



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 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 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 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, 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**: Paula Kierans, DCU Health & Safety Manager, e-mail safety@dcu.ie, Tel: 01-700 8896

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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

CLUB DETAILS	Information
Club/Society name:	DCU Rock Climbing Club
Date this Code of Safe Practice Completed:	15/09/20
Version Reference:	
Outline the main activities undertaken by your club/soc:	Indoor and outdoor roped climbing and bouldering
Name of person(s) completing this form:	Olivia Smyth
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Olivia Smyth
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Olivia Smyth

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? Please indicate how your club records for staff, alumni, and external members are collated and where these records are kept?	Yes
<p>Please indicate if your club/soc is aware of: DCU Clubs & Socs 'Keeping it Safe' guidance document available at: http://www4.dcu.ie/studentsport/clubs.shtml</p> <p>Is there a National Governing Body (NGB) for your Sport/Society: Yes / No</p> <p>If Yes please provide full name of NGB and website: Mountaineering Ireland, www.mountaineering.ie</p> <p>Does your NGB have a Safety Code: Yes / No If Yes please attach a copy to this code or provide a web link to the policy: http://www.mountaineering.ie/files/201531311401_a05846a7.pdf</p> <p>Does your club/society comply with this NGB Safety code? Yes / No / Not applicable</p> <p>Do you have a copy of codes of practice or regulations for facilities that you use regularly? For DCU Sport information visit Yes / No / Not applicable www.dcu.ie/info/regulations/sports.shtml</p>	

INSURANCE	Information
Does your NGB require you to take insurance? If yes please give details and attach a copy of the policy.	Insurance is covered as part of affiliation fee. Details can be found at https://www.mountaineering.ie/membersandclubs/membershipfees_and_benefits/ https://www.mountaineering.ie/membersandclubs/insurance/
Indicate how you have 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	

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 DCU's Public liability insurance 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 & Wellbeingso as DCU's Public liability insurance can be reviewed?	No
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.	No
Are you planning any foreign 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

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.	Not yet
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	
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.	Members coming to the wall are required to speak with the safety officer or Captain about the rules of the climbing wall and how to reduce the risk of injury while on, and off the wall, regardless of their personal experience in the sport.

EQUIPMENT	Information
Types Of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	Ropes, harnesses, climbing shoes, belay devices
Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them	Climbers wishing to use ropes, harnesses, belay devices, etc., for the first time are taught how to do so by the captain/safety officer/equipment officer. They are supervised until they have been deemed competent by the captain/safety officer/equipment officer
Equipment Log: who is responsible for maintaining a register of equipment that includes purchase dates, price etc	Peter Moore, Equipment Officer
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 by the captain/ equipment officer/ safety officer.
Storing Equipment, detail how and where equipment is stored, and/or transported.	All equipment, apart from holds currently on the wall, is stored behind a locked section of the climbing wall which certain members of the committee have a key too. More valuable equipment is stored in a locked box within the locked section of the wall.
Maintenance of Equipment as per manufacturers or NGB guidelines: State the name of the Officers with responsibility for equipment maintenance and regular safety checks.	The Captain, equipment and safety officer, (Mikey Dowling, Kira Gray and Olivia Smyth) are responsible for carrying out regular safety checks on the equipment.
Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.	All damaged and unusable equipment is stored separately to the usable equipment until such a time that it can be safely disposed in such a manner that it cannot be used by a third party.
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.	The equipment officer, Kira Gray is responsible for the overseeing of equipment loans. A list is kept of equipment borrowed. The climber must be deemed competent to use the equipment prior to the equipment leaving the climbing wall

