



## 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 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:   | Coffee Society  |
| Date this Code of Safe Practice Completed:   | 20.08.21  |
| Version Reference:   | 4.0   |
| Outline the main activities undertaken by your club/soc:   | Barista competitions/training, brewing tutorials, coffee mornings |
| Name of person(s) completing this form:  | Conor Archbold  |
| Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members: | Conor Archbold, Dylan Doherty and Conor Scott                     |

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|--|-------------|
| 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> :  | Aaron Marry |
| Have you uploaded a copy of your club or society constitution?   | Yes         |
| <p>Please indicate if your club/soc is aware of: DCU Clubs &amp; Socs 'Keeping it Safe' guidance document available at: <a href="https://sites.google.com/dcu.ie/dcclubssocsoperationsmanual20/keeping-it-safe">https://sites.google.com/dcu.ie/dcclubssocsoperationsmanual20/keeping-it-safe</a></p> <p><b>Yes</b></p> <p>Is there a National Governing Body (NGB) for your Sport/Society:      Yes / <b>No</b></p> <p>If Yes please provide full name of NGB and website:</p> <p>Does your NGB have a Safety Code:      Yes / <b>No</b></p> <p>If Yes please attach a copy to this code or provide a web link to the policy:</p> <p>Does your club/society comply with this NGB Safety code?      Yes / No / <b>Not applicable</b></p> <p>Do you have a copy of codes of practice or regulations for facilities that you use regularly? For DCU Sport information visit <a href="http://www.dcu.ie/info/regulations/sports.shtml">www.dcu.ie/info/regulations/sports.shtml</a>      Yes / No / <b>Not applicable</b></p> |             |

| INSURANCE   | Information   |
|---|---|
| Does your <b>NGB</b> require you to take insurance? If yes please give details and attach a copy of the policy.   | Not Applicable  |
| 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> | An email will be sent to all members highlighting the DCU Students' Personal Accident and insurance cover |

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|--|--|
| 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? | If External venues i.e. a café is used for a DCU event Clubs and socs will be notified in order to ensure the DCU public liability insurance is put in place, if required.   |
| Is your Club/Soc planning to host a major event on or off campus this year? If yes have you notified the Clubs & Socs or DCU Sports & Wellbeingso as <b>DCU's Public liability insurance</b> can be reviewed?                            | A large event has not yet been planned for the society off campus. However if in the future Coffee Society wishes to have an event off campus, Clubs and Socs will be notified to ensure, if required, that DCU's Public Liability insurance is reviewed |
| 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.  | Not Applicable   |
| Are you planning any <b>foreign trips</b> ? If so provide details of travel Insurance you have in place for this trip.   | Not Applicable   |
| Do your <b>Coaches/Instructors</b> have their own Professional Indemnity Insurance? If yes please attach a copy.   | Yes / <b>No</b>  |

| 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 members attended due to pandemic<br>Chairperson Conor Archbold and Treasurer Dylan Doherty, will attend this year |
| Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.                | Not Applicable   |
| Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.        | Not Applicable   |

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|--|----------------|
| 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. | Not Applicable |
|--|----------------|

| <b>EQUIPMENT</b>  | <b>Information</b>   |
|---|--|
| <b>Types Of Equipment:</b> Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.  | <p><b>Coffee society does not have any equipment as of yet.</b></p> <p><b>However, we hope to purchase:</b></p> <p>Espresso machines,<br/> Pour over coffee brewers<br/> coffee grinders (electric/manual)</p> |
| <b>Usage of Equipment:</b> indicate how members are trained as necessary in the safe use of all equipment supplied to them  | 2 committee members  |
| <b>Equipment Log:</b> who is responsible for maintaining a register of equipment that includes purchase dates, price etc  | Conor Archbold/Aaron Marry   |
| <b>Checking Equipment before use:</b> Is equipment subject to a visual or written inspection for defects before use? Who is responsible?  | Conor Archbold/ Aaron Marry  |
| <b>Storing Equipment,</b> detail how and where equipment is stored, and/or transported.   | Will be stored on campus in Conor Archbold's apartment   |
| <b>Maintenance of Equipment as per manufacturers or NGB guidelines:</b> State the name of the Officers with responsibility for equipment maintenance and regular safety checks. | Conor Archbold/Aaron Marry   |
| <b>Damaged/Unwanted equipment/Disposal of equipment:</b> State your policy for damaged or unsafe equipment and disposal of old equipment.                                       | If equipment is damaged or broken and if a replacement cannot be given disposal of said equipment will be met following proper disposal protocols  |

