



Clubs & Societies | Code of Safe Practice *Self-Evaluation & Action Plan Template 25/26*

Clubs & Societies

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 well-being 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 annually 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. Tel: 01-700 5811
- **SOCIETIES:** Siobhan Byrne, Head of Clubs & Societies, Office of Student Life, e-mail siobhan.byrne@dcu.ie, Tel: 01-700 5585
- **DCU Health & Safety Office:** Paula Hawkins, Health & Safety Advice, 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 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 members' 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 the 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:	Journalism Society
Date this Code of Safe Practice Completed:	10.03.26
Version Reference:	1
Outline the main activities undertaken by your club/soc:	Gamifying journalism experiences Games night activities including Fact or fiction (Where the host will present a series of statements and we have to guess whether they are fact or fiction) Spin the wheel (contestant will spin the

	<p>wheel and have 7 minutes to write an article based on prompts on the wheel)</p> <p>Headline or flatline (Have to make a funny story in response to a stock photo)</p>
Name of person(s) completing this form:	Erica Elliott
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Erica Elliott
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Erica Elliott
Have you uploaded a copy of your club or society constitution?	Yes
<p>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/dcuclubssocsoperationsmanual20/keeping-it-safe</p> <p>Is there a National Governing Body (NGB) for your Sport/Society: No Yes / No</p> <p>If yes, please provide the full name of NGB and website:</p> <p>Does your NGB have a Safety Code: Yes / No</p> <p>If yes, please attach a copy to this code or provide a web link to the policy:</p> <p>Does your club/society comply with this NGB Safety code? Yes Yes / No / Not applicable</p> <p>Do you have a copy of the code of practice or regulations for facilities that you use regularly? Yes Yes / No / Not applicable</p>	

INSURANCE	Information
Does your NGB require you to take insurance? If yes, please give details and attach a copy of the policy.	
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 link here	Yes
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 DCU's Public liability insurance can be extended to this venue if required?	N/A
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 DCU's Public liability insurance can be reviewed?	
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.	
Are you planning any overseas 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 the name(s) of Officers who attended.	N/A

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

EQUIPMENT	Information
Types of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	Personal laptop for presentation and slideshow , sheets of paper, pens provided by the committee team
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 to include 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

<p>Hire of Equipment: 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 www.dcu.ie/estates/contractors.shtml</p>	N/A
<p>Loaning Equipment: 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.</p>	N/A

FIRST AID	Information
<p>High 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 sports clubs is available from Keeping it Safe guidelines at www.dcu.ie/sports-wellbeing</p>	Erica Elliott is first aid certified
<p>Please indicate the committee members who have attended the Casualty Management workshop held early in Semester 1.</p>	N/A
<p>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.</p>	N/A
<p>Does your club/soc have designated Athletic Therapy & Training students? If so, please state names and a summary of when they provide services.</p>	N/A
<p>Please indicate the committee member who is responsible for ensuring that the club has a fully stocked first aid kit. Please note that First Aid supplies are fully funded by the CLC/SLC. Please contact Clubs & Socs or DCU Sports & Wellbeing for first aid supplies.</p>	
<p>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/report-accidentincidentsafety-concern</p>	Erica Elliott

If you are hosting a major event, First Aid Provision must be arranged. Please provide details of the provision for events if applicable.	
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RISK ASSESSMENT	Information
Are Risk Assessments undertaken for all club/soc activities? If yes, please list the date of the last risk assessment, and please attach a copy (see template at end of this document)	N/A
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	N/A
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	N/A
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	N/A
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 organisation's 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.	N/A

TRIPS Checklist	Information <i>You are required to do a trip specific risk assessment / checklist for all individual trips</i>
Trip Leaders: Do leaders have the necessary knowledge, experience and qualifications, where appropriate, to lead a trip	N/A
Insurance: Is all appropriate travel insurance for the group in place?	N/A

