



## 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:	DCU Politics Society
Date this Code of Safe Practice Completed:	24/08/2021
Version Reference:	4.0
Outline the main activities undertaken by your club/soc:	Running discussions on political issues. Facilitating Guest speakers on topics of interests. Collaborating with other society to promote greater political engagement.
Name of person(s) completing this form:	Emma Hayes
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Emma Hayes

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)	Not Applicable
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	Refer directly to Health and Safety Officer
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> :	Emma Hayes
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: <a href="https://sites.google.com/dcu.ie/dcclubssocoperationsmanual20/keeping-it-safe">https://sites.google.com/dcu.ie/dcclubssocoperationsmanual20/keeping-it-safe</a>	Yes
Is there a National Governing Body (NGB) for your Sport/Society:	No
If Yes please provide full name of NGB and website:	
Does your NGB have a Safety Code: No	
If Yes please attach a copy to this code or provide a web link to the policy:	
Does your club/society comply with this NGB Safety code?	Not applicable
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>	Not applicable

EMERGENCY PROCEDURE	Information
<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/dcuclubssocoperationsmanual20/keeping-it-safe">https://sites.google.com/dcu.ie/dcuclubssocoperationsmanual20/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>Follow emergency procedure as outlined in the "Keeping it Safe" document and outlined below. All accidents and emergencies will be reported to the DCU Health and Safety Office.</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: <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>

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<b>GUIDELINES FOR BEHAVIOUR</b>	<b>Information</b>
<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:</p> <p>DCU Alcohol Policy, <a href="https://www.dcu.ie/students/az/alcohol-policy">https://www.dcu.ie/students/az/alcohol-policy</a></p> <p>DCU Respect &amp; Dignity Policy, <a href="http://www.dcu.ie/equality/dcu_policies.shtml">www.dcu.ie/equality/dcu_policies.shtml</a></p>	<p>DCU Alcohol Policy DCU Respect &amp; Dignity Policy</p>

<b>DISCIPLINARY PROCEDURE</b>	<b>Information</b>
Please detail how you will deal with breaches of the code of conduct.	Refer to the DCU Respect and Dignity Policy



## Code of Safe Practice Action list



Club/Society: **DCU Politics Society** Date: 24/08/2021

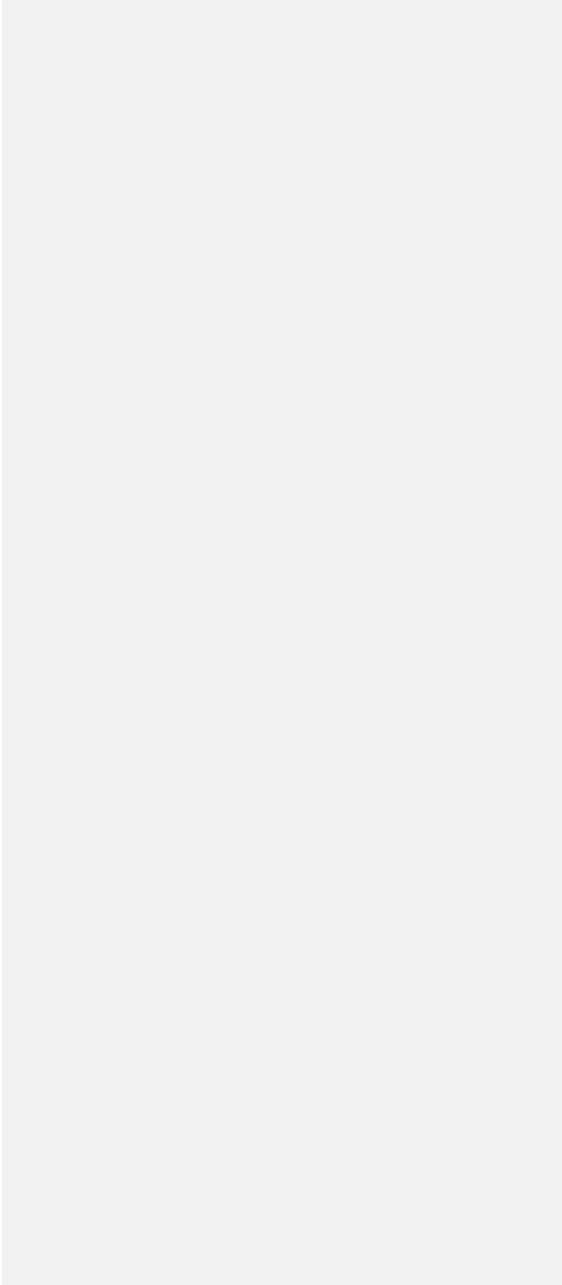
AREA	ACTION Required (if any)	Lead Person	Target Date
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<b>CLUB DETAILS &amp; RESOURCES</b>		<b>Emma Hayes</b>	<b>15<sup>th</sup> May 2022</b>
<b>INSURANCE</b>		<b>Cian Bolger Hayes</b>	<b>"</b>
<b>TRAINING &amp; COMPETENCIES</b>		<b>Emma Hayes</b>	<b>"</b>
<b>FIRST AID</b>		<b>Emma Hayes</b>	<b>"</b>
<b>TRIPS</b>		<b>Lochlan Toner</b>	<b>"</b>
<b>RISK ASSESSMENT</b>		<b>Roisin Madden</b>	<b>"</b>
<b>EMERGENCY PROCEDURE</b>		<b>Emma Hayes</b>	<b>"</b>
<b>CHILD PROTECTION POLICY</b>		<b>Lochlan Toner</b>	<b>"</b>
<b>GUIDELINES FOR BEHAVIOUR</b>		<b>Emma Hayes</b>	<b>"</b>
<b>COMPLAINTS PROCEDURE</b>		<b>Emma Hayes</b>	<b>"</b>
<b>DISCIPLINARY PROCEDURE</b>		<b>Emma Hayes</b>	<b>"</b>

# 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*

<b>Hazard / Activity</b> <i>with potential to cause injury</i>	<b>Controls Already in Place</b> <i>(what actions /procedures are you already doing to minimize possibility of injury)</i>	<b>Risk Category</b> <b>(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>



## 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</b> Forecast                      Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.</p>	<p><b>Watch</b> Out                      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>



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