



## 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 Munnelly, Senior Sports Development Officer, Sports Development Service [ross.munnelly@dcu.ie](mailto:ross.munnelly@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:** Eileen Tully, DCU Health & safety Officer, e-mail [eileen.tully@dcu.ie](mailto: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](http://www.dcu.ie/studentsport/clubs.shtml)

<b>CLUB DETAILS</b>	<b>Information</b>
Club/Society name	Darts Society
Date this Code of Safe Practice Completed	<b>19/8/2024</b>
Outline the activities undertaken by your club/soc	<b>Promoting the game of darts within DCU and beyond</b> <b>Organising darts competitions for students</b> <b>Organising excursions to professional darts events</b>
Name of person(s) completing this Code	<b>Jack Duignan</b>
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members	<b>Officer to be elected</b>

Name of the club/soc officer responsible for coordinating safety and reporting all accidents to the DCU Health & Safety Officer, e-mail <a href="mailto:eileen.tully@dcu.ie">eileen.tully@dcu.ie</a> :	Officer to be elected
Have you up-to-date copy of your club or society constitution?	Yes
Does your club/soc have an up-to-date record of names and student ID numbers of its members?	YES
How does your club record details for staff, alumni, and external members and where are these records kept?	Word Document of new members updated at regular intervals
Please indicate if your club/soc is aware of: DCU Clubs & Socs 'Health and Safety Handbook' at: <a href="http://www.dcu.ie/studentsport/clubs.shtml">http://www.dcu.ie/studentsport/clubs.shtml</a>	YES
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 Irish National Darts Organisation 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 <a href="http://www.dcu.ie/info/regulations/sports.shtml">www.dcu.ie/info/regulations/sports.shtml</a>	No

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
Have you 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>	YES
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 <b>DCU's Public liability insurance</b> to the venue?	YES
If your Club/Soc is planning to host <b>a major event on or off campus</b> 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 <b>Public liability insurance</b> is in place?	YES
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.	NO
Are you planning any <b>foreign trips</b> ? All participants must have travel insurance and must attend the pre trip specific briefing delivered by OSL.	YES
Do your <b>Coaches/Instructors</b> have their own Professional Indemnity Insurance (see 'Health and Safety Handbook' p4)? If yes please attach a copy.	NO

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 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.	NO
Names and qualifications of coaches/instructors and indicate whether a relevant certificates verifying qualifications and insurance has been received.	N/A
Please list any competency tests for new / existing members conducted by the club/society. This could be in the form of an induction, accreditation, course or test.	501 match to determine which league to place member into

<b>EQUIPMENT</b>	<b>Information</b>
<b>Types Of Equipment:</b> Indicate the various types/categories of equipment that the club uses and submit an equipment inventory.	<b>DARTS</b> <b>DARTBOARD</b> <b>DARTBOARD SURROUND</b> <b>DART MATS</b>
<b>Usage of Equipment:</b> indicate how members are trained as necessary in the safe use of all equipment supplied to them	<b>Members will be instructed to hold darts by the tips to avoid the point facing outwards</b>
<b>Equipment Inventory:</b> who is responsible for maintaining a register of equipment that includes purchase dates, price etc (see page XXX Keeping it safe)	<b>EQUIPMENT OFFICER: To be elected</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 OFFICER: To be elected</b>
<b>Storing Equipment,</b> detail how and where equipment is stored, and/or transported.	<b>Carried from accommodations to set up in room of use for society</b>
<b>Maintenance of Equipment as per manufacturers or NGB guidelines:</b> State the name of the Officers with responsibility for equipment	<b>EQUIPMENT OFFICER: To be elected</b>

maintenance and regular safety checks.	
<b>Damaged/Unwanted equipment/Disposal of equipment:</b> State your policy for damaged or unsafe equipment and disposal of old equipment.	<b>Used/broken dart flights, stems and barrels can be recycled</b> <b>Players with unsafe dart points will be asked to use different darts/points</b>
<b>Hire of Equipment:</b> 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 <a href="http://www.dcu.ie/estates/contractors.shtml">www.dcu.ie/estates/contractors.shtml</a>	<b>YES – Darts can cause injury if used as a toy</b>
<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.	<b>Any member without darts can use communal darts procured by the society provided they are returned at the end of play, stock to be taken and overseen by Equipment Officer (to be elected)</b>

<b>FIRST AID</b>	<b>Information</b>
High Risk Sports clubs must have at least one occupationally trained first aider. Please indicate if you are amongst this list and if you have a nominated first aider(s). List is available from Keeping it Safe guidelines.	<b>N/A</b>
Please indicate the committee members that have attended the Casualty Management workshop held each October.	None
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.	<b>N/A</b>
Does your club/soc have designated Athletic Therapy & Training students? If so please state names and a summary of when they provide services.	<b>N/A</b>
Please indicate the committee member that is responsible for ensuring that the club has a fully stocked first aid kit.	Officer to be elected
Indicate the committee members who will complete the DCU Injury/Incident Report Form for accidents and near-misses.	Officer to be elected
If you are hosting a major event First Aid Provision must be must be	N/A

arranged. Please provide details of provision for events if applicable.	
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RISK ASSESSMENT	Information
Are Risk Assessments undertaken for all club/soc activities? If Yes please attach a copy (see template at end of this document)	YES
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)	YES
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)	N/A
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	Concerns may be raised to the elected Health and Safety Officer

TRIPS Checklist	Information
	<i>You are advised 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	YES
<b>Dynamic Risk Assessment:</b> on the day of the activity should be undertaken and should consider the local environment, weather, leaders, opposition level etc (see guidance at the end of this document)	YES