Risk Assessment: for all activities, should be undertaken, and all possible control measures put in place	N/A
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)	N/A
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	N/A
Contingency Plans: for reasonably foreseeable emergencies should be made.	N/A
Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.	N/A
Itinerary: A full trip itinerary should be prepared and circulated to all members.	N/A
Travel: How the party will move between the relevant locations and who will be driving the vehicles.	N/A
Trip Registration & 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 uploaded to the online management system and 1 copy is taken on the trip.	N/A
Social: You should advise your members on the following: <ul style="list-style-type: none"> • Where parties can safely go and when • What behaviour is acceptable • A minimum number of people in a group 	N/A
Equipment: This needs to be in proper working order and should be frequently checked throughout the trip	N/A
First Aid: 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 https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe</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>The journalism society has a designated first aider who is certified to complete first aid should an accident arise. This person is Erica Elliott. All committee members should be aware of the steps to take following an accident and a person should be allocated to report the incident to the DCU Health and Safety Website.</p>	<p>Emergency Procedure</p> <p>For all the planning and preparation, there still exists the possibility of emergencies occurring. All accidents 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 & Safety Office.</p> <p>In the event of an emergency, please follow the guidelines carefully as detailed below</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stop and think. Assess the situation. Stay calm. <input type="checkbox"/> Ensure that the group is safe and accounted for. <input type="checkbox"/> Are there any hazards present that may affect the group? <input type="checkbox"/> Attend to any casualties if it is safe to do so. <input type="checkbox"/> Give first aid within the group's capabilities. <input type="checkbox"/> Get expert help if required. <input type="checkbox"/> Get/ give any third party/ witness/insurance details if necessary. <input type="checkbox"/> Gather the information required by the Emergency Services: <ul style="list-style-type: none"> <input type="checkbox"/> Name(s) of group members <input type="checkbox"/> Number of people injured <input type="checkbox"/> Locations of group members <input type="checkbox"/> Medical condition of the group. <input type="checkbox"/> First Aid given <input type="checkbox"/> Age(s) of group members <input type="checkbox"/> Time of accident <input type="checkbox"/> Equipment available to the group <input type="checkbox"/> Cooperate fully with the Emergency Services. <input type="checkbox"/> Someone from the group accompanied the casualties to the hospital. <input type="checkbox"/> In the event of a serious accident/incident, contact DCU Security on 700-5999 (available 24 hours). <input type="checkbox"/> Refer all media contact to Siobhán Byrne, Head of Clubs and Socs, 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
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 Good Practice for Children's Sport in Ireland, available at https://www.sportireland.ie/Participation/Code_of_Ethics/	N/A
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 https://www.dcu.ie/advice/respect-dignity	N/A
GUIDELINES FOR BEHAVIOUR	Information

<p>Please list the 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, https://www.dcu.ie/policies/student-alcohol-policy</p> <p>DCU Respect & Dignity Policy, https://www.dcu.ie/policies/dignity-and-respect-work-and-study-policy</p> <p>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</p>	<p>The society adheres to the rules and regulations which are accessible through the University documents. This includes strict guidelines for behaviour which all society and committee members must adhere to. Should a committee member or member not abide by these rules repercussions will arise and be reported.</p>
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DISCIPLINARY PROCEDURE	Information
<p>Please detail how you will deal with breaches of the code of conduct.</p>	<p>If a breach of conduct were to occur, the member would be held accountable and faced with repercussions from the Chairperson and be reported, with the possibility of losing their respective role.</p>

CLUB OFFICERS	Information
<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 & Socs Handbook at www.dcu.ie/sports-wellbeing</p>	<p>Chairperson - Jack Brady Responsible for running of the committee Secretary - Erica Elliott- first aider takes the minutes of the meetings, responsible for booking rooms and venues and filling out risk assessment forms</p>

