



## Clubs & Societies | 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 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 minimize 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, Clubs & Societies Finance & Development Officer, 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 Advise, e-mail [safety@dcu.ie](mailto:safety@dcu.ie), Tel: 01-700 7034

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### 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:	St Dominic Society
Date this Code of Safe Practice Completed:	14/09/21
Version Reference:	1
Outline the main activities undertaken by your club/soc:	Bible Studies, Gatherings
Name of person(s) completing this form:	Danny Tracey
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Danny Tracey
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> :	Danny Tracey
Have you uploaded a copy of your club or society constitution?	Yes

Please indicate if your club/soc is aware of: DCU Clubs & Socs 'Keeping it Safe' guidance document available at: Yes

<https://sites.google.com/dcu.ie/dcclubssocoperationsmanual20/keeping-it-safe>

Is there a National Governing Body (NGB) for your Sport/Society: No

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](http://www.dcu.ie/info/regulations/sports.shtml) Yes / No / Not applicable

INSURANCE	Information
Does your <b>NGB</b> require you to take insurance? If yes please give details and attach a copy of the policy.	No
Indicate how you have made your members aware of the <b>DCU Students' Personal Accident and insurance</b> cover? Please note the limitations of this policy and the exclusions that apply, see <a href="http://www.dcu.ie/info/insurance.shtml">www.dcu.ie/info/insurance.shtml</a>	We will email new members this policy
Is your Club/Soc using you are 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?	No
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?	No
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.	We have no equipment

Are you planning any <b>foreign 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.	No

TRAINING & COMPETENCIES	Information
Have your committee members attended the DCU Event Management/ Health & Safety Workshop and the Incident Management workshop? Please indicate name(s) of Officers who attended.	no
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	no
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	Danny Tracey – Sports Ireland Covid 19 Cert Orla Hayes – Sports Ireland Covid 19 Cert
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.	

EQUIPMENT	Information
<b>Loaning Equipment:</b> 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.	We will not loan equipment

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 of High Risk Sports clubs is available from Keeping it Safe guidelines at <a href="http://www.dcue.ie/sports-wellbeing">www.dcue.ie/sports-wellbeing</a>	We are not a High Risk Sports Club
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
List your COVID Officers	Danny Tracey, Orla Hayes
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>	Danny Tracey
If you are hosting a major event First Aid Provision must be must be arranged. Please provide details of provision for events if applicable.	We won't host a major event

<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)	We haven't undertaken risk assessments before since all our activities since Covid were online. We plan on doing so this year
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	No
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Dervla Tracey
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Not of yet
<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)	N.A
<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.	All members can speak to a member of the committee Members will have our emails

<b>TRIPS Checklist</b>	<b>Information</b>
	<i>You are advised to do a trip specific risk assessment / checklist for all individual trips</i>
<b>Trip</b>	We won't be going on trips

<b>EMERGENCY PROCEDURE</b>	<b>Information</b>
<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/dcuclubssocksoperationsmanual20/keeping-it-safe">https://sites.google.com/dcu.ie/dcuclubssocksoperationsmanual20/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 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 groups 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>

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	<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 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"/> Co-operate fully with the Emergency Services.</li> <li><input type="checkbox"/> Someone from the group accompany 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 the DCU Contact person 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>	No
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>	Noted
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 the DCU child protection policy 'Keeping Children Safe, Policies and Procedures supporting Child Protection at DCU available at <a href="http://www.dcu.ie/equality/crc.shtml">www.dcu.ie/equality/crc.shtml</a>	Yes

