



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. 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 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:	Erasmus Student Network DCU (ESN DCU)
Date this Code of Safe Practice Completed:	27/08/2024
Version Reference:	2023
Outline the main activities undertaken by your club/soc:	<ul style="list-style-type: none">• To welcome and engage international visiting, and full-time students.• To help international students integrate and understand Irish culture, customs, and history.• To bring about cultural awareness of others.• To provide a space where all are welcome to learn and make friendships and memories.• To host social events encouraging involvement in the university and charity to give back to the local and global community.

	<ul style="list-style-type: none"> To provide a forum for members to interact and socialize through [SOCIETY ACTIVITY] and other activities
Name of person(s) completing this form:	Vanessa Spooner
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Chairperson
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Chairperson
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: Yes / No</p> <p>If Yes please provide full name of NGB and website: Erasmus Student Network Ireland</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: https://esn.org/sites/default/files/code_of_conduct.pdf</p> <p>Does your club/society comply with this NGB Safety code? Yes / No / Not applicable</p> <p>Do you have a copy of codes of practice or regulations for facilities that you use regularly? 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.	No
Indicate how you have made your members aware of the DCU Students' Personal Accident and insurance cover? Please note the	We provide information of DCU Students' Personal Accident and Insurance cover through our club's website.

limitations of this policy and the exclusions that apply, see DCU Insurance Policy 2022	
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?	Yes, before hosting external events we will notify and inform Clubs & Socs of the details of the 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 DCU's Public liability insurance can be reviewed?	Yes, before hosting major events on or off campus, we will notify and inform Clubs & Socs so that the 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.	Not applicable
Are you planning any overseas trips ? If so, provide details of travel Insurance you have in place for this trip.	No
Do your Coaches/Instructors have their own Professional Indemnity Insurance? If yes please attach a copy.	Yes / 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.	
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.	ESN Flag
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	Secretary
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.	Any equipment is kept and stored in the Society locker.
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 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	N/A
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.	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 www.dcu.ie/sports-wellbeing	Not applicable
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.	Not applicable
List your COVID Officers	Not applicable
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	Secretary
If you are hosting a major event First Aid Provision must be arranged. Please provide details of provision for events if applicable.	Not applicable

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)	Yes (see attached)

Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Yes, yearly at the beginning of the academic year
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Chairperson
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Yes
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)	Not applicable
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	At weekly meetings, time is dedicated for members to raise any concerns and address them appropriately.

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	Yes, they also receive training from ESN Ireland if required.
Insurance: Is all appropriate travel insurance for the group in place?	Not applicable, up to own individual
Risk Assessment: for all activities should be undertaken and all possible control measures put in place	Yes
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)	Yes, this is considered
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	Yes

Contingency Plans: for reasonably foreseeable emergencies should be made.	Yes
Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.	Yes
Itinerary: A full trip itinerary should be prepared and circulated to all members.	Yes
Travel: How the party will move between the relevant locations and who will be driving the vehicles.	Yes
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.	Yes
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 	Yes
Equipment: This needs to be in proper working order and should be frequently checked throughout the trip	Yes
First Aid: You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure.	Yes

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>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 and sent to the DCU Health & Safety Office.</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

In the event of an emergency, please follow carefully the guidelines as detailed below

- Stop and think. Assess the situation. Stay calm.
- 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 group's 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 the group.
 - First Aid given
 - Age(s) of group members
 - Time of accident
 - Equipment available to group
- Cooperate fully with the Emergency Services.
- Someone from the group accompanied the 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 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	All members are above 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 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	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, https://www.dcu.ie/students/az/alcohol-policy</p> <p>DCU Respect & Dignity Policy, https://www.dcu.ie/advice/respect-dignity</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>	<ul style="list-style-type: none"> ● All committee members must adhere to DCU's Respect and Dignity Policy. ● Committee members must adhere to Clubs and Socs policies. ● Committee members must adhere to the University Alcohol Policy and are subject to sanction for breaches of it. ● Committee members must be conscious of the fact that as a committee member of a DCU Club/Society, you are representing the respective DCU Club/Society, the CLC/SLC and the University at all times. Consequently, committee members must consistently display high standards of behaviour and conduct. ● All committee members are required to act with integrity and must never engage in fraudulent or dishonest activity at any time. ● Committee members must communicate effectively with Club/Society members at all times including but not limited to email, noticeboards or the Club/Society's website or social media channels.

