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 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 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. Tel: 01-700 5811
- **SOCIETIES**: Siobhan Byrne, Clubs & Societies Finance & Development Officer, Office of Student Life, e-mail siobhan.byrne@dcu.ie, Tel: 01-700 5585

- **DCU Health & Safety Office**: Paula Hawkins, Health & Safety Advise, e-mail 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

CLUB/SOCIETY DETAILS	**Information**
Club/Society name:	Mental Health Society
Date this Code of Safe Practice Completed:	**05/10/2021**
Version Reference:	**4.0**
Outline the main activities undertaken by your club/soc:	**Mental Health runs a Peer Support Hub each year involving meetings with our trained committee members and those who may be struggling in order to provide support and help, We also run charity concerts each year known as mini Craicin Up and Craicin Up, other than that we run smaller events to raise awareness for mental health such as talks with professionals, coffee mornings, quiz nights etc.**
Name of person(s) completing this form:	**Caélan Doyle O'Neill**

Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	**Caélan Doyle O'Neill**
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie:	Caélan Doyle O'Neill
Have you uploaded a copy of your club or society constitution?	yes

Please indicate if your club/soc is aware of: DCU Clubs & Socs 'Keeping it Safe' guidance document available at: https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe Yes we are

Is there a National Governing Body (NGB) for your Sport/Society: No

If Yes please provide full name of NGB and website: n/a

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? For DCU Sport information visit www.dcu.ie/info/regulations/sports.shtml Not applicable

INSURANCE	**Information**
Does your **NGB** 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 **DCU Students' Personal Accident and insurance** cover? Please note the limitations of this policy and the exclusions that apply, see www.dcu.ie/info/insurance.shtml	We have had a sit down meeting where we reviewed this code and discussed it amongst committee members to ensure everyone understood it and was on the same page about what it covers
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

Wellbeing so as **DCU's Public liability insurance** 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 & Wellbeingso as **DCU's Public liability insurance** can be reviewed?	We will be in contact with Clubs and Socs when it comes time to arrange our larger events, namely Craicin Up, where a larger venue will be needed
Does your club/soc have the appropriate **Equipment Insurance** to protect your equipment in the event of fire and theft? If yes please provide details.	n/a
Are you planning any **foreign trips**? If so provide details of travel Insurance you have in place for this trip.	n/a
Do your **Coaches/Instructors** have their own Professional Indemnity Insurance? If yes please attach a copy.	n/a

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.	We have not as of yet but when we do it will be myself, Caelan Doyle O'Neill, Emer Owens and Aisling Rose McDonald
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	Our committee, namely Caelan, Emer, Aisling and Adam, has attended numerous training sessions over the past few months to train for our Peer Support Hub and know the aspects of Health and Safety relevant to this service
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.	We would simply ask anyone who wishes to work with us in our Peer Support Hub to undergo the training and complete all sessions

EQUIPMENT	Information
Types Of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	**n/a**
Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them	**n/a**
Equipment Log: who is responsible for maintaining a register of equipment that includes purchase dates, price etc	**n/a**
Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	**n/a**
Storing Equipment, detail how and where equipment is stored, and/or transported.	**n/a**
Maintenance of Equipment as per manufacturers or NGB guidelines: State the name of the Officers with responsibility for equipment maintenance and regular safety checks.	**n/a**
Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.	**n/a**
Hire of Equipment: Do you plan to hire equipment for use on campus where there is a high potential risk of an injury/accident? If so provide details. Note: Permission must be obtained from the Estates Office and the Health and Safety Office and/or a permit to work issued. Form is available at www.dcu.ie/estates/contractors.shtml	**n/a**
Loaning Equipment: Please outline your policy on loaning equipment to club members; please include details of club officer responsible for overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc.	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	n/a

nominated first aider(s). List of High Risk Sports clubs is available from Keeping it Safe guidelines at www.dcue.ie/sports-wellbeing	
Please indicate the committee members that have attended the Casualty Management workshop held each October.	We have not attended as of yet but Caelan and Emer will attend
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.	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.	Emer Owens
List your COVID Officers	Caelan Doyle O'Neill & Colm Flood
Indicate the committee members who will complete the DCU Injury/Incident Report Form for accidents and near-misses available at https://www.dcu.ie/safety/incident_near_report_form.shtml	Caelan Doyle O'Neill
If you are hosting a major event First Aid Provision must be must be arranged. Please provide details of provision for events if applicable.	In the case of hosting a major event, such as our annual Craicin Up gig, it would be important for us to arrange EMTs to be on the scene in case of any first aid emergencies. It would also be important to ensure that any incident is recorded and reported in Injury/Incident reports.