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 www.dcu.ie/sports-wellbeing	
Please indicate the committee members that have attended the Casualty Management workshop held each October.	
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.	Currently waiting for 6 members to complete the REC3 certification.
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. Please note First Aid supplies are fully funded by the CLC/SLC. Please contact Clubs & Socs or DCU Sports & Wellbeing for first aid supplies.	Safety Officer, Olivia Smyth
Indicate the committee members who will complete the DCU Injury/Incident Report Form for accidents and near-misses available at https://www.dcu.ie/safety/incident_near_report_form.shtml	Olivia Smyth
If you are hosting a major event First Aid Provision must be must be arranged. Please provide details of provision for events if applicable.	N/A

RISK ASSESSMENT	Information
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)	Yes
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.	Yes, Safety Officer
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 activity that requires action (e.g. National Governing Body or organisations Safety Code etc)	There has been an assessment of a section of the climbing wall used during training and it has been determined to be unsafe for use. Repairs are currently being discussed with Clubs and Socs, DCU Sport and DCU Rock Climbing Club and should be carried out before this section of the wall can be used.
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	Members can relate any Health and Safety concerns to a committee member, who will then assess and discuss the appropriate response.

TRIPS Checklist	Information
	<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	
Insurance: Is all appropriate travel insurance for the group in place?	
Risk Assessment: for all activities should be undertaken and all possible control measures put in place	
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)	
Safezone App: Have you identified and set up the Safezone App? To find out more about setting up and using the app check the instructions at https://www.dcu.ie/ocoo/safezoneatdcu.shtml	
Contingency Plans: for reasonably foreseeable emergencies should be made.	
Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.	
Itinerary: A full trip itinerary should be prepared and circulated to all members.	

Travel: How the party will move between the relevant locations and who will be driving the vehicles.	
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.	
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 	
Equipment: This needs to be in proper working order and should be frequently checked throughout the trip	
First Aid: You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure.	

EMERGENCY PROCEDURE	Information
<p>Please detail your Clubs/Socs procedures to be followed in an emergency. For tips see 'Keeping it Safe' available at www.dcu.ie/studentsport/clubs.shtml</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>Emergency Procedure</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 & 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"> <input type="checkbox"/> Stop and think. Assess the situation. Stay calm. <input type="checkbox"/> Ensure that the group is safe and accounted for. <input type="checkbox"/> Are there any hazards present that may affect the group? <input type="checkbox"/> Attend any casualties if it is safe to do so. <input type="checkbox"/> Give first aid within the groups capabilities. <input type="checkbox"/> Get expert help if required.

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	<ul style="list-style-type: none"> <input type="checkbox"/> Get/ give any third party/ witness/insurance details if necessary. <input type="checkbox"/> Gather the information required by the Emergency Services: <ul style="list-style-type: none"> <input type="checkbox"/> Name(s) of group members <input type="checkbox"/> Number of people injured <input type="checkbox"/> Locations of group members <input type="checkbox"/> Medical condition of group. <input type="checkbox"/> First Aid given <input type="checkbox"/> Age(s) of group members <input type="checkbox"/> Time of accident <input type="checkbox"/> Equipment available to group <input type="checkbox"/> Co-operate fully with the Emergency Services. <input type="checkbox"/> Someone from the group accompany casualties to hospital. <input type="checkbox"/> In the event of a serious accident/incident contact DCU Security on 700-5999 (available 24 hours). <input type="checkbox"/> Refer all media contact to the DCU Contact person 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 www.dcu.ie/sports-wellbeing	N/A
Where members are under the age of 18 their parents should complete the 'Application form for new junior members', available at www.dcu.ie/sports-wellbeing	
Are you aware of the Irish Sports Councils guidance on developing good practice for safeguarding children, through their 'Code of Ethics and Good Practice for Children's Sport in Ireland, available at http://www.irishsportsCouncil.ie/Participation/Code_of_Ethics/	
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	

Are you aware of the DCU child protection policy 'Keeping Children Safe, Policies and Procedures supporting Child Protection at DCU available at www.dcu.ie/equality/crc.shtml	
Garda Vetting: Have your coaches undertaken Garda Vetting by DCU? The DCU Garda Vetting policy and forms are available at www.dcu.ie/hr/Garda-Vetting-DCU.shtml	

