



## Clubs & Societies | Code of Safe Practice

### *Self-Evaluation & Action Plan Template 24/25*

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:	DCU Glee
Date this Code of Safe Practice Completed:	<b>17/09/2024</b>
Version Reference:	<b>4.0</b>
Outline the main activities undertaken by your club/soc:	<b>Rehearsals, performances</b>
Name of person(s) completing this form:	<b>Conor Jones</b>
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	<b>Conor Jones, Amy Walden</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> :	Amy Walden
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: No

If Yes please provide full name of NGB and website:

Does your NGB have a Safety Code: 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? Not applicable

Do you have a copy of codes of practice or regulations for facilities that you use regularly? 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>	New members are informed of the basic health and safety risks associated with dance rehearsals and committee members are expected to prevent new members from breaking these rules. A committee member is expected to inform members if there is any reason to make use of the DCU insurance cover.
Is your Club/Soc using an external venue for hosting a DCU event? If yes have you notified Clubs & Socs or DCU Sports & Wellbeing so as <b>DCU's Public liability insurance</b> can be extended to this venue if required?	Yes, the Helix possibly
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?	Yes, we are planning on having a show in the Helix in March

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
Are you planning any <b>overseas trips</b> ? If so, provide details of travel Insurance you have in place for this trip.	No
Do your <b>Coaches/Instructors</b> 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 the name(s) of Officers who attended.	Events officer, Sophie McGurrian will attend the Event Management Workshop.
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.	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

EQUIPMENT	Information
<b>Types Of Equipment:</b> Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	<b>Speakers for rehearsing, but these are personal items</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 told how to use any speakers we use for rehearsals</b>

<b>Equipment Log:</b> who is responsible for maintaining a register of equipment to include purchase dates, price etc	<b>The Cast Directors and Chairperson</b>
<b>Checking Equipment before use:</b> Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	<b>No</b>
<b>Storing Equipment,</b> detail how and where equipment is stored, and/or transported.	<b>Speakers are stored at home and transported by committee members</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>Cast Directors and other committee members are responsible for checking equipment to ensure it works.</b>
<b>Damaged/Unwanted equipment/Disposal of equipment:</b> State your policy for damaged or unsafe equipment and disposal of old equipment.	<b>Damaged equipment will be repaired if possible and if not it will be disposed of responsibly.</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.	As speakers are personal items they are not available to be loaned to members.

<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 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 early in Semester 1.	N/A
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.	N/A
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>	Amy Walden
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)	Yes
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Yes, before every event
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Conor Jones
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	No
<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.	Members can talk to any committee member about any issue they have.
---	---

TRIPS Checklist	Information
	<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	N/A, we don't plan on going on any trips.
<b>Insurance:</b> Is all appropriate travel insurance for the group in place?	N/A
<b>Risk Assessment:</b> for all activities should be undertaken and all possible control measures put in place	N/A
<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)	N/A
<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>	N/A
<b>Contingency Plans:</b> for reasonably foreseeable emergencies should be made.	N/A
<b>Beginners/Novice to Leader ratios:</b> Ensure that this ratio is appropriate for the trip in question.	N/A
<b>Itinerary:</b> A full trip itinerary should be prepared and circulated to all members.	N/A
<b>Travel:</b> How the party will move between the relevant locations and who will be driving the vehicles.	N/A
<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.	N/A
<b>Social:</b> You should advise your members on the following:	N/A

<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>	
<b>Equipment:</b> This needs to be in proper working order and should be frequently checked throughout the trip	N/A
<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.	N/A

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> <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> </ul> </li> </ul>



	<ul style="list-style-type: none"> <li><input type="checkbox"/> Time of accident</li> <li><input type="checkbox"/> Equipment available to group</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>
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>	No
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="https://www.dcu.ie/advice/respect-dignity">https://www.dcu.ie/advice/respect-dignity</a>	Yes
<b>GUIDELINES FOR BEHAVIOUR</b>	<b>Information</b>

<p>Please list guidelines for behaviour that the club adheres to. These can be formal University, Facility or Club rules and regulations The following University documents may be useful:  DCU Alcohol Policy, <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>There will be no toleration for members that have consumed alcohol and are under the influence during rehearsal</p>
--	--

