.ie/students/az/alcohol-policy">https://www.dcu.ie/students/az/alcohol-policy</a></p> <p>DCU Respect &amp; Dignity Policy, <a href="https://www.dcu.ie/advice/respect-dignity">https://www.dcu.ie/advice/respect-dignity</a></p> <p>Student Sport Ireland Guidelines for Hosting an Intervarsity 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>Anyone acting disruptive, disorderly or otherwise endangering or harassing other individuals will be asked to leave. Any ongoing problems will be communicated to Clubs and Socs.</p>

DISCIPLINARY PROCEDURE	Information
<p>Please detail how you will deal with breaches of the code of conduct.</p>	<p>Members who have minor breaches of the code of conduct will be asked to leave events and will be disciplined on a 3 strike basis. Any breach of the code of conduct that harms other members either verbally, physically or mentally then will be barred from entering further events. This will be communicated to Clubs and Socs so that members do not continue to harms other people in other Clubs and Socs.</p>

CLUB OFFICERS	Information

Provide a summary of Officers roles and responsibilities, highlighting those specifically relating to health and safety. Who members should contact etc. For guidance see the Clubs & Socs Handbook at [www.dcu.ie/sports-wellbeing](http://www.dcu.ie/sports-wellbeing)

Health and safety Doireann Finn and Harry Caffrey. Officers Roles and Responsibilities: Curation Officer: In charge of magazine committee, curating overall vision of the magazine and exhibitions Webmaster: upkeep society's website and merch Equipment Officer: in charge of gear including rental, upkeep, queries and logging. Events Officer: plans events including designing events and making itinerary Deputy Events Officer: helps to plan events including designing events and making itinerary Brand Design Officer: Creating posters and announcements and maintaining the look of Fotosoc Public Relations Officer: Runs social media accounts for Fotosoc Treasurer: keeps track of all income and expenditure, keeps track of society's bank account, collects receipts and manages claims Secretary: Writes weekly emails, meeting minutes and answering emails Vice Chairperson: Helps chairperson, manages direction of the society overall with Chairperson Chairperson: Leader of Fotosoc and manages meetings, observes projects, and manages direction of the society Ordinary Members: assists in tasks throughout the year First Year Rep: assists in tasks throughout the year



## Code of Safe Practice Action list



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

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

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES			
INSURANCE			

<b>TRAINING &amp; COMPETENCIES</b>			
<b>EQUIPMENT</b>			
<b>FIRST AID</b>			
<b>TRIPS</b>			
<b>RISK ASSESSMENT</b>			
<b>EMERGENCY PROCEDURE</b>			
<b>CHILD PROTECTION POLICY</b>			
<b>GUIDELINES FOR BEHAVIOUR</b>			
<b>COMPLAINTS PROCEDURE</b>			
<b>DISCIPLINARY PROCEDURE</b>			
<b>CLUB OFFICERS</b>			
<b>OTHER</b>			
<b>OTHER</b>			
<b>OTHER</b>			



## 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*


<b>Hazard / Activity</b> <i>with potential to cause injury</i>	<b>Controls Already in Place</b> <i>(what actions /procedures are you already doing to minimize possibility of injury)</i>	<b>Risk Category</b> <b>(High/Medium/Low)</b> <i>(considering the actions / procedures you already have in place)</i>	<b>Further Controls Being Implemented To Reduce Risk</b> <i>(eg First Aid / area to be inspected prior to start Require equipment test certs etc)</i>	<b>Date to be Completed</b> <i>Can be – 1 on the day 2 every time the equipment is taken out 3 Nov xx<sup>th</sup> (If a once off task) etc</i>
Trips or falls	First aid kits will be brought to in person events.	Low	Ensure first aid is well stocked prior to events.	On the day prior to the event.
Robbery	When travelling outside of DCU for events groups will be made prior to ensure safety through numbers.	Low	Add members to a WhatsApp chat so that communication can be done quickly and easily when away from the school.	Make events on the day.
COVID-19 Spread	Track those attending in person events and ensure gathering limits are managed according to guidelines, with proper use of PPE.	Medium	Continue to update guidelines according to government mandates.	Prior to events and as government updates happen.

**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 Out</b>            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>

Document Name	Clubs and Societies Health and Safety Handbook	 <p>DCU Ollscoil Clathair Bhaile Átha Cliath Dublin City University</p>
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