



Code of Safe Practice *Self-Evaluation & Action Plan Template*



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 Officers have a key role to play in this regard and ultimately are responsible for ensuring that that the club/society operates in a safe manner. Club/Society Officers 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. If guidelines exist they must be appended to this document.

The Code of Safe Practice must be reviewed and submitted with the grant application on an annual basis to ensure that the contents are still relevant to the activities of the society/club. If the club/society is participating in additional activities that may have safety implications the officers should draw up a policy to state how the club/society is going to minimize the risk associated with those activities. The receipt of funding from CLC/SLC Committee 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:** Ross Munnely, Senior Sports Development Officer, Sports Development Service ross.munnely@dcu.ie. Tel: 01-700 5811
- **SOCIETIES:** Siobhan Byrne, Clubs & Societies Finance & Development Officer, Office of Student Life, e-mail siobhan.byrne@dcu.ie, Tel: 01-700 5585
- **DCU Health & Safety Office:** Eileen Tully, DCU Health & safety Officer, e-mail eileen.tully@dcu.ie, Tel: 01-700 8896

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 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 the 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/studentsport/clubs.shtml

| CLUB DETAILS | Information |
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| Club/Society name | DCU YOGA |
| Date this Code of Safe Practice Completed | 07.09.2022 |
| Outline the activities undertaken by your club/soc | Three yoga classes are held weekly. Possible weekend retreat if COVID restrictions allow. |
| Name of person(s) completing this Code | Dominik Walkowiak |

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| Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members | Dominik Walkowiak |
| Name of the club/soc officer responsible for coordinating safety and reporting all accidents to the DCU Health & Safety Officer, e-mail eileen.tully@dcu.ie : | Dominik Walkowiak |
| Have you up-to-date copy of your club or society constitution? | Yes, it is complete from before |
| Does your club/soc have an up-to-date record of names and student ID numbers of its members? How does your club record details for staff, alumni, and external members and where are these records kept? | YES / NO |
| Please indicate if your club/soc is aware of: DCU Clubs & Socs 'Health and Safety Handbook' at: http://www.dcu.ie/studentsport/clubs.shtml | YES / NO |
| Is there a National Governing Body (NGB) for your Sport/Society: If Yes please provide full name of NGB: If YES Does your NGB have a Safety Code If YES please attach a copy to this code or provide a web link to the Code. Does your club/society comply with this NGB Safety code? | YES / NO YES/NO YES / NO / Not applicable |
| Do you regularly use non DCU facilities If Yes – List all such facilities Do you have a copy of codes of practice or regulations for facilities that you use regularly? For DCU Sport information visit www.dcu.ie/info/regulations/sports.shtml | Yes/ No |

| INSURANCE | Information |
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| Does your NGB require you to take insurance? If yes please give details and attach a copy of the policy. | No |
| Have you made your members aware of the DCU Students' Personal Accident and insurance cover? Please note the limitations of this policy and the exclusions that apply, see www.dcu.ie/info/insurance.shtml | Will be included in membership sign up. |
| If your Club/Soc intends using an external venue for hosting a DCU event, are you aware of the requirement to notify the Sports Development Service/OSL to liaise with DCU Finance Office to extend DCU's Public liability insurance to the venue? | YES / NO |
| If your Club/Soc is planning to host a major event on or off campus this year are you aware of the requirement to notify the Sports Development Service/OSL to liaise with DCU Finance Office in order to ensure that the appropriate level of Public liability insurance is in place? | This is to be confirmed as a weekend retreat may go 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. | This is to be confirmed as a weekend retreat may go ahead in semester 2. |
| Are you planning any foreign trips ? All participants must have travel insurance and must attend the pre trip specific briefing delivered by OSL. | YES / NO |
| Do your Coaches/Instructors have their own Professional Indemnity Insurance (see 'Health and Safety Handbook' p4)? If yes please attach a copy. | YES / NO , it was uploaded last October. |

| TRAINING & COMPETENCIES | Information |
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| Have your committee members attended the DCU Health & Safety Workshop and the Casualty Management workshop? Please indicate name(s) of Officers who attended. | No. Please advise when this is next being held. |
| Please indicate if you committee and coaches have held a briefing session for members on training, instruction and health and safety applicable to their activity/facility. | Yes |
| Names and qualifications of coaches/instructors and indicate whether a 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 |

