



## 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:	Engineering Society
Date this Code of Safe Practice Completed:	28/08/2023
Version Reference:	4.0
Outline the main activities undertaken by your club/soc:	We hold a variety of events from social events(game nights, coffee mornings etc.), Makerspaces where we build projects together and Intro series where we try to help students with the academic side of engineering.
Name of person(s) completing this form:	Emmanuel Olaitan Muritala (Chairperson)
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Emmanuel Olaitan Muritala

Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail <a href="mailto:safety@dcu.ie">safety@dcu.ie</a> :	<b>Ruth Jones (Health and Safety Officer)</b>
Have you uploaded a copy of your club or society constitution?	<b>Yes</b>
Please indicate if your club/soc is familiar with: DCU Clubs & 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> <b>Yes</b>	
Is there a National Governing Body (NGB) for your Sport/Society:	Yes / <b>No</b>
If Yes please provide full name of NGB and website:	
Does your NGB have a Safety Code:	Yes / <b>No</b>
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?	Yes / No / <b>Not applicable</b>
Do you have a copy of codes of practice or regulations for facilities that you use regularly?	Yes / No / <b>Not applicable</b>

<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>N/A</b>
Indicate how you have made your members aware of the <b>DCU Students' Personal Accident and insurance</b> cover? Please note the limitations of this policy and the exclusions that apply, see <a href="#">DCU Insurance Policy 2022</a>	<b>We will make the policy available to read to all members via a mass email once the academic year commences</b>
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?	<b>No</b>

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?	<b>No</b>
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.	<b>No</b>
Are you planning any <b>overseas trips</b> ? If so, provide details of travel Insurance you have in place for this trip.	<b>Yes, travel insurance information will be provided once trip details are finalised.</b>
Do your <b>Coaches/Instructors</b> have their own Professional Indemnity Insurance? If yes please attach a copy.	Yes / <b>No</b>

<b>TRAINING &amp; COMPETENCIES</b>	<b>Information</b>
Have your committee members attended the DCU Event Management/ Health & Safety Workshop and the Incident Management workshop? Please indicate the name(s) of Officers who attended.	<b>No but they will once the academic year commences</b>
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	<b>No</b>
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	<b>N/A</b>
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.	<b>N/A</b>

EQUIPMENT	Information
<p><b>Types Of Equipment:</b> Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.</p>	<p>Will be submitted to OMS</p> <p><b>+</b> Inventory Engineering Society 02/2023</p>
<p><b>Usage of Equipment:</b> indicate how members are trained as necessary in the safe use of all equipment supplied to them</p>	<p>Most of our equipment is used regularly in the engineering courses offered here in DCU and so as part of our course we are trained to use said equipment properly. For members of the society outside of the engineering courses, they are taught proper equipment use by committee members and are supervised while using equipment</p>
<p><b>Equipment Log:</b> who is responsible for maintaining a register of equipment to include purchase dates, price etc</p>	<p><b>Nadia Mabadeje (equipment officer)</b></p>
<p><b>Checking Equipment before use:</b> Is equipment subject to a visual or written inspection for defects before use? Who is responsible?</p>	<p>We visually inspect all equipment to be used before an event and test them too. This is usually carried out by the equipment officer or another member of committee</p>
<p><b>Storing Equipment,</b> detail how and where equipment is stored, and/or transported.</p>	<p>All of our equipment is stored in the committee room section of the engsoc/redbrick common room. Only committee members from either society have access to this room and equipment is stored in lockers, drawers and shelves. Lockers and drawers are locked and only accessible with a key.</p>
<p><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.</p>	<p><b>Nadia Mabadeje</b></p>
<p><b>Damaged/Unwanted equipment/Disposal of equipment:</b> State your policy for damaged or unsafe equipment and disposal of old equipment.</p>	<p>Damaged or unsafe equipment will be separated from our regular inventory and marked so that we can either repair it or dispose of it. When disposing of equipment we will send it to an appropriate disposal/recycling centre to insure it is not used again.</p>

<p><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></p>	<p><b>No</b></p>
<p><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.</p>	<p><b>If loaning equipment to members we will take a log of the equipment borrowed and the date it was loaned on. We will contact a</b></p>

FIRST AID	Information
<p>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></p>	<p><b>N/A</b></p>
<p>Please indicate the committee members that have attended the Casualty Management workshop held early in Semester 1.</p>	<p><b>Our Health and Safety Officer and our other committee members will attend this workshop in semester 1</b></p>
<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>	<p><b>N/A</b></p>
<p>Does your club/soc have designated Athletic Therapy &amp; Training students? If so please state names and a summary of when they provide services.</p>	<p><b>No</b></p>
<p>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 &amp; Socs or DCU Sports &amp; Wellbeing for first aid supplies.</p>	<p><b>Ruth Jones</b></p>
<p>List your COVID Officers</p>	<p><b>Ruth Jones</b></p>

