



Clubs & Societies | Code of Safe Practice

Self-Evaluation & Action Plan Template 23/24

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 Committee 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. You 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 minimise 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, Head of Clubs & Societies, Office of Student Life, e-mail siobhan.byrne@dcu.ie, Tel: 01-700 5585
- **DCU Health & Safety Office:** Paula Hawkins, Health & Safety Advice, e-mail safety@dcu.ie, Tel: 01-700 7034

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:	K-pop Society
Date this Code of Safe Practice Completed:	09/09/2024
Version Reference:	4.0
Outline the main activities undertaken by your club/soc:	Dance classes, Movie/ series viewing nights, AGM/EGM, Games nights, Holiday special events, Karaoke Nights
Name of person(s) completing this form:	Zan Xuan (Joanna) Gao
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Zan Xuan (Joanna) Gao
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Zan Xuan (Joanna) Gao
Have you uploaded a copy of your club or society constitution?	Yes

Please indicate if your club/soc is familiar with: DCU Clubs & Socs 'Keeping it Safe' guidance document available at:
<https://sites.google.com/dcu.ie/dcuclubssocsoperationsmanual20/keeping-it-safe>

Is there a National Governing Body (NGB) for your Sport/Society: Yes / No No

If Yes please provide full name of NGB and website:

Does your NGB have a Safety Code: Yes / No 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? Yes / No / Not applicable Not applicable

Do you have a copy of codes of practice or regulations for facilities that you use regularly? Yes / No / Not applicable Not applicable

INSURANCE	Information
Does your NGB require you to take insurance? If yes please give details and attach a copy of the policy.	N/A
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 DCU Insurance Policy 2022	N/A
Is your Club/Soc 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?	N/A
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?	N/A

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.	N/A
Are you planning any overseas trips ? If so, provide details of travel Insurance you have in place for this trip.	N/A
Do your Coaches/Instructors have their own Professional Indemnity Insurance? If yes please attach a copy.	Yes / No No

TRAINING & COMPETENCIES	Information
Have your committee members attended the DCU Event Management/ Health & Safety Workshop and the Incident Management workshop? Please indicate the name(s) of Officers	Zan Xuan Gao
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	N/A
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	N/A
Please list any competency tests for new / existing members conducted by the club/society. This could be in the form of an induction, accreditation, course or test.	N/A

EQUIPMENT	Information
Types Of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	Speaker, Microphones, Holiday/Seasonal Decorations, Prizes and gifts, Posters, Tape, Blue tack, Scissors, Pens, Paper

<p>Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them</p>	<p>Member will be reading manual of any equipment handled beforehand. In event of fixing any equipments the manual will be referenced alongside any reliable video, members who are not fit to carry/ use of any equipment will not be handling said equipment and will be monitored by health and safety officer to</p>
<p>Equipment Log: who is responsible for maintaining a register of equipment to include purchase dates, price etc</p>	<p>Equipments officer: Sofia Margarita</p>
<p>Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?</p>	<p>A visual inspection and test run will be taken multiple times before use, this will be carried out by the events officer: Eoin Boushal and Equipments officer: Sofia Margarita</p>
<p>Storing Equipment, detail how and where equipment is stored, and/ or transported.</p>	<p>All equipment will store in the U building on Glasnavein campus room KA 102 in our society locker and will be locked with the key provided by the clubs and docs when not in use</p>
<p>Maintenance of Equipment as per manufacturers or NGB guidelines: State the name of the Officers with responsibility for equipment maintenance and regular safety checks.</p>	<p>Equipments officer: Sofia Margarita Chairperson: Zan Xuan Gao Vice-chair: Cedric Shi Han Sim</p>
<p>Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.</p>	<p>In event of the disposal of unwanted/ damaged equipments, the nature and proper disposal method will be assessed by the equipments officer and chair person. It will then be disposed properly by segregating the materials according to disposal guidelines. In events of disposing equipments which are electronics, the battery will be removed and disposed separately. I n events of disposing equipments that has sharp materials, the equipment will be wrapped and disposed in a container that will not allow the equipment to pierce</p>