| EQUIPMENT | Information |
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| Types Of Equipment: Indicate the various types/categories of equipment that the club uses and submit an equipment inventory. | Yoga Mats Yoga Blocks |
| Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them | Qualified instructor, Mairéad McCarthy, trains and supervises each member while they are using the equipment. |
| Equipment Inventory: who is responsible for maintaining a register of equipment that includes purchase dates, price etc (see page XXX Keeping it safe) | Rachel Cusack |
| Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible? | Equipment is subject to a visual inspection for defects before use. Dominik Walkowiak is mainly responsible aided by the various committee helpers present per class. |
| Storing Equipment, detail how and where equipment is stored, and/or transported. | Equipment is stored in the secure lockers in the DCU Sports Complex Glasnevin Campus and in the student union office in St. Patrick's Campus. Equipment is transported by committee members before and after each yoga class. |
| Maintenance of Equipment as per manufacturers or NGB guidelines: State the name of the Officers with responsibility for equipment | Shannon McCabe & Dominik Walkowiak |

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| maintenance and regular safety checks. | |
| Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment. | Any damaged or unsafe equipment is reported to any committee member who will also inform Dominik Walkowiak. All of the equipment can be disposed of in a rubbish facility. |
| Hire of Equipment: Do you plan to hire equipment for use on campus where there is a high potential risk of an 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 | No |
| Loaning Equipment: Please outline your policy on loaning equipment to club members; please include details of club officer responsible for overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc. | No equipment will be loaned. |

| FIRST AID | Information |
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| 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 is available from Keeping it Safe guidelines. | Yoga Society is not amongst this list |
| Please indicate the committee members that have attended the Casualty Management workshop held each October. | 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. | Shannon McCabe & Dominik Walkowiak |
| Indicate the committee members who will complete the DCU Injury/Incident Report Form for accidents and near-misses. | Shannon McCabe & Dominik Walkowiak |
| If you are hosting a major event First Aid Provision must be must be | N/A |

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| arranged. Please provide details of provision for events if applicable. | |
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| RISK ASSESSMENT | Information |
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| Are Risk Assessments undertaken for all club/soc activities? If Yes please attach a copy (see template at end of this document) | No |
| Are Risk Assessments recorded and regularly reviewed? | Yes |
| Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document) | No |
| CLUB/SOCIETY SPECIFIC HEALTH & SAFETY INFORMATION | Information |
| Clubs/Societies should include any other area related to Health and Safety for their Sport or the development of their sport that requires action (e.g. NGB Safety Code etc) | |
| H&S CONCERNS PROCEDURE | Information |
| 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 Dominik Walkowiak of the concern. Dominik will address the concern with the member and strive to achieve a solution. Dominik 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. |

| TRIPS Checklist | Information |
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| | <i>You are advised 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 |
| Insurance: Is all appropriate travel insurance for the group in place? | Yes |
| Risk Assessment: for all activities should be undertaken and all possible control measures put in place | Understood |

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| 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) | Understood |
| Contingency Plans: for reasonably foreseeable emergencies should be made. | Understood |
| Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question. | Understood |
| Itinerary: A full trip itinerary should be prepared and circulated to all members. | Understood |
| Travel: How the party will move between the relevant locations and who will be driving the vehicles. | Bus more than likely, some private cars. |
| Trip Membership & 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 given to Siobhan Byrne, Clubs & Societies Finance Officer and 1 copy is taken on the trip. | Understood |
| 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 | Understood |
| Equipment: This needs to be in proper working order and should be frequently checked throughout the trip | Understood |
| First Aid: You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure. | Understood |

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| EMERGENCY PROCEDURE | Information |
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Please detail your Clubs/Socs procedures to be followed in an emergency. For tips see 'Health and Safety Handbook' available at www.dcu.ie/studentsport/clubs.shtml

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

Emergency Procedure

For all the planning and preparation, there still exists the possibility of emergencies occurring. . All Accident and Incidents must be reported on the DCU Accidents report Form to the DCU Health & Safety Officer, Eileen Tully. 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 groups 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 group.
 - First Aid given
 - Age(s) of group members
 - Time of accident
 - Equipment available to group
- Co-operate fully with the Emergency Services.
- Someone from the group accompany 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 the DCU Contact person and give no comment.