Indicate the committee members who will complete the DCU Injury/Incident Report Form for accidents and near-misses available at <a href="https://www.dcu.ie/safety/incident_near_report_form.shtml">https://www.dcu.ie/safety/incident_near_report_form.shtml</a>	<b>Ruth Jones</b> <b>Emmanuel Olaitan Muritala</b>
If you are hosting a major event First Aid Provision must be arranged. Please provide details of provision for events if applicable.	<b>N/A</b>

<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)	<b>Yes (see below)</b>
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	<b>Before each event</b>
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	<b>Ruth Jones</b> <b>Ana Merida Campo</b> <b>Daniel Mc Entee</b>
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	<b>Yes</b>
<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)	<b>N/A</b>
<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.	<b>We go through the event plan and details and outline any possible risks to health and safety that could occur</b>
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<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	<b>Yes</b>
<b>Insurance:</b> Is all appropriate travel insurance for the group in place?	<b>Once trip details are finalised the insurance will be in place</b>
<b>Risk Assessment:</b> for all activities should be undertaken and all possible control measures put in place	<b>A risk assessment will be done for each possible trip</b>
<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)	<b>Dynamic risk assessments will be done during each possible trip</b>
<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>	<b>The safezone app will be set up once new members have started joining the society</b>
<b>Contingency Plans:</b> for reasonably foreseeable emergencies should be made.	<b>A contingency plan will be made before each possible trip</b>
<b>Beginners/Novice to Leader ratios:</b> Ensure that this ratio is appropriate for the trip in question.	<b>We will always have enough leaders/ committee members to manage the members attending the trip</b>
<b>Itinerary:</b> A full trip itinerary should be prepared and circulated to all members.	<b>The itinerary for the trip will be shared with all attending members of the society via a group message/email</b>
<b>Travel:</b> How the party will move between the relevant locations and who will be driving the vehicles.	<b>Transport plans will be made well in advance for any possible trips</b>
<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	<b>A form will be sent out to attending members with their details and uploaded to the OMS as soon as all forms are collected</b>



1 copy of this form is uploaded to the online management system and 1 copy is taken on the trip.	
<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>	<b>We will advise our members of acceptable behaviour and conduct within the registration form of a possible trip</b>
<b>Equipment:</b> This needs to be in proper working order and should be frequently checked throughout the trip	<b>Any equipment to be brought will be checked thoroughly before and during an outing</b>
<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.	<b>A first aid kit will always be available during an outing and an officer trained in first aid will also be present</b>

EMERGENCY PROCEDURE	Information
<p>Please detail your Clubs/Socs procedures to be followed in an emergency. For tips see 'Keeping it Safe' available at <a href="https://sites.google.com/dcu.ie/dcuclubssocoperationsmanual20/keeping-it-safe">https://sites.google.com/dcu.ie/dcuclubssocoperationsmanual20/keeping-it-safe</a></p> <p>An Emergency procedure for your club/soc is listed below. Please provide details of how this is communicated to your members and also any additional actions that your club/soc does in an emergency</p>	<p><b>Emergency Procedure</b></p> <p>For all the planning and preparation, there still exists the possibility of emergencies occurring. All Accident and Incidents must be reported via the online report form on the DCU Health and Safety Website or via the DCU Accidents Report Form and sent to the DCU Health &amp; Safety Office.</p> <p>In the event of an emergency, please follow carefully the guidelines as detailed below</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Stop and think. Assess the situation. Stay calm.</li> <li><input type="checkbox"/> Ensure that the group is safe and accounted for.</li> <li><input type="checkbox"/> Are there any hazards present that may affect the group?</li> <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:</li> </ul>

	<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> <li><input type="checkbox"/> Cooperate fully with the Emergency Services.</li> <li><input type="checkbox"/> Someone from the group accompanied the casualties to hospital.</li> <li><input type="checkbox"/> <b>In the event of a serious accident/incident contact DCU Security on 700-5999 (available 24 hours).</b></li> <li><input type="checkbox"/> Refer all media contact to Siobhán Byrne, Head of Clubs and Socs, and give no comment.</li> </ul>
<b>CHILD PROTECTION POLICY</b>	<b>Information</b>
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>	<b>We will potentially have members under the age of 18 once the new first year students enter the college.</b>
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>	<b>It will be compulsory for members under the age of 18 to fill out this form</b>
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>	<b>N/A</b>
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	<b>N/A</b>