<b>Garda Vetting:</b> Have your coaches undertaken Garda Vetting by DCU? The DCU Garda Vetting policy and forms are available at <a href="http://www.dcu.ie/hr/Garda-Vetting-DCU.shtml">www.dcu.ie/hr/Garda-Vetting-DCU.shtml</a>	Yes
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<b>GUIDELINES FOR BEHAVIOUR</b>	<b>Information</b>
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: DCU Alcohol Policy, <a href="https://www.dcu.ie/students/az/alcohol-policy">https://www.dcu.ie/students/az/alcohol-policy</a>  DCU Respect & Dignity Policy, <a href="http://www.dcu.ie/equality/dcu_policies.shtml">www.dcu.ie/equality/dcu_policies.shtml</a>  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>	<ul style="list-style-type: none"> <li>• Respect one another</li> <li>• Bullying is not tolerated</li> <li>• No alcohol/drugs at events</li> <li>• We do not tolerate any form of discrimination (racism, sexism etc.)</li> <li>• We encourage dialogue with people who have different opinions, but all opinions must be respected</li> <li>•</li> </ul>

<b>DISCIPLINARY PROCEDURE</b>	<b>Information</b>
Please detail how you will deal with breaches of the code of conduct.	<ul style="list-style-type: none"> <li>• When a problem is brought to our attention we will speak with the individual alone.</li> <li>• A warning will be given</li> <li>• We revoke memberships of those who refuse to comply after multiple warnings</li> </ul>

<b>CLUB OFFICERS</b>	<b>Information</b>
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>	<p>Chairperson: Overall charge of the society/ Plan and lead events. Lead committee meetings</p> <p>Vice Chairperson: Will help the chairperson and undertake his/her role if the chairperson is unable to do so</p> <p>Treasurer: IN charge of finance</p>



	<p>1<sup>st</sup> Year Officer: First years will be represented by this person. Will help 1<sup>st</sup> years settle into college life</p> <p>Social Media Officer: In charge of social media</p> <p>Covid Officer: Will ensure all Covid regulations are followed and make our guidelines for covid known to all.</p>
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## Code of Safe Practice Action list



Club/Society: ST DOMINIC

Date: 14/09/2021

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	No resources		
INSURANCE	NONE		
TRAINING & COMPETENCIES	Covid training		
EQUIPMENT	None		
FIRST AID	None		
TRIPS	None planned for this academic year		
EMERGENCY PROCEDURE	None		

<b>CHILD PROTECTION POLICY</b>	<b>None</b>		
<b>GUIDELINES FOR BEHAVIOUR</b>	<b>In our constitution</b>		
<b>COMPLAINTS PROCEDURE</b>	<b>Recorded by Chairperson</b>		
<b>DISCIPLINARY PROCEDURE</b>	<b>None</b>		
<b>CLUB OFFICERS</b>	<p>Chairperson: Overall charge of the society/ Plan and lead events.  Lead committee meetings</p> <p>Vice Chairperson: Will help the chairperson and undertake his/her role if the chairperson is unable to do so</p> <p>Treasurer: IN charge of finance</p> <p>1<sup>st</sup> Year Officer: First years will be represented by this person. Will help 1<sup>st</sup> years settle into college life</p> <p>Social Media Officer: In charge of social media</p> <p>Covid Officer: Will ensure all Covid regulations are followed and make our guidelines for covid known to all.</p>		

## DCU Clubs / Socs Activity Risk Assessment Template

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

Hazard / Activity <i>with potential to cause injury</i>	Controls Already in Place <i>(what actions /procedures are you already doing to minimize possibility of injury)</i>	Risk Category (High/Medium/Low) <i>(considering the actions / procedures you already have in place)</i>	Further Controls Being Implemented <b>To Reduce Risk</b> <i>(eg First Aid / area to be inspected prior to start Require equipment test certs etc)</i>	Date to be Completed <i>Can be –</i> 1 on the day 2 every time the equipment is taken out 3 Nov xx <sup>th</sup> (If a once off task) etc
Covid	<ul style="list-style-type: none"> <li>Social distancing</li> <li>We will organise the same event more than once a week so that we will have smaller numbers at each event</li> </ul>	Medium	None	On the day of the 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>
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<b>L</b>	<b>Local knowledge</b> Particularly dangerous river sections/walk sections / cliffs / areas / local weather conditions	<b>Local knowledge (personal safety)</b> Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc
<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 taxis home / back to accommodation)

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Approved By	OSL/ Sports & Wellbeing Office	
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