<p>Hire of Equipment: Do you plan to hire equipment for use on campus where there is a high risk of a potential 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/</p>	<p>N/A</p>
<p>Loaning Equipment: Please outline your policy on loaning equipment to club members; please include details of the club officer responsible for overseeing policy; records of loaned equipment; criteria for borrowing equipment, etc.</p>	<p>In events of loaning equipment to club member, the nature of the events needing the equipment/ equipments will be assessed by the committee through a full committee member meeting.</p> <p>A detailed description and usage of the equipment will be needed and provided by the member who will be taking responsibility of said equipment.</p> <p>An assessment of the member who is loaning such equipment will also be assessed and voted if allegeable to loan said equipment will be held within the committee in order for the safety of the member and society equipment.</p> <p>A date to which the equipment and due date back will also be discussed between the committee member in charge of overseeing this activity and the member who will be responsible of the loaning of said equipment will also be placed in order of a timely return of the equipment.</p> <p>The equipment will then be inspected for damage with the member responsible and committee member responsible both present, and with extra witnesses of said inspection.</p>

RISK ASSESSMENT	Information
<p>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)</p>	<p>No</p>
<p>Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.</p>	<p>Yes, risk assessments are viewed 2-3 times per semester. In events of a never before done event, the risk assessment will be viewed</p>
<p>Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.</p>	<p>Health and safety officer: Sofia Margarita Chairperson: Zan Xuan Gao</p>

Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	N/A
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)	N/A
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	<p>In events of which food or beverages are involved, the ingredients will be listed for potential allergies.</p> <p>Members of the committee who are present will all be informed if any allergens are present, and any ingredients that may cause allergies will be informed to all member/ committee members in order to prevent any accidents.</p> <p>Any risky activities taken place during society events will be identified and stopped by members and committee members alike.</p> <p>Rules and guidelines provided by both clubs and socs and event specific applicants will be stated before the start of the event and will not be tolerated</p>

TRIPS Checklist	Information <i>You are required 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	N/A
Insurance: Is all appropriate travel insurance for the group in place?	N/A
Risk Assessment: for all activities should be undertaken and all possible control measures put in place	N/A

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)	N/A
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	N/A
Contingency Plans: for reasonably foreseeable emergencies should be made.	Yes
Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.	N/A
Itinerary: A full trip itinerary should be prepared and circulated to all members.	N/A
Travel: How the party will move between the relevant locations and who will be driving the vehicles.	N/A
Trip Registration & 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 uploaded to the online management system and 1 copy is taken on the trip.	N/A
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 	N/A
Equipment: This needs to be in proper working order and should be frequently checked throughout the trip	N/A
First Aid: You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure.	N/A

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/dcuclubssocsoperationsmanual20/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 and 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 group's 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: <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 the 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"/> Cooperate fully with the Emergency Services. <input type="checkbox"/> Someone from the group accompanied the 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 Siobhán Byrne, Head of Clubs and Socs, 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	N/A
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/	N/A
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	N/A
Are you aware of the DCU child protection policy 'Keeping Children Safe, Policies and Procedures supporting Child Protection at DCU available at https://www.dcu.ie/advice/respect-dignity	Yes

GUIDELINES FOR BEHAVIOUR	Information
<p>Please list guidelines for behaviour that the 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, https://www.dcu.ie/students/az/alcohol-policy</p> <p>DCU Respect & Dignity Policy, https://www.dcu.ie/advice/respect-dignity</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"> - Advertising for events must not mention the availability of alcohol - Where alcoholic drinks are being provided soft drinks must also be made available - Provision of free alcohol must be accompanied by food

DISCIPLINARY PROCEDURE	Information
<p>Please detail how you will deal with breaches of the code of conduct.</p>	<p>Any breaches of code no matter the size of said issue, will always be assessed and discussed within the committee immediately.</p> <p>In events of a breached code by member/ committee will always be dealt with no biases.</p> <p>The member who breached said code will be disciplined based on the issue (e.g warning, banned from certain events, removed from society/ committee)</p> <p>In event of a major breach of code, the SU will be contacted and said member will be punished accordingly based on SU guidelines and other applicable documents.</p>

CLUB OFFICERS	Information
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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

Chairperson: Zan Xuan Gao: overseeing all member of committee to take on their responsibility, fill in whenever a committee member is not available, make sure all members of the committee holds their responsibilities accountable. Make sure all members are filled in on important meeting informations.

