



## 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:	Erasmus Student Network DCU (ESN DCU)
Date this Code of Safe Practice Completed:	<b>24/09/2023</b>
Version Reference:	<b>2022</b>
Outline the main activities undertaken by your club/soc:	<ul style="list-style-type: none"><li>● To welcome and engage international visiting, and full-time students.</li><li>● To help international students integrate and understand Irish culture, customs, and history.</li><li>● To bring about cultural awareness of others.</li><li>● To provide a space where all are welcome to learn and make friendships and memories.</li><li>● To host social events encouraging involvement in the university and charity to give back to the local and global community.</li></ul>

	<ul style="list-style-type: none"> <li>To provide a forum for members to interact and socialize through [SOCIETY ACTIVITY] and other activities</li> </ul>
Name of person(s) completing this form:	<b>Vanessa Spooner</b>
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 <a href="mailto:safety@dcu.ie">safety@dcu.ie</a> :	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 &amp; Socs 'Keeping it Safe' guidance document 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>Is there a National Governing Body (NGB) for your Sport/Society:      <b>Yes / No</b></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:                      <b>Yes / No</b></p> <p>If Yes please attach a copy to this code or provide a web link to the policy: <a href="https://esn.org/sites/default/files/code_of_conduct.pdf">https://esn.org/sites/default/files/code_of_conduct.pdf</a></p> <p>Does your club/society comply with this NGB Safety code?                      <b>Yes / No / Not applicable</b></p> <p>Do you have a copy of codes of practice or regulations for facilities that you use regularly?                      Yes / No / <b>Not applicable</b></p>	

<b>INSURANCE</b>	<b>Information</b>
Does your <b>NGB</b> require you to take insurance? If yes please give details and attach a copy of the policy.	<b>No</b>
Indicate how you have made your members aware of the <b>DCU Students' Personal Accident and insurance</b> 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 <a href="#">DCU Insurance Policy 2022</a>	
Is your Club/Soc using an external venue for hosting a DCU event? If yes have you notified Clubs & Socs or DCU Sports & Wellbeing so as <b>DCU's Public liability insurance</b> can be extended to this venue if required?	Yes, 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 <b>DCU's Public liability insurance</b> 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 <b>Equipment Insurance</b> to protect your equipment in the event of fire and theft? If yes please provide details.	Not applicable
Are you planning any <b>overseas trips</b> ? If so, provide details of travel Insurance you have in place for this trip.	No
Do your <b>Coaches/Instructors</b> have their own Professional Indemnity Insurance? If yes please attach a copy.	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
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EQUIPMENT	Information
<b>Types Of Equipment:</b> Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	ESN Flag
<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	Secretary
<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.	Any equipment is kept and stored in the Society locker.
<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

<b>FIRST AID</b>	<b>Information</b>
High Risk Sports clubs must have at least one occupationally trained first aider. Please indicate if you are amongst this list and if you have a nominated first aider(s). List of High Risk Sports clubs is available from Keeping it Safe guidelines at <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a>	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 <a href="https://www.dcu.ie/safety/incident_near_report_form.shtml">https://www.dcu.ie/safety/incident_near_report_form.shtml</a>	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

<b>RISK ASSESSMENT</b>	<b>Information</b>
Are Risk Assessments undertaken for all club/soc activities? If Yes please list the date of last risk assessment and please attach a copy (see template at end of this document)	Yes (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
<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)	Not applicable
<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.	At weekly meetings, time is dedicated for members to raise any concerns and address them appropriately.

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

<b>Beginners/Novice to Leader ratios:</b> Ensure that this ratio is appropriate for the trip in question.	Yes
<b>Itinerary:</b> A full trip itinerary should be prepared and circulated to all members.	Yes
<b>Travel:</b> How the party will move between the relevant locations and who will be driving the vehicles.	Yes
<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.	Yes
<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>	Yes
<b>Equipment:</b> This needs to be in proper working order and should be frequently checked throughout the trip	Yes
<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.	Yes

EMERGENCY PROCEDURE	Information
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><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> </ul>