RISK ASSESSMENT	**Information**
Are Risk Assessments undertaken for all club/soc activities? If Yes please list the date of last risk assessment and please attach a copy (see template at end of this document)	As of recent, we have been unable to host any in person events but I will ensure to complete a Risk Assessment for all activities in the future.
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	These Risk Assessments will be reviewed after each event to see if all pre-assessed risks were accounted for during the event and in the unlikely event that there were any that we may have missed, that we will ensure to include them in the next risk assessment.

Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Caelan Doyle O'Neill
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Yes they will be
CLUB/SOCIETY SPECIFIC HEALTH & SAFETY INFORMATION	**Information**
Clubs/Societies should include any other area related to Health and Safety for their activity that requires action (e.g. National Governing Body or organisations Safety Code etc)	n/a
H&S CONCERNS PROCEDURE	**Information**
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	We as a committee will ensure that all members are aware they can come to any one of us if they have any concerns about Health and Safety, and we will ensure that their concerns are reviewed and any needs are met and changed.

TRIPS Checklist	**Information** *You are advised to do a trip specific risk assessment / checklist for all individual trips*
Trip Leaders: do leaders have the necessary knowledge, experience and qualifications, where appropriate to lead a trip	will be reviewed if a trip is planned
Insurance: Is all appropriate travel insurance for the group in place?	will be reviewed if a trip is planned
Risk Assessment: for all activities should be undertaken and all possible control measures put in place	will be reviewed if a trip is planned
Dynamic Risk Assessment: on the day of the activity should be undertaken and should consider the local environment, weather, leaders, opposition level etc (see guidance at the end of this document)	will be reviewed if a trip is planned
Safezone App: Have you identified and set up the Safezone App? To find out more about setting up and using the app check the instructions at https://www.dcu.ie/ocoo/safezoneatdcu.shtml	will be reviewed if a trip is planned
Contingency Plans: for reasonably foreseeable emergencies should be made.	will be reviewed if a trip is planned

Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.	will be reviewed if a trip is planned
Itinerary: A full trip itinerary should be prepared and circulated to all members.	will be reviewed if a trip is planned
Travel: How the party will move between the relevant locations and who will be driving the vehicles.	will be reviewed if a trip is planned
Trip Membership & Activity form: detailing date of the event, location, accommodation, transport, and the names and ID numbers of students participating in the trip. The trip Leader must ensure that 1 copy of this form is given to Siobhan Byrne, Clubs & Societies Finance Officer and 1 copy is taken on the trip.	will be reviewed if a trip is planned
Social: You should advise your members on the following: • Where parties can safely go and when • What behaviour is acceptable • A minimum number of people in a group	will be reviewed if a trip is planned
Equipment: This needs to be in proper working order and should be frequently checked throughout the trip	will be reviewed if a trip is planned
First Aid: You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure.	will be reviewed if a trip is planned

EMERGENCY PROCEDURE	**Information**
Please detail your Clubs/Socs procedures to be followed in an emergency. For tips see 'Keeping it Safe' available at https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe	**Emergency Procedure** For all the planning and preparation, there still exists the possibility of emergencies occurring. All Accident and Incidents must be reported via the online report form on the DCU Health and Safety Website or via the DCU Accidents Report Form sent to the DCU Health & Safety Office. In the event of an emergency, please follow carefully the guidelines as detailed below ❑ Stop and think. Assess the situation. Stay calm.

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
 	
the committee has met and discussed these emergency procedures and detailed that we will all gather in the case of emergency to support each other and ensure that all these steps are met.
	❑ Ensure that the group is safe and accounted for.
	❑ Are there any hazards present that may affect the group?
	❑ Attend any casualties if it is safe to do so.
	❑ Give first aid within the groups capabilities.
	❑ Get expert help if required.
	❑ Get/ give any third party/ witness/insurance details if necessary.
	❑ Gather the information required by the Emergency Services:
	  ❑ Name(s) of group members
	  ❑ Number of people injured
	  ❑ Locations of group members
	  ❑ Medical condition of group.
	  ❑ First Aid given
	  ❑ Age(s) of group members
	  ❑ Time of accident
	  ❑ Equipment available to group
	❑ Co-operate fully with the Emergency Services.
	❑ Someone from the group accompany casualties to hospital.
	❑ **In the event of a serious accident/incident contact DCU Security on 700-5999 (available 24 hours).**
	❑ Refer all media contact to the DCU Contact person and give no comment.