	<ul style="list-style-type: none"> • Committee members must ensure all complaints are dealt with appropriately. • Committee members must keep and store all documentation securely with respect to meetings, correspondence, minutes of committee meeting, databases and financial reports in line with GDPR. • Committee members must always act in the best interest of the Club/Society and the overall wellbeing of the members of the Club/Society. • Committee members should respect one another and expect respect for their worth regardless of their role within the committee.
--	---

DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	Committee members who fail to abide by the CLC/SLC Code of Conduct for Club/Society Committee Members may face disciplinary action. Penalties may include possible suspension or exclusion from the Club/Society committee.

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	



Code of Safe Practice Action list



Club/Society: Erasmus Student Network DCU (ESN DCU) **Date:** 27/08/2024

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	Review and Update the Society Constitution if necessary	Secretary	
INSURANCE	Ensure compliance with NGB insurance requirements	Events & Trips Manager	
TRAINING & COMPETENCIES	Organise and schedule regular trainings for committee members	Secretary	
EQUIPMENT	Create a system/routine for regular equipment checks	N/A	
FIRST AID	Ensure that first aid kits are fully stocked before and during club activities	N/A	
TRIPS	Carry out trip-specific risk assessments before upcoming trips	Events & Trips Manager	
RISK ASSESSMENT	Conduct annual review of existing risk assessments and update if necessary	Events & Trips Manager	
EMERGENCY PROCEDURE	Communicate and make sure all members are aware of emergency procedures	Events & Trips Manager	
CHILD PROTECTION POLICY		N/A	
GUIDELINES FOR BEHAVIOUR	Review and reinforce club behaviour guidelines with all members	Chairperson	
COMPLAINTS PROCEDURE	Develop a formal complaints procedure for member to report issues	Secretary	
DISCIPLINARY PROCEDURE	Make members aware of disciplinary procedure for addressing conduct breaches	Chairperson	
CLUB OFFICERS	Highlight roles and responsibilities in relation to health and safety	Chairperson	
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 minimize 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>
Attendees Wellness	Masks can be worn at personal discretion Log of attendees to be maintained for contact tracing purposes and C&S	L	Committee members trained as covid coordinators will oversee all of the below	Before Trip
Inexperienced Soc Member	Health and Safety procedures explained in full to all soc members. Leader satisfied that all areas have been covered with new soc members	L	Extra committee meeting taking place to go over event details and cover any other questions or issues that arise	Ongoing training and day of event
Separated/Lost Speaker	Contact numbers of committee members will be given in advance to the speakers for the talk in case of any emergencies	L	An option of meeting the speakers at a location on campus and walking with them to venue if they would like	Ongoing training and day of event
Problems with technology	Zoom link for hybrid event will be tried and tested before releasing to attendees.	M	If problems with zoom persist may look at changing mode to livestream on Instagram	At preplanning stage and day of event
Group Size and Supervision	Maximum capacity of room will be observed. Overflow of attendees will be directed to the use of zoom	L	Pre sign ups if needed with limits	During the event

Provision of refreshments	Any allergens will be marked on foods and or separated from main selection of foods to avoid cross contamination	L		During the event
Inappropriate Behaviour by Soc member	All club members advised of guidelines for behaviour and disciplinary procedures for breaches. Members who behave in a manner that may place their safety or the safety of others at risk will be asked to leave. Members are not permitted to partake in activity if they are suspected or known to have consumed alcohol or drugs	L		Ongoing training and day of event


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)

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	