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| <p><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></p> | <p><b>Not Applicable</b></p>  |
| <p><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.</p>  | <p>If a member wishes to borrow a piece of equipment, Conor Archbold will be responsible for the recording this. A visual inspection will needed to be provided to ensure the member borrowing this equipment has the knowledge to know how to use it.</p> <p>Loaning equipment can only last for a maximum of 1 week, after which that member will be required to return the item.</p> <p>If member has broken or damaged the item, it will be disposed of properly and the member most help in finding a replacement piece of equipment</p> |

| <p><b>FIRST AID</b></p>   | <p><b>Information</b></p>              |
|---|--|
| <p>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></p> | <p>Not applicable</p>                  |
| <p>Please indicate the committee members that have attended the Casualty Management workshop held each October.</p>   | <p>Not applicable due to pandemic,</p> |
| <p>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.</p>   | <p>Not applicable</p>                  |

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|--|---|
| Does your club/soc have designated Athletic Therapy & Training students? If so please state names and a summary of when they provide services.   | Not applicable                                |
| 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. | Conor Archbold                                |
| List your COVID Officers   | Conor Archbold, Dylan Doherty and Conor Scott |
| 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>    | Conor Archbold, Aaron Marry and Dylan Doherty |
| If you are hosting a major event First Aid Provision must be must be arranged. Please provide details of provision for events if applicable.   |   |

| <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) | Yes<br>20.8.21<br>Found on DCU coffee society clubs and socs website |
| Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.   | Every 3 months   |
| Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.  | Conor Archbold, Dylan Doherty and Conor Scott                        |
| Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)   | Not Applicable   |

| <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) | Not Applicable     |
| <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.  |                    |

| <b>TRIPS Checklist</b>  | <b>Information</b><br><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   | Not Applicable  |
| <b>Insurance:</b> Is all appropriate travel insurance for the group in place?   | Not Applicable  |
| <b>Risk Assessment:</b> for all activities should be undertaken and all possible control measures put in place  | Not Applicable  |
| <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)  | Not Applicable  |
| <b>Safezone App:</b> Have you identified and set up the Safezone App? To find out more about setting up and using the app check the instructions at <a href="https://www.dcu.ie/ocoo/safezoneatdcu.shtml">https://www.dcu.ie/ocoo/safezoneatdcu.shtml</a> | Not Applicable  |



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| <b>Contingency Plans:</b> for reasonably foreseeable emergencies should be made.  | Not Applicable |
| <b>Beginners/Novice to Leader ratios:</b> Ensure that this ratio is appropriate for the trip in question.   | Not Applicable |
| <b>Itinerary:</b> A full trip itinerary should be prepared and circulated to all members.   | Not Applicable |
| <b>Travel:</b> How the party will move between the relevant locations and who will be driving the vehicles.   | Not Applicable |
| <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. | Not Applicable |
| <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>   | Not Applicable |
| <b>Equipment:</b> This needs to be in proper working order and should be frequently checked throughout the trip   | Not Applicable |
| <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.  | Not Applicable |

| EMERGENCY PROCEDURE  | Information   |
|--|---|
| Please detail your Clubs/Socs procedures to be followed in an emergency. For tips see 'Keeping it Safe' available at | <a href="#">Emergency Procedure</a><br>For all the planning and preparation, there still exists the possibility of emergencies occurring. All Accident and Incidents must be reported via the |

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<https://sites.google.com/dcu.ie/dcuclubssocoperationsmanual20/keeping-it-safe>

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

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

- Stop and think. Assess the situation. Stay calm.
- Ensure that the group is safe and accounted for.
- Are there any hazards present that may affect the group?
- Attend any casualties if it is safe to do so.
- Give first aid within the 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.

