



## 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:	DCU Africa
Date this Code of Safe Practice Completed:	<b>30/08/23</b>
Version Reference:	<b>4.0</b>
Outline the main activities undertaken by your club/soc:	<b>Weekly community gatherings, such as movie nights, debate nights, quiz days, etc</b>
Name of person(s) completing this form:	<b>Beyonce Tommina Tom-Irehovbude and Oluwafikewa Popoola</b>
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	<b>Beyonce Tommina Tom-Irehovbude and Oluwafikewa Popoola</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>Beyonce Tommina Tom-Irehovbude and Oluwafikewa Popoola</b>
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 / **N/A**

If Yes please provide full name of NGB and website: **N/A**

Does your NGB have a Safety Code: Yes / **N/A**

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

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.	N/A
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>	Upon registration, members are made known of this option.
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?	No, DCU Africa are not currently planning to use an external venue for an event.
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, DCU Africa are not currently planning to host a major event on or off campus this year, and if that changes, clubs and socs will be informed appropriately.

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.	N/A
Are you planning any <b>overseas trips</b> ? If so, provide details of travel Insurance you have in place for this trip.	No, DCU Africa is not planning any overseas trips.
Do your <b>Coaches/Instructors</b> have their own Professional Indemnity Insurance? If yes please attach a copy.	No, DCU Africa do not have any instructors/coaches as we are not a sports club/society.

<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.	Yes, <b>Beyonce Tommina Tom-Irehovbude and Oluwafikewa Popoola.</b>
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	Yes, DCU Africa have held a briefing session with our committee on training, instruction and health/safety applicable to their activity/facility for the 23/24 year.
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>N/A, DCU Africa does not host any physical or sporting events.</b>
<b>Usage of Equipment:</b> indicate how members are trained as necessary in the safe use of all equipment supplied to them	N/A

<b>Equipment Log:</b> who is responsible for maintaining a register of equipment to include purchase dates, price etc	N/A
<b>Checking Equipment before use:</b> Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	N/A
<b>Storing Equipment,</b> detail how and where equipment is stored, and/or transported.	N/A
<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.	N/A
<b>Damaged/Unwanted equipment/Disposal of equipment:</b> State your policy for damaged or unsafe equipment and disposal of old equipment.	N/A
<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>	N/A
<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.	N/A

FIRST AID	Information
High Risk Sports clubs must have at least one occupationally trained first aider. Please indicate if you are amongst this list and if you have a 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>	DCU Africa is not a high risk sports club.
Please indicate the committee members that have attended the Casualty Management workshop held early in Semester 1.	N/A As the semester is yet to begin, there is none as of now. When it starts, a committee member will be nominated to attend the casualty management workshop.

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 - DCU Africa is not included in an adventure sport.
Does your club/soc have designated Athletic Therapy & Training students? If so please state names and a summary of when they provide services.	No, N/A
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.	DCU Africa does not have a designated person as we are not a club. However, there are fully trained first-aiders on the committee.
List your COVID Officers	<b>Beyonce Tommina Tom-Irehovbude and Oluwafikewa Popoola</b>
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>	<b>Beyonce Tommina Tom-Irehovbude and Oluwafikewa Popoola</b>
If you are hosting a major event First Aid Provision must be arranged. Please provide details of provision for events if applicable.	DCU Africa have not held any trips or events. However, they will be assessed as and recorded in the case of such.

<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)	Last risk assessment took place on 18/08/23
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Yes. Every week, alongside the event plans.
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	<b>Beyonce Tommina Tom-Irehovbude and Oluwafikewa Popoola</b>
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	DCU Africa have not held any trips or events, however, they will be assessed accordingly and noted in the case of such.
<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)	<p>Covid guidelines will be sent to members before each on campus event and those with covid or symptoms are prohibited from attending.</p> <p>Members will have to register beforehand for events, so we know how many people to facilitate to ensure social distancing is kept.</p> <p>Masks and hand sanitizer will be offered at our on-campus meetings/gatherings.</p>
<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.	<p>We will email members before each physical meeting/gathering and members can email us too in relation to any concerns they have.</p> <p>We will also conduct regular surveys.</p>

<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	DCU Africa do not have any planned upcoming 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: <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>	N/A
<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> </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>	<p>DCU Africa is not a sporting club/society.</p>
<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>N/A, DCU Africa is not a sporting club/society.</p>
<p>Are you aware of the Sports Ireland guidance on developing good practice for safeguarding children, through their 'Code of Ethics and</p>	<p>N/A, DCU Africa is not a sporting club/society.</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?	N/A, DCU Africa is not a sporting club/society.
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.

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>The guidelines for appropriate behaviour can be found in DCU Africa's constitution.</p> <p>In summary:</p> <p>All members must treat each other with respect and never act inappropriately. They must behave in a manner that doesn't cause harm to themselves and others, and must adhere to safety and covid protocols.</p>

DISCIPLINARY PROCEDURE	Information
<p>Please detail how you will deal with breaches of the code of conduct.</p>	<p>Firstly, they will be given three warnings. In the event that all three warnings are not adhered to, they will be banned from all future events and banned from becoming a member of the society.</p> <p>This is to show a strict, no-tolerance policy.</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)

N/A, DCU Africa is not a sporting club/society.