GUIDELINES FOR BEHAVIOUR	Information
<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: DCU Alcohol Policy, https://www.dcu.ie/students/az/alcohol-policy</p> <p>DCU Respect & Dignity Policy, www.dcu.ie/equality/dcu_policies.shtml</p> <p>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>	<ul style="list-style-type: none"> -University rules and regulations apply in addition to safety procedures put in place by the committee. -Additional procedures are applied when relevant to the sport and event being held. -Members are informed of additional procedures

DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	<ul style="list-style-type: none"> -Verbal Complaints can be made to the Captain -Official Complaints should be made to the same by means of email -Emergency committee meeting is then held depending on the severity of risk identified.

CLUB OFFICERS	Information
Provide a summary of Officers roles and responsibilities, highlighting those specifically relating to health and safety. Who members should	Captain – Ensures the club runs smoothly. Chairs the committee meetings.

contact etc. For guidance see the Clubs & Socs Handbook at www.dcu.ie/sports-wellbeing

Secretary – Keeps members informed of events, keeps the membership records.

Takes minutes at the committee meetings.

Treasurer – Keeps the club accounts.

Public Relations Officer – Responsible for advertising on behalf of the club around the university, and for enquiring about club sponsorships from external sources. Works with the Webmaster to promote the club online.

Safety Officer – Ensures that members are aware of the risks of rock climbing and knows how to reduce them, and adhering to the rules laid out. Works with the Equipment Officer to ensure members are safe. Maintains safety equipment and first aid kits.

Equipment Officer – Ensures that equipment is safe for use and that members are trained in how to use it. Works with Safety Officer to ensure that members are following safe practises with the equipment.

Trips and Events – organises and prepares for club trips and events. Works along side members of committee members to ensure events run smoothly and that safety is maintained.

Ordinary Member(x2) - Takes over responsibility of committee members who are unable to attend an event.

First Year Rep – Recruits new members from the incoming students, the go between on the committee for first year students, highlights any problems at the meetings

