

# 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)

<b>CLUB/SOCIETY DETAILS</b>	<b>Information</b>
Club/Society name:	Yoga Society
Date this Code of Safe Practice Completed:	<b>20 September 2023</b>
Version Reference:	
Outline the main activities undertaken by your club/soc:	<b>Three Yoga classes weekly, weekend retreat</b>
Name of person(s) completing this form:	<b>Erica Draper</b>
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	<b>Erica Draper</b>
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> :	Erica Draper

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/dcuclubssocoperationsmanual20/keeping-it-safe">https://sites.google.com/dcu.ie/dcuclubssocoperationsmanual20/keeping-it-safe</a></p> <p>Is there a National Governing Body (NGB) for your Sport/Society:      Yes / <b>No</b></p> <p>If Yes please provide 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 / No / <b>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>	

INSURANCE	Information
Does your <b>NGB</b> require you to take insurance? If yes please give details and attach a copy of the policy.	N/A
Indicate how you have made your members aware of the <b>DCU Students' Personal Accident and insurance</b> cover? Please note the limitations of this policy and the exclusions that apply, see  DCU Insurance Policy 2022	This will be distributed when students join the society
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	Potentially if a retreat goes ahead in semester 2

DCU's Public liability insurance can be extended to this venue if required?	
Is your Club/Soc planning to host a major event on or off campus this year? If yes have you notified the Clubs & Socs or DCU Sports & Wellbeing So as DCU's Public liability insurance can be reviewed?	Potentially if a retreat goes ahead in semester 2
Does your club/soc have the appropriate Equipment Insurance to protect your equipment in the event of fire and theft? If yes please provide details.	N/A
Are you planning any 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 - has been previously uploaded - October 2021

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.	No - please confirm when this will go ahead
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	Yes
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	Mairéad McCarthy. Certificates verifying qualifications previously sent to Clubs and Socs. First aid cert will be uploaded.

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

<b>EQUIPMENT</b>	<b>Information</b>
<b>Types Of Equipment:</b> Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	<b>Yoga Mats and Yoga Blocks</b>
<b>Usage of Equipment:</b> indicate how members are trained as necessary in the safe use of all equipment supplied to them	<b>Qualified instructor, Mairead McCarthy, trains and supervises each member while they are using the equipment.</b>
<b>Equipment Log:</b> who is responsible for maintaining a register of equipment to include purchase dates, price etc	<b>Aoibhe Murphy</b>
<b>Checking Equipment before use:</b> Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	<b>Equipment is subject to a visual inspection for defects before use. Any committee helpers present per class are relevant.</b>
<b>Storing Equipment,</b> detail how and where equipment is stored, and/or transported.	<b>Equipment is stored in the secure lockers in the DCU Sports Complex Glasnevin Campus and in the student union office</b>

	in St. Patrick's Campus. Equipment is transported by committee members before and after each yoga class.
<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.	Erica Draper & Hannah Leonard
<b>Damaged/Unwanted equipment/Disposal of equipment:</b> State your policy for damaged or unsafe equipment and disposal of old equipment.	All equipment will be disposed of by Erica Draper & Hannah Leonard at a rubbish facility
<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>	No
<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.	No loaning of equipment

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	Yoga soc not included

clubs is available from Keeping it Safe guidelines at <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a>	
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.	N/A
Please indicate the committee member that is responsible for ensuring that the club has a fully stocked first aid kit. Please note First Aid supplies are fully funded by the CLC/SLC. Please contact Clubs & Socs or DCU Sports & Wellbeing for first aid supplies.	Hannah Leonard
List your COVID Officers	Hannah Leonard
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>	Hannah Leonard
If you are hosting a major event First Aid Provision must be arranged. Please provide details of provision for events if applicable.	N/A

<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)	No
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Yes
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
<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>H&amp;S CONCERNS PROCEDURE</b>	<b>Information</b>
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	If a member identifies a concern regarding Health and Safety during activities, that member is invited to contact any committee member. That committee member will inform (Health&Safety Officer) of the concern. (Health&Safety Officer) will address the concern with the member and strive to achieve a solution. (Health&Safety Officer) will complete a report regarding the concern and share this report with the committee members. As a committee, further action will be taken if necessary.



	Health and Safety Officer to be elected
--	---

TRIPS Checklist	Information <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
<b>Insurance:</b> Is all appropriate travel insurance for the group in place?	Yes
<b>Risk Assessment:</b> for all activities should be undertaken and all possible control measures put in place	Understood
<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)	Understood
<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>	Will do so if retreat goes ahead
<b>Contingency Plans:</b> for reasonably foreseeable emergencies should be made.	Understood
<b>Beginners/Novice to Leader ratios:</b> Ensure that this ratio is appropriate for the trip in question.	Understood
<b>Itinerary:</b> A full trip itinerary should be prepared and circulated to all members.	Understood

<b>Travel:</b> How the party will move between the relevant locations and who will be driving the vehicles.	Bus / Private cars
<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.	Understood
<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>	Understood
<b>Equipment:</b> This needs to be in proper working order and should be frequently checked throughout the trip	Understood
<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.	Understood