<b>Contingency Plans:</b> for reasonably foreseeable emergencies should be made.	<b>YES</b>
<b>Beginners/Novice to Leader ratios:</b> Ensure that this ratio is appropriate for the trip in question.	<b>YES</b>
<b>Itinerary:</b> A full trip itinerary should be prepared and circulated to all members.	<b>YES</b>
<b>Travel:</b> How the party will move between the relevant locations and who will be driving the vehicles.	<b>YES</b>
<b>Trip Membership &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 given to Siobhan Byrne, Clubs & Societies Finance Officer and 1 copy is taken on the trip.	<b>YES</b>
<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>YES</b>
<b>Equipment:</b> This needs to be in proper working order and should be frequently checked throughout the trip	<b>YES</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>YES</b>

<b>EMERGENCY PROCEDURE</b>	<b>Information</b>
<p>Please detail your Clubs/Socs procedures to be followed in an emergency. For tips see 'Health and Safety Handbook' available at <a href="http://www.dcu.ie/studentsport/clubs.shtml">www.dcu.ie/studentsport/clubs.shtml</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</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 on the DCU Accidents report Form to the DCU Health &amp; Safety Officer, Eileen Tully. In the event of an emergency, please follow carefully the guidelines as detailed below</p>



<p>also any additional actions that your club/soc does in an emergency</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: <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> </ul> </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>
<p>Have you members under the age of 18? If so notify Siobhan in OSL Siobhan.byrne@dcu.ie</p>	<p><b>NO</b></p>
<b>GUIDELINES FOR BEHAVIOUR</b>	<b>Information</b>
<p>Please list guidelines for behaviour that club adheres to. These can be</p>	<p>All members are to be treated with respect at all times</p>

<p>formal University, Facility or Club rules and regulations The following University documents may be useful:  OSL Alcohol Policy, <a href="http://www.dcu.ie/pdf/dcu_alcohol_policy.pdf">www.dcu.ie/pdf/dcu_alcohol_policy.pdf</a>  DCU Respect &amp; 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 Intersport 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>Always exhibit good sportsmanship  Adhere to the rules of darts during all matches and practice sessions  Be punctual for all club meetings, practice sessions, and events  If you are unable to attend meetings, notify the society leadership in advance  Treat all society-owned equipment with care and respect  Always behave in a manner that reflects positively on DCU when representing the university</p>
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<b>DISCIPLINARY PROCEDURE</b>	<b>Information</b>
Please detail how you will deal with breaches of the code of conduct.	Breaches shall be dealt with on a case-by-case basis

<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 chapter 3 of Guide to Being the Best' available at <a href="http://www.dcsu.ie/resources-page/">www.dcsu.ie/resources-page/</a>	Permanent roles to be decided at inaugural AGM/EGM



## 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	YES			
INSURANCE	YES			
TRAINING & COMPETENCIES	YES			
EQUIPMENT	YES			
FIRST AID	YES			

<b>TRIPS</b>	<b>YES</b>			
<b>RISK ASSESSMENT</b>	<b>YES</b>			
<b>EMERGENCY PROCEDURE</b>	<b>YES</b>			
<b>CHILD PROTECTION POLICY</b>	<b>YES</b>			
<b>GUIDELINES FOR BEHAVIOUR</b>	<b>YES</b>			
<b>DISCIPLINARY PROCEDURE</b>	<b>YES</b>			
<b>CLUB OFFICERS</b>	<b>YES</b>			

<b>Hazard / Activity</b> <i>with potential to cause injury</i>	<b>Who might be harmed and how</b>	<b>Controls /Precautions Already in Place</b> <i>(what actions /procedures are you already doing to minimize possibility of injury)</i>	<b>Risk Category (High/Medium/Low)</b> <i>(considering the actions / procedures you already have in place)</i>	<b>Further Controls Being Implemented To Reduce Risk</b> <i>(eg First Aid / area to be inspected prior to start Require equipment test certs etc)</i>	<b>Date to be Completed</b> <i>Can be – 1 on the day 2 every time the equipment is taken out 3 Nov xx<sup>th</sup> (If a once off task) etc</i>
Dart – potential for dart to stab referee/player	All participants – penetration wound	Control on throwing routine – player only throws darts when referee deems it safe Referee to stand back from board to prevent being struck directly or indirectly (bounce-out)	Medium	In absence of referee wait until player behind oche/outside mat area	Every time equipment is used
Dart Mat – trip hazard	All participants – fall	Players made aware of mat	Low	Place mat correctly	Every time equipment is used

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

## Outdoor Activities

## Trip Away / Night Out

<b>P</b>	<p><b>Previous</b> weather and/or water conditions            Ground conditions (wet / dry / frozen / flooded / landslide etc)            Wind / storm etc (could wind etc have caused damage – powerlines, trees etc)            River/Sea conditions (Flood, abnormally low etc)</p>	<p><b>Previous</b> knowledge of country/city/area            Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details etc</p>
<b>L</b>	<p><b>Local</b> knowledge            Particularly dangerous river sections/walk sections / cliffs / areas / local weather conditions</p>	<p><b>Local</b> knowledge (personal safety)            Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc</p>
<b>O</b>	<p><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</p>	<p><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.</p>
<b>W</b>	<p><b>Weather Forecast</b>            Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.</p>	<p><b>Watch Out – Buddy System</b>            for someone becoming detached from group / wandering off / getting into arguments etc</p>
<b>D</b>	<p><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!)</p>	<p><b>Doubt</b>            IF IN DOUBT- GET THEM OUT! – have a BACK UP Plan (even if it is taxis home / back to accommodation)</p>