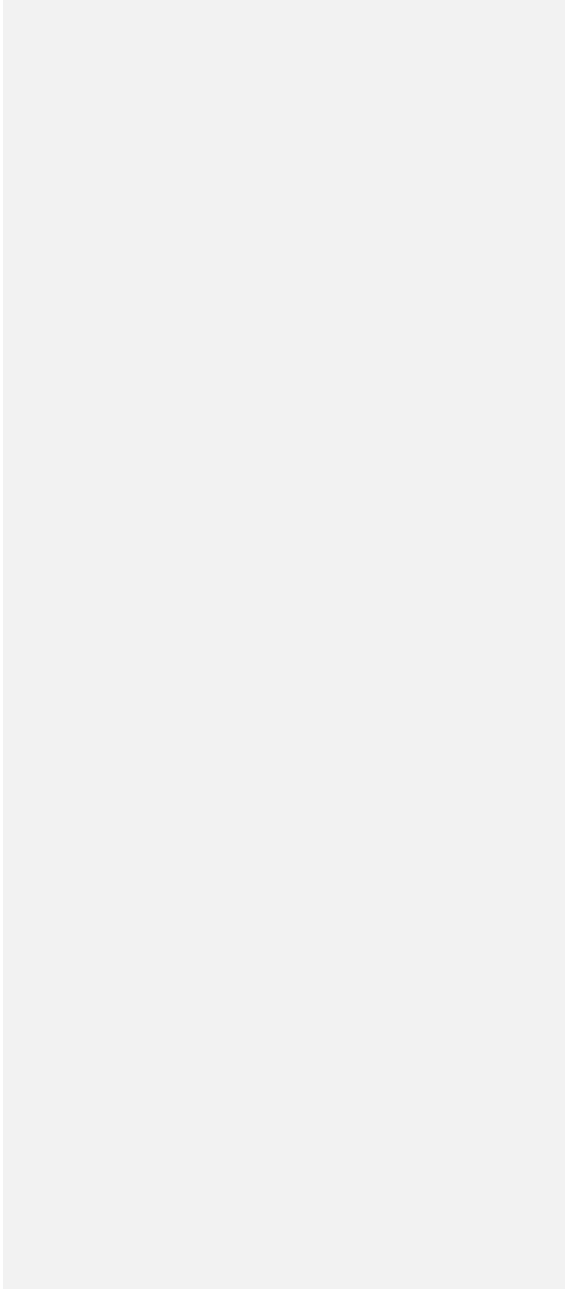


Code of Safe Practice Action list

Club/Society: DCU Rock Climbing Club **Date:** 15/09/20

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES			
INSURANCE			
TRAINING & COMPETENCIES	REC 3 training to be carried out on the 7 th /8 th of August 2021 by 6 committee members		7/08/21-8/08/21
EQUIPMENT	Up to date equipment list to be compiled Safety of all equipment to be assessed	Peter Moore	Start of semester
FIRST AID	Assess what new first aid supplies needed Contact Clubs and Socs for replacement of necessary first aid supplies Ensure Covid – 19 procedures are put in place and relevant supplies are sourced from Clubs and Socs	Covid Officer and Safety Officer	Start of semester
TRIPS	No foreseeable trips planned		
RISK ASSESSMENT			
EMERGENCY PROCEDURE	Reassess emergency procedure Covid-19 procedure to be put in place	Olivia Smyth	
CHILD PROTECTION POLICY			
GUIDELINES FOR BEHAVIOUR			

COMPLAINTS PROCEDURE			
DISCIPLINARY PROCEDURE			
CLUB OFFICERS			
OTHER			
OTHER			
OTHER			



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

DCU Rock Climbing Club; Risk Assessment 2020/21

Hazards / Activity		Controls already in place to minimize possibility of injury	Risk category (High/Medium/Low)	Further controls to be implemented to reduce risk	Date to be completed
Outdoor Climbing (Including Trips)	Approach and decent	Ensure all members wear the appropriate footwear, clothing. Groups will have dedicated leaders.	High/medium depending on weather	Members will be briefed of possible hazards during the approach.	On the day
	Base of Crag	Ensure members are wearing the correct footwear and appropriate headwear (helmets)	High/medium	Another briefing on the hazards and about conduct at the crag.	On the day
	Climbing	Ensure all members wear appropriate footwear. Correct belaying technique is encouraged, demonstrated in the weeks leading up to the trip. Use of safety equipment while belaying i.e helmets are enforced. Outright Ban on jewellery. Ensure university has two contact numbers with committee members in event of emergency. Monitor weather as per dynamic risk assessment	High	New members are provided with safety talk and guidelines about climbing. Ability is assessed in weeks prior to the trip. Weather will be checked prior to the trip. Suitable number of First Aiders to members will be present to deal with accidents. Safety officer will allocate roles to certain FA members prior to the trip in the event of and emergency. University and emergency services will be alerted in required cases	Prior to sign up
Weather	Cold weather conditions	Ensure members are adequately warm and have been briefed on the symptoms associated with hypothermia and frost bite or other climate illnesses. Ensure first aid kit and medical bag are kitted appropriately to deal with exposure.	Medium/High due to the time line (trip takes place in October)	Monitor how members are dealing in cold weather or heat and continue to advise them about safety in these conditions. Check weather forecast prior to the trip.	Prior to trip