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
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<b>GUIDELINES FOR BEHAVIOUR</b>	<b>Information</b>
<p>Please list guidelines for behaviour that the club adheres to. These can be formal University, Facility or Club rules and regulations The following University documents may be useful:</p> <p>DCU Alcohol Policy, <a href="https://www.dcu.ie/students/az/alcohol-policy">https://www.dcu.ie/students/az/alcohol-policy</a></p> <p>DCU Respect &amp; Dignity Policy, <a href="https://www.dcu.ie/advice/respect-dignity">https://www.dcu.ie/advice/respect-dignity</a></p> <p>Student Sport Ireland Guidelines for Hosting an Intervarsity event, <a href="http://www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf">www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf</a></p>	<p><b>Our society members will adhere to the DCU Respect and Dignity Policy as well as the DCU Alcohol Policy</b></p>

<b>DISCIPLINARY PROCEDURE</b>	<b>Information</b>
<p>Please detail how you will deal with breaches of the code of conduct.</p>	<p><b>Breaches of the code of conduct will be taken seriously and offenders will be sanctioned accordingly. We will also hold disciplinary meetings/ hearings when needed and inform the Clubs and Socs Committee if necessary for serious violations.</b></p>

<b>CLUB OFFICERS</b>	<b>Information</b>
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Provide a summary of Officers roles and responsibilities, highlighting those specifically relating to health and safety. Who members should contact etc. For guidance see the Clubs & Socs Handbook at [www.dcu.ie/sports-wellbeing](http://www.dcu.ie/sports-wellbeing)

**Emmanuel Olaitan Muritala (Chairperson)**  
**Cora Keogh (Secretary) Takes meeting minutes, send important emails**  
**Iman Mabadeje (Treasurer) Responsible for society funding**  
**Nadia Mabadeje (Equipment Officer) Oversees and manages equipment**  
**Ruth Jones (Health and Safety Officer) Ensures the society follows health and safety regulations**  
**Neil Cahill (Common Room Committee) Manages the common room (N109)**  
**Samuel Jones (Common Room Committee) Manages the common room (N109)**  
**Laura Ecock (Graphic Design Officer) Creates posters and graphics for the society**  
**Ana Merida Campo (Events Officer) Organises the events within the society**  
**Daniel Mc Entee (Projects Officer) Organises the projects within the society (makerspace)**  
**Max Doyle (Ordinary Member) Provides support to the committee whenever and wherever it's needed**

# Code of Safe Practice Action list



**Club/Society: Engineering Society**

**Date: 28/08/2023**

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES			
INSURANCE	Travel Insurance for potential trip abroad	Ana Merida...	Late September/ early October
TRAINING & COMPETENCIES	Have all of committee attend club and socs workshops	Whole committee	Semester 1
EQUIPMENT	Have equipment checked before usage	Nadia Maba...	Early September
FIRST AID	Have all first aid equipment inspected	Ruth Jones	Early September
TRIPS	Have trip abroad planned	Ana Merida...	Late September/ early October
RISK ASSESSMENT	Have risk assessment made for each event	Ruth Jones	Throughout Year
EMERGENCY PROCEDURE	Each committee member should familiarise themselves with the emergency procedure	Emmanuel ...	Start of semester
CHILD PROTECTION POLICY	Each member under 18 should have the 'Application form for new junior members' signed	Emmanuel ...	Late September/ ongoing

<b>GUIDELINES FOR BEHAVIOUR</b>	Each committee member should familiarise themselves with the guidelines for behaviour	Emmanuel ...	Start of semester
<b>COMPLAINTS PROCEDURE</b>	A complaints procedure must be made and used	Emmanuel ...	Start of semester
<b>DISCIPLINARY PROCEDURE</b>	The disciplinary procedure should be set in stone	Emmanuel ...	Start of semester
<b>CLUB OFFICERS</b>	A public relations officer must be elected	Emmanuel ...	Start of semester
<b>OTHER</b>			
<b>OTHER</b>			
<b>OTHER</b>			

## DCU Clubs / Socs Activity Risk Assessment Template

*Outline of hazards associated with club/society activities and measures the club/society takes or will take to minimize risk of injury to members or third parties*

<b>Hazard / Activity</b> <i>with potential to cause injury</i>	<b>Controls Already in Place</b> <i>(what actions /procedures are you already doing to minimize possibility of injury)</i>	<b>Risk Category</b> <i>(High/Medium/Low) (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>Online Management System Roll Over</i>
Regular events	Area will be cleared of people who are not participating in or spectating the event.	Low risk	Area must be cleared during use. Area inspected before event First Aid will be present during events.	

	<b>Committee members will be present to observe in case of unforeseen hazards to participants.</b>			
<b>MakerSpace</b>	<b>Area will be cleared of people who are not participating in or spectating the event. Committee members will be present to observe in case of unforeseen hazards to participants.</b>	<b>Low risk</b>	<b>Area must be cleared during use First Aid will be present. Area inspected before the event. Equipment to be used will be inspected before the event.</b>	

For guidance and more information please refer to <https://sites.google.com/dcu.ie/dcclubssocsoperationsmanual20/risk-assessment>

Date: 28/08/2023