



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, 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 Hawkins, Health & Safety Advise, e-mail 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

CLUB/SOCIETY DETAILS	Information
Club/Society name:	Self Development Society
Date this Code of Safe Practice Completed:	1st September 2021
Version Reference:	
Outline the main activities undertaken by your club/soc:	Workshops/Talks, Journaling Sessions
Name of person(s) completing this form:	Méabh O'Keeffe Boyd
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	

Have you uploaded a copy of your club or society constitution?	No
Please indicate if your club/soc is aware of: DCU Clubs & Socs 'Keeping it Safe' guidance document available at: https://sites.google.com/dcu.ie/dcclubssocoperationsmanual20/keeping-it-safe	
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:	Yes / 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 www.dcu.ie/info/regulations/sports.shtml	Not applicable

INSURANCE	Information
Does your NGB 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 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	Not applicable
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?	Yes, we will be using external venue for hosting a DCU event and no, we have not notified Clubs and Socs or DCU Sports & Wellbeing, as of yet
Is your Club/Soc planning to host a major event on or off campus this year? If yes have you notified the Clubs & Socs or DCU Sports & Wellbeing so as DCU's Public liability insurance can be reviewed?	Yes, we plan to this year and no, we have not notified Clubs and Socs or DCU Sports & Wellbeing, as of yet

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, will need one as we tend to have a kettle at
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.	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 as of 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.	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
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

EQUIPMENT	Information
Types Of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	Kettle for making tea and coffee
Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them	Not applicable, will attend the Health and Safety Workshops when possible
Equipment Log: who is responsible for maintaining a register of equipment that includes purchase dates, price etc	Nicole-Michelle Ní Cathain Mhaoltuile

Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	Yes and Nicole-Michelle Ní Cathain Mhaoltuile
Storing Equipment, detail how and where equipment is stored, and/or transported.	Not applicable
Maintenance of Equipment as per manufacturers or NGB guidelines: State the name of the Officers with responsibility for equipment maintenance and regular safety checks.	Nicole-Michelle Ní Cathain Mhaoltuile
Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.	If loaned by DCU, inform them that the equipment is damaged, or how and what to do with unwanted/disposal of equipment.
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	Yes, we plan to hire equipment from campus. At first we would contact the Estates Office or the Health and Safety Office for permission to use equipment. We will follow orders and guidelines for all students and staff safety when using equipment. If we have any concerns about equipment, we will contact the Health and Safety Offices via email. We will respect and use the equipment with care and take responsibility for it when in use. We will give the equipment back when asked and when we are finished using it.
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.	Nicole-Michelle Ní Cathain Mhaoltuile is Equipment Officer of our society. Myself (Méabh O'Keeffe Boyd) and her will contact when we would like to loan equipment. We will follow the same orders as above.

FIRST AID	Information
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.dcue.ie/sports-wellbeing	Not applicable
Please indicate the committee members that have attended the Casualty Management workshop held each October.	Not applicable

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.	Not applicable
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.	Not applicable
List your COVID Officers	Kaitlyn McCann & Nicole-Michelle Ní Cathain Mhaoltuile
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	Not applicable
If you are hosting a major event First Aid Provision must be must be arranged. Please provide details of provision for events if applicable.	Not applicable

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)	Not applicable
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Not applicable
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Not applicable
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Not applicable
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)	Having the support of DCU Counselling services to let students know that there is mental health help if needed.
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	Not applicable

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	Not applicable
Insurance: Is all appropriate travel insurance for the group in place?	Not applicable
Risk Assessment: for all activities should be undertaken and all possible control measures put in place	Not applicable
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)	Not applicable
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	Not applicable
Contingency Plans: for reasonably foreseeable emergencies should be made.	Not applicable
Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.	Not applicable
Itinerary: A full trip itinerary should be prepared and circulated to all members.	Not applicable
Travel: How the party will move between the relevant locations and who will be driving the vehicles.	Not applicable

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.	Not applicable
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 	Not applicable
Equipment: This needs to be in proper working order and should be frequently checked throughout the trip	Not applicable
First Aid: 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
<p>Please detail your Clubs/Socs procedures to be followed in an emergency. For tips see 'Keeping it Safe' available at https://sites.google.com/dcu.ie/dcuclubssocoperationsmanual20/keeping-it-safe</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. <input type="checkbox"/> Get/ give any third party/ witness/insurance details if necessary. <input type="checkbox"/> Gather the information required by the Emergency Services:

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	<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	No under 18 year old members as of yet
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 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 https://www.sportireland.ie/Participation/Code_of_Ethics/	Not applicable
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	Not applicable
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	Yes

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	Not applicable
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GUIDELINES FOR BEHAVIOUR	Information
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 DCU Respect & Dignity Policy, www.dcu.ie/equality/dcu_policies.shtml 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	<ul style="list-style-type: none"> -All members of the society must be respectful to one another and others. -All members must follow the rules of DCU. -All members must follow the rules of DCU Alcohol Policy, DCU Respect & Dignity Policy, found on the DCU website. -No member is obligated to share personal details if they do not wish to do so.

DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	<ul style="list-style-type: none"> -If it's a minor incident, they will be given a verbal warning -If the situation is a big issue that is serious, there would be a meeting with society committee members for discussion. The Society committee members would also contact clubs and socs about breaches of code of conduct.

CLUB OFFICERS	Information
Provide a summary of Officers roles and responsibilities, highlighting those specifically relating to health and safety. Who members should contact etc. For guidance see the Clubs & Socs Handbook at www.dcu.ie/sports-wellbeing	The department has a dual focus and is responsible for the development of Student Sport in DCU and DCU Healthy – a health and wellbeing initiative for students and staff. They aim to achieve DCU's mission of transforming lives and societies through sport, physical activity and wellbeing. University is a crucial time of transformation for students and it is important to keep active and to proactively manage your health and wellbeing.

	Bobbi Uram is the Administration and Accounts Assistant, Caroline Mahon is the Health Promotion Officer and James Galvin is the Director of Sports and Wellbeing.
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Code of Safe Practice Action list

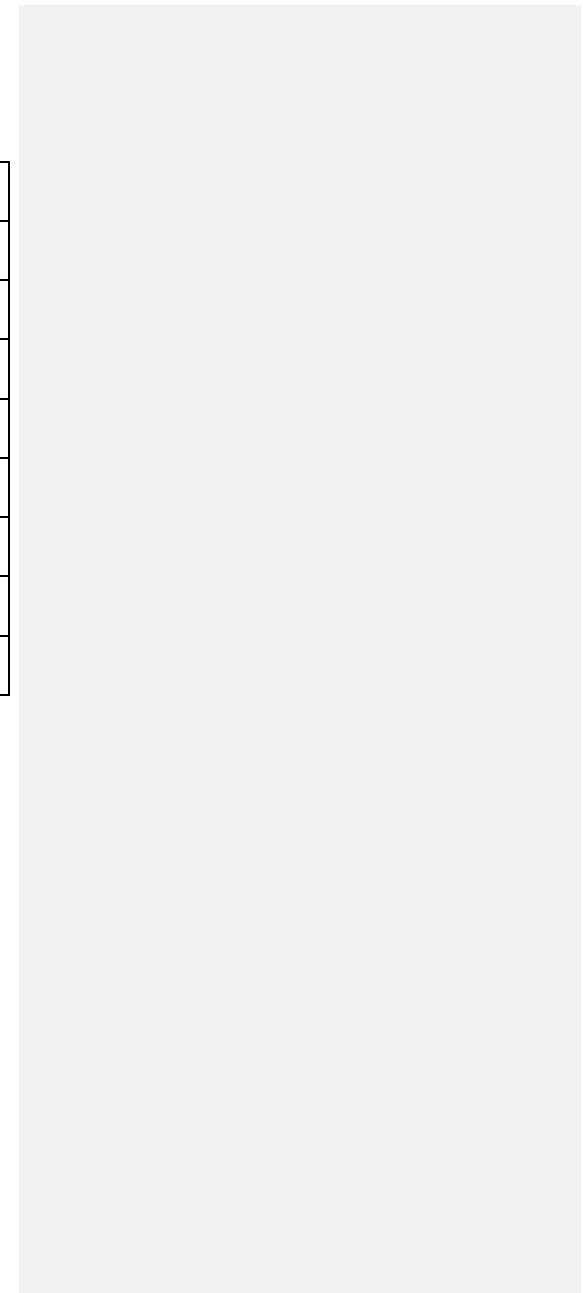


Club/Society: The Self Development Society

Date: 01-09-2021

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	Send in documents and info on clubs and socs webiste	Méabh Boyd	2-Sept-2021
INSURANCE			
TRAINING & COMPETENCIES			
EQUIPMENT			
FIRST AID			
TRIPS			
RISK ASSESSMENT			

EMERGENCY PROCEDURE			
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

Hazard / Activity <i>with potential to cause injury</i>	Controls Already in Place <i>(what actions /procedures are you already doing to minimize possibility of injury)</i>	Risk Category (High/Medium/Low) <i>(considering the actions / procedures you already have in place)</i>	Further Controls Being Implemented To Reduce Risk <i>(eg First Aid / area to be inspected prior to start Require equipment test certs etc)</i>	Date to be Completed <i>Can be – 1 on the day 2 every time the equipment is taken out 3 Nov xxth (If a once off task) etc</i>
Boiling the kettle	-making sure the equipment is safe to use -make sure the equipment is clean to use -make sure there is no dodgy components -be sure to take care when handling boiling water -if scolded with boiling water, member is part where scolded under cold water for 10 minutes and then have cold wet towel wrapped tightly around area for 10 minutes	Low-High	if more serious injury, go to DCU health centre or all emergency services to be treated.	Not applicable


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>
	Weather Forecast	Watch Out

W	Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.	for someone becoming detached from group / wandering off / getting into arguments etc
D	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!)	Doubt IF IN DOUBT- GET THEM OUT! – have a BACK UP Plan (even if it is taxis home / back to accommodation)

Document Name	Clubs and Societies Health and Safety Handbook	
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Approved By	OSL/ Sports & Wellbeing Office	
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Review Date	27 th June 2019	