**CHILD PROTECTION POLICY**

**Information**

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|---|---|
| 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>  | Not Applicable  |
| 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>  | If a new member is under the age of 18 this form will be made available to them via email |
| Are you aware of the Sports Ireland guidance on developing good practice for safeguarding children, through their 'Code of Ethics and Good Practice for Children's Sport in Ireland, available at <a href="https://www.sportireland.ie/Participation/Code_of_Ethics/">https://www.sportireland.ie/Participation/Code_of_Ethics/</a> | Yes   |
| Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?  | 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>   | Not Applicable  |

| GUIDELINES FOR BEHAVIOUR  | Information  |
|---|--|
| Please list guidelines for behaviour that club adheres to. These can be formal University, Facility or Club rules and regulations<br>The following University documents may be useful:<br>DCU Alcohol Policy, <a href="https://www.dcu.ie/students/az/alcohol-policy">https://www.dcu.ie/students/az/alcohol-policy</a> | All policies mentioned in the guidelines will be adhered to. |

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| <p>DCU Respect &amp; Dignity Policy,<br/> <a href="http://www.dcu.ie/equality/dcu_policies.shtml">www.dcu.ie/equality/dcu_policies.shtml</a></p> <p>Student Sport Ireland Guidelines for Hosting an Intervarsity event,<br/> <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> |  |
|---|--|

| <b>DISCIPLINARY PROCEDURE</b>  | <b>Information</b>   |
|--|--|
| <p>Please detail how you will deal with breaches of the code of conduct.</p> | <p>Members that break the code of conduct will be given a verbal warning after their first offence. If code is broken a second time the member will be asked to leave the society.</p> |

| <b>CLUB OFFICERS</b>   | <b>Information</b>  |
|--|---|
| <p>Provide a summary of Officers roles and responsibilities, highlighting those specifically relating to health and safety. Who members should contact etc. For guidance see the Clubs &amp; Socs Handbook at <a href="http://www.dcu.ie/sports-wellbeing">www.dcu.ie/sports-wellbeing</a></p> | <p>As found in our constitution:</p> <p>he Chairperson shall be the Chief Officer of the society whose functions include chairing all meetings of the committee and officiating at meetings of the society. 6.1The Chair of any meeting shall have an ordinary vote at committee meetings and</p> <p>meetings of the society. In the event of a tied vote on any matter she/he shall</p> <p>have the casting vote.</p> <p>6.2The Secretary's function shall be to deal with all correspondence and records of</p> |

the society.

6.3 The Secretary keeps minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relating to the business of the society when requested by the committee.

6.4 The Secretary may keep a record of authorization of expenditure.

6.5 The Secretary shall give notice to all members of the society's meetings, events,

and functions.

6.6 The Treasurer's function shall be to administer the funds of the society and to

maintain accounts and budgets.

6.7 The Treasurer shall be responsible for the maintenance of accounts subject to the

decision of the committee in compliance with the regulations set down by the

Society Life Committee of DCU.

6.8 The Treasurer shall keep full records of income and expenditure of the society.

The Treasurer shall also keep a record of who authorized various expenditures

and shall issue receipts.

6.9 At least 2 signatories on the Society bank account shall sign all cheques and

withdrawal forms for the Society's bank account.  
*6.10* Any 2 signatories on the Society bank account may sign cheques and  
withdrawal forms for the society on consultation with the Society Life  
Committee. *6.11* Unless otherwise designated, the treasurer shall be  
responsible for the fixed and current assets of the society in compliance  
with the regulations set down by  
the Society Life Committee.  
*6.12* Unless otherwise designated, the treasurer shall maintain a record  
of all fixed  
and current assets belonging to the society and will report an inventory  
list to the  
committee at the start and end of the academic year.  
*6.13* The Public Relations Officer (along with the Secretary) shall be  
responsible for  
the advertising of all functions of the society through all means possible.  
*6.14* The Public Relations Officer (along with the Secretary) shall deal  
with external correspondence and maintain records of the contribution  
outside bodies have had  
for the society and to give notice of all members of these contributions.