	Wet weather conditions	Ensure members have adequate waterproof clothing and understand the risks of climbing on wet rock.	High due to the time line (trip takes place in October)	Continue to advise about safety in wet weather. Check weather forecast prior to the trip.	Prior to trip
	Fog and low visibility	Group leaders have map and compass. Group is kept together with someone bringing up the rear. Torches and head lamps will be carried.	High due to the time line (trip takes place in October)	Make sure no one gets separated from the group. Brighter clothing is encouraged. High vis will be worn by leaders. Radio contact between two groups.	Prior to trip
	Thunder and lightning. General Storm.	Avoid climbing all together during storm. If caught in storm leave bags and metal objects to the side and find safe dry shelter. Get everyone off the mountain asap and as safely as possible.	High due to the time line (trip takes place in October)	Continue check the weather forecast to avoid getting caught in a storm. Ensure the safety of members during a storm by taking all necessary measure.	Prior to trip
Commute	RTA (road traffic accident)	Enforce the use of seatbelts.	Low/Medium	Allow driver breaks on prolonged trips or multiple drivers. Ensure there is one first aid kit per vehicle.	
	Driver distraction	Ensure the driver is not distracted by passengers unnecessarily.	Medium	Ensure all members understand the risks of driver distraction.	
Food preparation	Sharp objects	Ensure sharp objects are handled and transported correctly.	Low	Ensure first aid kit is available and first aider is present on trips.	
	Poor hygiene	Ensure the safe storage of food and that it is cooked properly. Ensure those preparing food have washed their hands prior to cooking.	Low	Ensure regular hand washing when required.	
	Naked flames and burns	Keep clear of naked flame and ensure there are no flammable objects close to the flames. Burns will be run under water the dressed. If severely burnt medical attention will be acquired.	Medium	Ensure members have been brief on the hazards of naked flame.	

	Allergies/ Medical conditions	Ensure safety officer and committee know of and pre-existing allergies, food preferences, or medical conditions.	High	Continue to check during signups for any medical conditions.	
Overnight	Unfamiliar surroundings	Brief members of hazards in accommodation. Encourage members to inform others of where they are going.	Medium		
	Entrapment	Ensure everyone is aware of the escape route.	Medium, in the event of a fire		
Major Incident	Medical/ Trauma	Members with advanced training are available for the trip. A group of members will go through a brief team training session on how to manage an incident.	Medium/High due to nature of the sport	In the event of an incident most qualified member will assess casualty, leaders will secure the area and ensure other members are safe. Dangers will be assessed on location and if required Emergency Services will be contacted. Medical personnel will remain with casualty with radio and other members will secure an approach or way of signalling location to responding service. Contact will be maintained with Emergency Services if casualty deteriorates.	Prior to trip training and on the day.

Indoor Climbing (Including Trips)					
	Climbing	Ban on jewellery and piercings. Ensuring that the university has at least 2 contact phone numbers of committee members on the trip for emergencies.	High	Ensure members understand club guidelines about climbing activities. If an accident occurs that requires medical attention, the university will be alerted in serious cases by a committee member.	Prior to event sign-up
	Equipment Failure	Ensure correct fitting and use of harnesses. The condition of all equipment to be assessed prior to use, suspect items reported to competition officials.	High/medium	All club equipment monitored on a regular basis.	On the day


	Holds Spinning/Breaking	Broken/ loose holds reported immediately to competition officials.	High/medium	Brief members about associated hazards and good conduct at the competition.	On the day
	Muscle/Joint Injury	Use appropriate climbing specific warm-up activities. Recognition of over-use injuries.	Medium/low	Good coaching of climbing principles. Session managed with rests and recovery time	On the day
Travel	Road traffic accident	Enforce the wearing of seatbelts	Low/medium		
Food	Allergies	Ensuring the committee know of any medical condition, food preferences/ allergies before any trip.	High	Continue to check during trip sign-ups of any medical conditions/ food preferences.	
Overnight stay	Unfamiliar surroundings	Briefing members about risks and hazards in accommodation. Encourage members to notify others about where they are going.	Medium		
	Entrapment	Ensuring members are aware of escape route.	Medium, fire in accommodation		

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

Outdoor Activities

Trip Away / Night Out

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

Document Name	Clubs and Societies Health and Safety Handbook	
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Date	27 th June 2018	
Review Date	27 th June 2018	