<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>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that the group is safe and accounted for.</li> <li><input type="checkbox"/> Are there any hazards present that may affect the group?</li> <li><input type="checkbox"/> Attend any casualties if it is safe to do so.</li> <li><input type="checkbox"/> Give first aid within the group's capabilities.</li> <li><input type="checkbox"/> Get expert help if required.</li> <li><input type="checkbox"/> Get/ give any third party/ witness/insurance details if necessary.</li> <li><input type="checkbox"/> Gather the information required by the Emergency Services: <ul style="list-style-type: none"> <li><input type="checkbox"/> Name(s) of group members</li> <li><input type="checkbox"/> Number of people injured</li> <li><input type="checkbox"/> Locations of group members</li> <li><input type="checkbox"/> Medical condition of the group.</li> <li><input type="checkbox"/> First Aid given</li> <li><input type="checkbox"/> Age(s) of group members</li> <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>
<p><b>CHILD PROTECTION POLICY</b></p>	<p><b>Information</b></p>
<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>All members are above 18.</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</p>

Are you aware of the Sports Ireland guidance on developing good practice for safeguarding children, through their 'Code of Ethics and Good Practice for Children's Sport in Ireland, available at <a href="https://www.sportireland.ie/Participation/Code_of_Ethics/">https://www.sportireland.ie/Participation/Code_of_Ethics/</a>	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 <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>	<ul style="list-style-type: none"> <li>• All committee members must adhere to DCU's Respect and Dignity Policy.</li> <li>• Committee members must adhere to Clubs and Socs policies.</li> <li>• Committee members must adhere to the University Alcohol Policy and are subject to sanction for breaches of it.</li> <li>• 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.</li> <li>• All committee members are required to act with integrity and must never engage in fraudulent or dishonest activity at any time.</li> <li>• 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.</li> <li>• Committee members must ensure all complaints are dealt with appropriately.</li> <li>• 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.</li> <li>• Committee members must always act in the best interest of the Club/Society and the overall wellbeing of the members of the Club/Society.</li> </ul>

	<ul style="list-style-type: none"> <li>Committee members should respect one another and expect respect for their worth regardless of their role within the committee.</li> </ul>
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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 <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a>	



## Code of Safe Practice Action list



**Club/Society: Erasmus Student Network DCU (ESN DCU) Date: 21/09/2023**

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	Review and Update the Society Constitution if necessary	Secretary	

<b>INSURANCE</b>	Ensure compliance with NGB insurance requirements	Events & Trips Manager	
<b>TRAINING &amp; COMPETENCIES</b>	Organise and schedule regular trainings for committee members	Secretary	
<b>EQUIPMENT</b>	Create a system/routine for regular equipment checks	N/A	
<b>FIRST AID</b>	Ensure that first aid kits are fully stocked before and during club activities	N/A	
<b>TRIPS</b>	Carry out trip-specific risk assessments before upcoming trips	Events & Trips Manager	
<b>RISK ASSESSMENT</b>	Conduct annual review of existing risk assessments and update if necessary	Events & Trips Manager	
<b>EMERGENCY PROCEDURE</b>	Communicate and make sure all members are aware of emergency procedures	Events & Trips Manager	
<b>CHILD PROTECTION POLICY</b>		N/A	
<b>GUIDELINES FOR BEHAVIOUR</b>	Review and reinforce club behaviour guidelines with all members	Chairperson	
<b>COMPLAINTS PROCEDURE</b>	Develop a formal complaints procedure for member to report issues	Secretary	
<b>DISCIPLINARY PROCEDURE</b>	Make members aware of disciplinary procedure for addressing conduct breaches	Chairperson	
<b>CLUB OFFICERS</b>	Highlight roles and responsibilities in relation to health and safety	Chairperson	
<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 (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>
Attendees Wellness	Masks can be worn at personal discretion Log of attendees to be maintained for contact tracing purposes and C&S	<b>L</b>	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	<b>L</b>	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	<b>L</b>	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.	<b>M</b>	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	<b>L</b>	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

<b>P</b>	<p><b>Previous</b> weather and/or water conditions  Ground conditions (wet / dry / frozen / flooded / landslide etc)  Wind / storm etc (could wind etc have caused damage – powerlines, trees etc)  River/Sea conditions (Flood, abnormally low etc)</p>	<p><b>Previous</b> knowledge of country/city/area  Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details etc</p>
<b>L</b>	<p><b>Local</b> knowledge  Particularly dangerous river sections/walk sections / cliffs / areas / local weather conditions</p>	<p><b>Local</b> knowledge (personal safety)  Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc</p>

<b>O</b>	<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 taxi home / back to accommodation)

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