	<p>Treasurer - Felix Mordaunt responsible for obtaining the funding needed for the society to run and host guest speakers, apply for funding for prizes etc</p> <p>Public Relations Officer - Hannah Cronolly - responsible for running the social media platforms and announcing events related to the society</p> <p>Events Officer - Aimee Donnelly - responsible for planning events related to the society, including getting sponsors</p> <p>First year representative - Darragh O Dempsey - responsible for representing the society for first years / spreading the word to new members</p> <p>Vice Chairperson - Aaron Carroll responsible for managing the team alongside the chairperson, supporting them throughout operations.</p> <p>Web Admin - Erin Miller - Responsible for creating the slideshows for events, operating any websites if applicable.</p> <p>Ordinary Members - Erin Miller and Stephen Mooney</p>
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Clubs & Societies

Code of Safe Practice Action list

Club/Society: Journalism Society Date: 10.03.26

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	is the designated first aider	Erica Elliott	
TRIPS	N/A		
RISK ASSESSMENT	Risk assessment and code of safe practice forms filled out	Erica Elliott	
EMERGENCY PROCEDURE	N/A		

CHILD PROTECTION POLICY	N/A		
GUIDELINES FOR BEHAVIOUR	N/A		
COMPLAINTS PROCEDURE	N/A		
DISCIPLINARY PROCEDURE	N/A		
CLUB OFFICERS	Chairperson - Jack Brady Vice Chairperson - Aaron Carroll Secretary - Erica Elliott- first aider Treasurer - Felix Mordaunt Public Relations Officer - Hannah Cronolly Events Officer - Aimee Donnelly First year representative - Darragh O Dempsey Web Admin - Erin Miller Ordinary Members - Erin Miller and Stephen Mooney		
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 <i>with potential to cause injury</i>	Controls Already in Place <i>(What actions /procedures are you already doing to minimise the possibility of injury)</i>	Risk Category (High/Medium/Low) <i>(considering the actions/procedures you already have in place)</i>	Further Controls Being Implemented To Reduce Risk <i>(eg, First Aid/area to be inspected prior to start Require equipment test certs etc.</i>	Date to be Completed <i>Can be – 1 on the day 2 Every time the equipment is taken out 3 Nov xxth (If a once-off task) etc</i>
Crowds	We have a list of members and the events officer can check to make sure people entering the room does not go over capacity	Low	Check upon arrival if they are active members	12/03
Paper cuts and card related injuries	We will have a first aid kit and plasters in the unlikely event someone may injure themselves on the paper	Low	We have a member who is first aid certified (Erica)	12/03
Tripping over wires	We can secure wires and keep them out of walkways / high traffic areas	Medium	The team will arrive half an hour early to set up to ensure safety	12/03
Spilling hot drinks	We will advise people to limit movement while carrying hot drinks and to proceed with caution while moving	Medium	First aid kit will have burn gel in case of burns	12/03
Spills / slipping	We will have the team observing the area and monitoring any possible spillages and responding quickly to clean it up	Medium	We will have a response plan, with someone standing at the spill until it is cleaned	12/03

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

Outdoor Activities

Trip Away / Night Out

P	<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)</p>	<p>Previous knowledge of the country/city/area Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details, etc</p>
L	<p>Local knowledge Particularly dangerous river sections/walk sections/cliffs / areas / local weather conditions</p>	<p>Local knowledge (personal safety) Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options, etc</p>
O	<p>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</p>	<p>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.</p>
W	<p>Weather Forecast Get area-specific forecast – usually very accurate – weather may arrive a little earlier/later than forecast.</p>	<p>Watch Out for someone becoming detached from the group / wandering off / getting into arguments, etc</p>
	Doubt	Doubt

D	IF IN DOUBT- DON'T GO OUT! – have a BACK UP Plan (even if it is only card games in the local club/pub!)	IF IN DOUBT- GET THEM OUT! – have a BACK UP Plan (even if it is taxis home / back to accommodation)
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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 th June 2019	
Review Date	23rd August 2023	