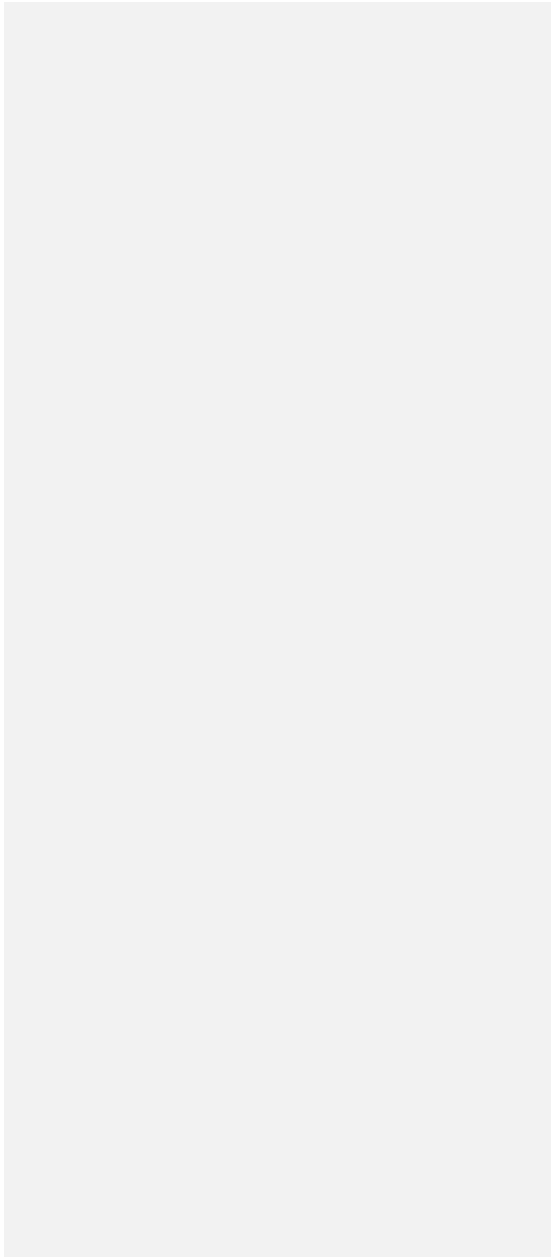
## Code of Safe Practice Action list



Club/Society: \_\_\_\_\_ Date: \_\_\_\_\_

| AREA                     | ACTION Required (if any) | Lead Person | Target Date |
|--------------------------|--------------------------|-------------|-------------|
| CLUB DETAILS & RESOURCES |                          |             |             |
| INSURANCE                |                          |             |             |
| TRAINING & COMPETENCIES  |                          |             |             |
| EQUIPMENT                |                          |             |             |
| FIRST AID                |                          |             |             |
| TRIPS                    |                          |             |             |
| RISK ASSESSMENT          |                          |             |             |
| EMERGENCY PROCEDURE      |                          |             |             |
| CHILD PROTECTION POLICY  |                          |             |             |
| GUIDELINES FOR BEHAVIOUR |                          |             |             |

|                               |  |  |  |
|-------------------------------|--|--|--|
| <b>COMPLAINTS PROCEDURE</b>   |  |  |  |
| <b>DISCIPLINARY PROCEDURE</b> |  |  |  |
| <b>CLUB OFFICERS</b>          |  |  |  |
| <b>OTHER</b>                  |  |  |  |
| <b>OTHER</b>                  |  |  |  |
| <b>OTHER</b>                  |  |  |  |







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

**Outdoor Activities**

**Trip Away / Night Out**

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|----------|---|--|
| <b>P</b> | <p><b>Previous weather and/or water conditions</b><br/> Ground conditions (wet / dry / frozen / flooded / landslide etc) Wind / storm etc (could wind etc have caused damage – powerlines, trees etc)<br/> River/Sea conditions (Flood, abnormally low etc)</p> | <p><b>Previous knowledge of country/city/area</b><br/> Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details etc</p>  |
| <b>L</b> | <p><b>Local knowledge</b><br/> Particularly dangerous river sections/walk sections / cliffs / areas / local weather conditions</p>  | <p><b>Local knowledge (personal safety)</b><br/> Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc</p>                                 |
| <b>O</b> | <p><b>Observation</b><br/> 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><br/> 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><br/> Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.</p>  | <p><b>Watch Out</b><br/> for someone becoming detached from group / wandering off / getting into arguments etc</p>   |
| <b>D</b> | <p><b>Doubt</b><br/> 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><br/> 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 |  |
| Version Reference | 4.0  |  |
| Document Owner    | OSL/DCU Clubs and Societies                    |  |
| Approved By       | OSL/ Sports & Wellbeing Office                 |  |
| Date              | 27 <sup>th</sup> June 2019                     |  |
| Review Date       | 27 <sup>th</sup> June 2019                     |  |