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 www.dcu.ie/sports-wellbeing	n/a - no members under the age of 18
Where members are under the age of 18 their parents should complete the 'Application form for new junior members', available at www.dcu.ie/sports-wellbeing	n/a
Are you aware of the Sports Ireland guidance on developing good practice for safeguarding children, through their 'Code of Ethics and	n/a

Good Practice for Children's Sport in Ireland, available at https://www.sportireland.ie/Participation/Code_of_Ethics/	
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	n/a
Are you aware of the DCU child protection policy 'Keeping Children Safe, Policies and Procedures supporting Child Protection at DCU available at www.dcu.ie/equality/crc.shtml	yes but n/a
Garda Vetting: Have your coaches undertaken Garda Vetting by DCU? The DCU Garda Vetting policy and forms are available at www.dcu.ie/hr/Garda-Vetting-DCU.shtml	n/a

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, https://www.dcu.ie/students/az/alcohol-policy DCU Respect & Dignity Policy, www.dcu.ie/equality/dcu_policies.shtml Student Sport Ireland Guidelines for Hosting an Intervarsity event, www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf	As a Mental Health Society, we do not openly encourage the consumption of alcohol but will not judge those who do. We will however, keep an eye out for those that do decide to drink and ensure they do so safely. It was also suggested during review by the committee that we host an awareness event for alcohol harm awareness and support. Our key behaviour policy, outlined before events, is that respect and equality are upheld at all times by all members and that any disrespect or inequality shown will not be tolerated. We encourage all members to be friendly and outline that discrimination, in any form, is not allowed. The committee has also recommended that we carry out awareness workshops to educate our members.

DISCIPLINARY PROCEDURE	**Information**
Please detail how you will deal with breaches of the code of conduct.	If any breach comes to our attention, we will deal with it immediately and effectively through a meeting with the offending parties and giving them either a warning or a dismissal from the society (depending on the severity of the offense). We will also inform Clubs and Socs of any such misdemeanours.

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	Any concerns about health and safety should be brought to the attention of either myself, Emer or Aisling Rose while any concerns about covid protocols should be brought to myself or Colm. Colm and I will be in charge of covid tracking and logging member attendance while Aisling and Emer will ensure that the First Aid kit is stocked if deemed necessary and will keep an eye out for any incidents and bring them to my attention or record them to detail and share with myself later.

Code of Safe Practice
Action list

Club/Society: _Mental Health Society__ Date: __10-10-2021_____

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	Mental Health Society will aim to run a number of events to raise awareness for Mental Health, a number of fundraisers for Mental Health charities in Ireland, as well as events aimed at supporting our members' with tips on dealing with their Mental Health and improving their wellbeing. We also run a Peer Support Hub where we run one-on-one meetings with students to listen and support them with any issues they may be having.	Caelan	aim to have the peer support hub up and running in the next month, mini Craicin Up should be ran before the end of semester 1

			and Craicin Up should be held during Semester 2
INSURANCE	**n/a**		
TRAINING & COMPETENCIES	**The majority of our committee have already received Peer Support Hub training but it will be arranged for those who have not as well as a refresher course for those who have.**	**Aisling**	**should be arranged by the end of the following week**
EQUIPMENT	**n/a**		
FIRST AID	**Will be stocked and brought to events in case of the occurrence of any incidents or accidents.**	**Emer**	**organised before each event**
TRIPS	**n/a as they have not been planned for**		
RISK ASSESSMENT	**To be filled out before each event**	**Caelan**	**organised before events**
EMERGENCY PROCEDURE	**Will be planned and followed for each event and will be devised with EMTs for larger events such as Craicin Up**	**Caelan & Emer**	**organised before events**
CHILD PROTECTION POLICY	**n/a**		
GUIDELINES FOR BEHAVIOUR	**outlined above**		
COMPLAINTS PROCEDURE	**outlined above**		
DISCIPLINARY PROCEDURE	**outlined above**		

CLUB OFFICERS	**members will be checking in with any training that is necessary and will nominate those who wish to and who will be best at each role to undergo these training sessions in order to become officers**	**Caelan**	**should be organised in the following two weeks**
OTHER			
OTHER			
OTHER			

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

Hazard / Activity ***with potential to cause injury***	**Controls Already in Place** ***(what actions /procedures are you already doing to minimize possibility of injury)***	**Risk Category (High/Medium/Low)** ***(considering the actions / procedures you already have in place)***	**Further Controls Being Implemented To Reduce Risk** ***(eg First Aid / area to be inspected prior to start*** ***Require equipment test certs etc)***	**Date to be Completed** ***Can be –*** ***1 on the day*** ***2 every time the equipment is taken out*** ***3 Nov xx th (If a once off task)*** ***etc***

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

	Outdoor Activities	Trip Away / Night Out
P	**Previous** 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)	**Previous** knowledge of country/city/area Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details etc
L	**Local** knowledge Particularly dangerous river sections/walk sections / cliffs / areas / local weather conditions	**Local** knowledge (personal safety) Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc
O	**Observation** 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	**Observation** 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.
W	**Weather** Forecast Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.	**Watch Out** for someone becoming detached from group / wandering off / getting into arguments etc
D	**Doubt** IF IN DOUBT- DON'T GO OUT! – have a BACK UP Plan (even if it is only card games in the local club/pub!)	**Doubt** IF IN DOUBT- GET THEM OUT! – have a BACK UP Plan (even if it is taxis home / back to accommodation)

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