<b>DISCIPLINARY PROCEDURE</b>	<b>Information</b>
<p>Please detail how you will deal with breaches of the code of conduct.</p>	<p>Members will initially be given a verbal warning, and if they continue to breach the code of conduct they will be asked to leave rehearsal. If this occurs three times the member will be asked to leave the society.</p>

<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>	<ol style="list-style-type: none"> <li>1. Chairperson: Will chair and officiate meetings of the committee and of the society.</li> <li>2. Secretary: Will keep the minutes of every committee meeting and share them with the committee. They will deal with correspondence and records of the society including sending regular emails to members.</li> <li>3. Treasurer: Will administer the funds of the society and maintain accounts and budgets. They will keep full records of income and expenditure of the society including signing all cheques and withdrawal forms from the society's bank account.</li> <li>4. Public Relations Officer: Will advertise all functions and events of the society. Will deal with external correspondence. They will be responsible for all the society's social media.</li> <li>5. Events Coordinator: Will organise any events for the society.</li> </ol>

	<p>6. Vice-Chairperson: Will aid the Chairperson in their duties and will act as Chairperson if the Chairperson is absent.</p> <p>7. Ordinary members: Will assist any other committee members with their duties.</p> <p>8. First Year Representative: Will represent the views of first years in the society and will assist other committee members with their duties.</p> <p>9. Cast Directors: Will organise and lead rehearsals.</p>
--	---



## Code of Safe Practice Action list



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

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

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	The Chairperson and Treasurer will monitor the details and resources of the society.	Chairperson/ Treasurer	ASAP
INSURANCE	We don't have insurance but if we ever need it the Chairperson will be responsible for organising it.	Chairperson	When needed
TRAINING & COMPETENCIES	There is no training required for Glee but the Cast Directors will be responsible for rehearsals and making sure that they are safe.	Cast Directors	Weekly for rehearsals
EQUIPMENT	The Cast Directors will be responsible for transporting and maintaining any equipment.	Cast Director	Weekly for rehearsals
FIRST AID	N/A		
TRIPS	N/A		

<b>RISK ASSESSMENT</b>	The chairperson will be responsible for filling out risk assessments for upcoming events. Hazards will be assessed thoroughly, and control measures will be taken.	Chairperson	ASAP
<b>EMERGENCY PROCEDURE</b>	The Chairperson and Secretary will be responsible for the emergency procedure.	Chairperson, Secretary	When needed
<b>CHILD PROTECTION POLICY</b>	We don't have any members under 18, but if any joined the Chairperson would be responsible for the child protection policy.	Chairperson	When needed
<b>GUIDELINES FOR BEHAVIOUR</b>	The Chairperson will be responsible for upholding the guidelines of behaviour.	Chairperson	When needed
<b>COMPLAINTS PROCEDURE</b>	If any member has a complaint they can bring it to the Chairperson.	Chairperson	When needed
<b>DISCIPLINARY PROCEDURE</b>	The Chairperson will deal with any disciplinary action that needs to be taken such as a warning or a ban from the society.	Chairperson	When needed
<b>CLUB OFFICERS</b>	AGM held annually to replace committee members.	Committee	April 2025
<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 minimise 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>
Dance Rehearsal	Stretching beforehand	Low	Committee will ensure that the room is safe and appropriate for the rehearsal.	On the day
Slips, Trips and Falls	Ensure that the room booked is suitable for the event.	Low	Committee will arrive to events early to make sure the room is safe.	On the day
Karaoke event	Ensure microphone/speaker cables are kept out of the way and are not a tripping hazard.	Low	Committee will arrive early to organise the equipment and ensure the space is safe.	On the day
Insufficient or Unsuitable space	Make sure that the max capacity of the room is not exceeded at an event.	Low	Committee will arrive early to make sure there is enough space in the room for the expected turnout of the event.	On the day


## 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>  <b>IF IN DOUBT- DON'T GO OUT!</b> – have a BACK UP Plan (even if it is only card games in the local club/pub!)</p>	<p><b>Doubt</b>  <b>IF IN DOUBT- GET THEM OUT!</b> – have a BACK UP Plan (even if it is taxis home / back to accommodation)</p>

Document Name	Clubs and Societies Health and Safety Handbook
Version Reference	4.0
Document Owner	OSL/DCU Clubs and Societies
Approved By	OSL/ Sports & Wellbeing Office
Date	27 <sup>th</sup> June 2019
Review Date	23rd August 2023