This will be communicated to all members through email.

CHILD PROTECTION POLICY

Have you members under the age of 18? If so notify Siobhan in OSL

Information

Unknown, will validate after member sign up is complete.

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| Siobhan.byrne@dcu.ie | |
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| GUIDELINES FOR BEHAVIOUR | Information |
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| <p>Please list guidelines for behaviour that club adheres to. These can be formal University, Facility or Club rules and regulations The following University documents may be useful: OSL Alcohol Policy, www.dcu.ie/pdf/dcu_alcohol_policy.pdf DCU Respect & Dignity Policy, www.dcu.ie/equality/dcu_policies.shtml Student Sport Ireland Guidelines for Hosting an Intervarsity event, www.studentsport.ie/wp-content/uploads/2011/09/SSI-GUIDELINES-FOR-HOSTING-AN-INTERCOLLEGIATE-EVENT-2014-2015.pdf</p> | <p>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 professional manner relating to language, temper, and punctuality. 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. Each member of the society must be respectful to the facility. Each member of the society must follow the DCU Alcohol Policy., Each member of the society must follow the DCU Respect and Dignity Policy.</p> |

| DISCIPLINARY PROCEDURE | Information |
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| <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, Dominik Walkowiak, 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> |

| CLUB OFFICERS | Information |
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| <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 chapter 3 of Guide to Being the Best' available at www.dcusu.ie/resources-page/</p> | <p>Chairperson: Dominik Walkowiak - Responsible for the health and safety of the members and the maintenance of the equipment.</p> <p>Secretary: Catherine Flynn PRO: Shona Holohan</p> |

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| | <p>Treasurer: Rachel Cusack – Finances Health and Safety Officer: Shannon McCabe - Responsible for the health and safety of the members and the maintenance of the equipment.</p> <p>Ordinary Members (general help, i.e. transport of Yoga mats, general support of society members):</p> <ul style="list-style-type: none">- Rosin (Glasnevin)- Lauralouise (Glasnevin)- Aoife Hussy (Pat's)- Aaron Murphy (Pat's) |
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Code of Safe Practice To DO list



| AREA | Completed? | If N then state ACTION required | Person Responsible to complete action (defaults to Chairperson if no individual nominated below) | Target Date |
|--------------------------|------------|---------------------------------|--|-------------|
| CLUB DETAILS & RESOURCES | Y / N | | | |
| INSURANCE | Y / N | | | |
| TRAINING & COMPETENCIES | Y / N | | | |
| EQUIPMENT | Y / N | | | |
| FIRST AID | Y / N | | | |
| TRIPS | Y / N | Weekend retreat trip tbc | | |
| RISK ASSESSMENT | Y / N | | | |
| EMERGENCY PROCEDURE | Y / N | | | |
| CHILD PROTECTION POLICY | Y / N | | | |
| GUIDELINES FOR BEHAVIOUR | Y / N | | | |

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| COMPLAINTS PROCEDURE | Y / N | | | |
| DISCIPLINARY PROCEDURE | Y / N | | | |
| CLUB OFFICERS | Y / N | | | |
| OTHER | Y / N | | | |
| OTHER | Y / N | | | |
| OTHER | Y / N | | | |

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

Example: Caving Club – Trip to XXX Caves

| Hazard / Activity <i>with potential to cause injury</i> | Who might be harmed and how | Controls /Precautions 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> |
|---|------------------------------------|--|--|---|---|
| Trip hazards or obstacles | All participants may trip | 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 each class | 1 On the day |
| Sufficient information to participants (e.g. physical fitness requirements, clothing and equipment, emergency procedures) | All participants | 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. Mairead will offer modified practice appropriate to the | Low | Participants advised before and during each class to work at their own ability | 1 on the day |

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| | | 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 | All participants | Instructor Mairead is FAR certified | Low | First aid kit to be available at each yoga class | |
| Contamination and hygiene | All participants | Mats to be cleaned after each use | Low | Regular thorough clean of mats, own discretionary personalized mats to also be made available. | |
| Hydration | All participants | Participants are advised to bring their own water. Water available in nearby kitchen area | Low | N/A | |

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

Outdoor Activities

Trip Away / Night Out

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| 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 |
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| 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 – Buddy System 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) |