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/dcuclubssocoperationsmanual20/keeping-it-safe">https://sites.google.com/dcu.ie/dcuclubssocoperationsmanual20/keeping-it-safe</a>	<b>Emergency Procedure</b> 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

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

DCU Health and Safety Website or via the DCU Accidents Report Form and sent to the DCU Health & Safety Office. In the event of an emergency, please follow carefully the guidelines as detailed below

- Stop and think. Assess the situation. Stay calm.
- 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 <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a>	Unlikely – will confirm once members have signed up
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>	Understood
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>	Yes
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: DCU Alcohol Policy, <a href="https://www.dcu.ie/students/az/alcohol-policy">https://www.dcu.ie/students/az/alcohol-policy</a></p>	<p>Each member of the society must be respectful to each other. Each member of the society must be respectful to the equipment. This includes ensuring that the equipment is not purposely damaged during use. Each member of the society must be frank and honest with the yoga instructor in relation to any illnesses or injuries. Each member of the society must conduct themselves in 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 Intersvarsity 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>professional manner relating to language, temper, and punctuality.</p> <p>Each member of the society must abide by the rules and decisions of the committee. Each member of the society must not be under the influence of alcohol whilst attending a yoga class or event.</p> <p>Each member of the society must be respectful to the facility.</p> <p>Each member of the society must follow the DCU Alcohol Policy.,</p> <p>Each member of the society must follow the DCU Respect and Dignity Policy.</p>
---	--

<b>DISCIPLINARY PROCEDURE</b>	<b>Information</b>
<p>Please detail how you will deal with breaches of the code of conduct.</p>	<p>Any breach in the code of conduct will be reported to the chairperson, Erica Draper, who will complete an incident report. The committee will discuss the incident with the individual(s) who breached the code of conduct and try to reach a solution. If needed, the breach will be passed on to Clubs and Socs.</p>

<b>CLUB OFFICERS</b>	<b>Information</b>
<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 &amp; Socs Handbook at <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a></p>	<p>Chairperson: Erica Draper - Responsible for the health and safety of the members and the maintenance of the equipment.</p>

	<p>Secretary: Hannah Leonard - responsible for communications to soc members via email, and general attendance for yoga classes</p> <p>Treasurer - Aoibhe Murphy - finances</p> <p>PRO: Claudia Zurita - social media posts</p> <p>Ordinary Member, first year representative and Health &amp; Safety Officer will be elected in the upcoming weeks</p>
--	---



## Code of Safe Practice Action list



**Club/Society:** \_\_\_\_\_

**Date:** \_\_\_\_\_

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES			
INSURANCE			

<b>TRAINING &amp; COMPETENCIES</b>			
<b>EQUIPMENT</b>			
<b>FIRST AID</b>			
<b>TRIPS</b>	<b>Weekend Retreat to be confirmed</b>	<b>Commi tee</b>	<b>Seme ster 2</b>
<b>RISK ASSESSMENT</b>			
<b>EMERGENCY PROCEDURE</b>			
<b>CHILD PROTECTION POLICY</b>			
<b>GUIDELINES FOR BEHAVIOUR</b>			
<b>COMPLAINTS PROCEDURE</b>			
<b>DISCIPLINARY PROCEDURE</b>			
<b>CLUB OFFICERS</b>			
<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> <b>(High/Medium /Low)</b> <i>(considering the actions / procedures you already have in place)</i>	<b>Further Controls Being Implemented</b> <b>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 –</i> <i>1 on the day</i> <i>2 every time the equipment is taken out</i> <i>3 Nov xx<sup>th</sup> (If a once off task)</i> <i>etc</i>
<b>Trip hazards / obstacles</b>	check the area where the class is being held to check that there are no trip hazards or items blocking the escape route	low	Area inspected prior to class	1
<b>Sufficient information to participants (e.g. physical fitness requirements, clothing and equipment,</b>	Instructor Mairead to teach within her training and experience and if a student is suffering from a medical condition outside of her knowledge she will seek further training or expert advice and refer the student to their doctor or other health professional.	low	Participants advised before and during each class to work at their own ability	1

emergency procedures)	Mairead will offer modified practice appropriate to the individuals who need it and explain areas for caution relevant to individual conditions, as well as provide warnings about injuries and not pushing the body further than it can go			
First aid	Instructor Mairead is FAR certified	low	First aid kit to be available at each yoga class	1
Contamination and hygiene	Mats to be cleaned after each use	low	Regular thorough clean of mats, own discretionary personalized mats to also be made available.	1

hydration	Participants are advised to bring their own water. Water available in nearby kitchen area	low	N/A	1


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

### Outdoor Activities

### Trip Away / Night Out

<b>P</b>	<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)	<b>Previous</b> knowledge of country/city/area Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details etc
<b>L</b>	<b>Local</b> knowledge Particularly dangerous river sections/walk sections / cliffs / areas / local weather conditions	<b>Local</b> knowledge (personal safety) Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc
	<b>Observation</b>	<b>Observation</b>

<b>O</b>	<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>	<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>
<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> <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>	<b>Doubt</b> <b>IF IN DOUBT- GET THEM OUT! – have a BACK UP Plan (even if it is taxis home / back to accommodation)</b>

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 <sup>th</sup> June 2019	
Review Date	23rd August 2023	