## Code of Safe Practice Action list



**Club/Society:** DCU Africa

**Date:** 30/08/23

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	N/A.		
INSURANCE	N/A.		
TRAINING & COMPETENCIES	N/A.		
EQUIPMENT	N/A.		
FIRST AID	Retrieve first aid kit from SLC.	Oluwafikewa Popoola	11/09/2023
TRIPS	N/A. DCU Africa is not currently planning on hosting a trip this year.		
RISK ASSESSMENT	Fulfilled. Will be reassessed next semester.	Beyocne Tommina Tom-Irrehovbude	18/08/2023

<b>EMERGENCY PROCEDURE</b>	<b>To be revised and briefed again to all members.</b>	<b>Beyonce Tommina Tom-Irrehovbude</b>	<b>11/09/2023</b>
<b>CHILD PROTECTION POLICY</b>	<b>To be briefed to committee members for members under 18.</b>	<b>Beyonce Tommina Tom-Irrehovbude</b>	<b>06/09/2023</b>
<b>GUIDELINES FOR BEHAVIOUR</b>	<b>To be sent out to all members.</b>	<b>Beyonce Tommina Tom-Irrehovbude</b>	<b>06/09/2023</b>
<b>COMPLAINTS PROCEDURE</b>	<b>To be sent out to all members.</b>	<b>Beyonce Tommina Tom-Irrehovbude</b>	<b>06/09/2023</b>
<b>DISCIPLINARY PROCEDURE</b>	<b>To be briefed to committee members.</b>	<b>Beyonce Tommina Tom-Irrehovbude</b>	<b>06/09/2023</b>
<b>CLUB OFFICERS</b>	<b>N/A. DCU Africa is not a sporting club/society.</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>
Drinks	Equipment, in the case of any spillages, will be on site and committee members will report any spillages to ushers.	Low	There will be tables and extra bins around the area for people to place the drinks when they're done. First aid present in case of emergency.	1, on the day.
Scanning Tickets	Security will be at the door to help with scanning people's tickets, and committee members will also be there validating tickets.	Low	Security and committee members will make sure only those with tickets will get in. Barriers will be used also.	1, on the day
Queues	Committee members will be there to control and direct any queue. Security will be there in case any problems arise.	Low	Committee members and security will be there to monitor the queue so no problems will arise and that everyone should get in safely. We will open doors as early as possible because of this. First aid present in case of emergency.	1, on the day
Over intoxication	People who are clearly intoxicated will not be allowed to attend our	Low	Security and committee will be able to assess attendees as they	1, on the day

	events. Alcoholic drinks will not be served at our events. We do not plan on having Nubar open to our events.		arrive for intoxication. If a committee member notices that anyone is over-intoxicated has entered the venue, they will get help from the security to escort that person out while ensuring the person is safe and stationary.	
Loose Wires	Any loose wires for equipment like microphones, speakers and lights must be tucked away safely away from the stage, stairs or anywhere where people will be walking.	Medium	We will request the implementation of our own zip ties to keep cables neat.	1, on the day.
Stairs	A one-way system will be implemented. Committee members will ensure stairs are clear of obstruction. We will not allow people to gather on stairs.	Medium	We will have committee members tasked with being stewards to ensure attendees comply with the system. We will also get signs printed along each staircase with arrows to point attendees in the right direction.	1, on the day.
Stage	During rehearsals, we will set a safe zone within the middle of the stage for our acts/participants to stay within.	Low	Participants will be remind to keep well back of the edge fo the stage and to be constantly aware of their position.	1, on the day.
Fire safety	During rehearsals, we will brief all the committee members of the fire extinguisher to be used on electrical equipment and various fire exits in the venue. Before each event begins, we will bring the attendees' attention to all the fire exits and remind them to leave in an orderly fashion. Committee	Low	In the unlikely event of a fire, stewards and security will help direct the crowd safely towards the exits.	1, on the day.

	members will ensure all exits are clear of obstruction.			
Crowd Control	During events, we will ensure everyone enters the events safely. We will make sure queues move quickly and steadily to avoid crowds growing. Attendees will be directed where to sit, and at the end of the event, stewards will be tasked with ensuring everyone's safe exit.	Low	Stewards will ensure crowds move steadily before and after each event by allowing people in and out in batches to avoid stampedes. We will have several committee members stationed at each exit and various places in the venue to control the crowd.	1, on the day.
Trips and Falls	Our stewards will make sure all pathways and stairs are kept clear at all times and that no groups congregate in undesignated areas. The ground will also be kept clear of any equipment/supplies we use on the day.	Medium	There is to be strictly no eating or drinking on the stairs for obvious reasons. This rule will be enforced by the stewards. As people are let in, they will be shown to their seats gradually to avoid a buildup on the stairs. In case of anything, we have committee members trained in casualty management.	1, on the day.


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

### Outdoor Activities

### Trip Away / Night Out

<b>P</b>	<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)	<b>Previous</b> knowledge of country/city/area Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details etc
	<b>Local</b> knowledge Particularly dangerous river sections/walk sections / cliffs	<b>Local</b> knowledge (personal safety)

<b>L</b>	/ areas / local weather conditions	Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc
<b>O</b>	<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	<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.
<b>W</b>	<b>Weather Forecast</b> Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.	<b>Watch Out</b> for someone becoming detached from group / wandering off / getting into arguments etc
<b>D</b>	<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!)	<b>Doubt</b> IF IN DOUBT- GET THEM OUT! – have a BACK UP Plan (even if it is taxis home / back to accommodation)

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	