Vice Chairperson: Cedric Shi Han Sim: Overseeing all members of committee (including chairperson) to take on their responsibility. Fill in whenever a committee member is not available. Make sure all members of the committee holds their responsibilities accountable. Make sure all members are filled in on important meeting informations.

Secretary: N/A : Keeping up with meeting minuets and uploading them for members who are not able to make it to said meetings. Make sure all members are filled in on important meeting informations.

Treasurer: Electra Ogiamien: Updating on any spending or purchases that regards society funds and reimbursement. Safe keeping of applicable receipts through out the academic year. Calculations of spending and estimating spending for events carried out by the society.

Equipments Officer: Sofia Margarita Cuesta Barrett: Possession of society locker keys. Overseeing of usage and storing of society equipments. In charge of managing disposable and disposing of society equipments.

Events Officer: Eoin Boushel: Overseeing and managing of society events. Mainly in charge of operating society events (this can be done by multiple members if needed). Organising society events throughout the academic year.

Dance Representative x2: N/A : Overseeing of dance practice events. Communicating with members (and instructors if applicable) for the dance events. Overseeing the operation of dance events.

Health and Safety Officer: N/A: overseeing and risk management of events ran by the society. Keeping tab on possible allergens and injuries. Keeping society members informed of possible allergens and injuries prior to starting of events. Evaluating events grounds for possible issues prior to starting of events.

PRO: Rhianwen Eira Arellano: Management of all social medias. Replying to DMs through society social medias. Posting on society social medias.

BDO: N/A: designing any images needed for the society/ social media posts.

Ordinary member x2: N/A: help setting up events and assisting other members if needed.



Code of Safe Practice Action list



Club/Society: _____ kpop society _____
_____ 09/09/2024 _____

Date:

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	N/A	N/A	N/A
INSURANCE	N/A	N/A	N/A
TRAINING & COMPETENCIES	N/A	N/A	N/A
EQUIPMENT	Managing existing equipments and disposal of non needed equipments	Chair person & Equipments officer	20/09/2024
FIRST AID	N/A	N/A	N/A
TRIPS	N/A	N/A	N/A

RISK ASSESSMENT	Start of academic year assessment	Health and Safety Officer & Chairperson	20/09/2024
EMERGENCY PROCEDURE	N/A	N/A	N/A
CHILD PROTECTION POLICY	N/A	N/A	N/A
GUIDELINES FOR BEHAVIOUR	Updated and uploaded to needed areas	Chairperson	15/09/2024
COMPLAINTS PROCEDURE	Updated and uploaded to needed areas	Chairperson	15/09/2024
DISCIPLINARY PROCEDURE	Updated and uploaded to needed areas	Chairperson	15/09/2024
CLUB OFFICERS	N/A	N/A	N/A
OTHER	N/A	N/A	N/A
OTHER	N/A	N/A	N/A
OTHER	N/A	N/A	N/A

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>
Dance classes	Health and safety officers will be in place ready to assist with any accidents that may occur, warm up activities, area is inspected and any obstacles will be removed prior to start	Medium	First aid kit	On the day
Movie/ viewing nights	Health and safety officers will be in place ready to assist with any accidents that may occur, area is inspected and any obstacles will be removed prior to start, any snacks/ foods provided will be described in order to avoid allergies, film/series will be described in order to avoid phobias and fears	Low	N/A	When events is announced, on the day

<p>Game nights</p>	<p>Health and safety officers will be in place ready to assist with any accidents that may occur, area is inspected and any obstacles will be removed prior to start, any snacks/ foods provided will be described in order to avoid allergies, games rules will be outlined in order to avoid physical activities causing injuries, a member of the committee will be present in each room (if multiple rooms are applicable) in order to monitor members physical well beings</p>	<p>Low</p>	<p>N/A</p>	<p>When events is announced, on the day</p>
<p>AGM/EGM</p>	<p>Health and safety officers will be in place ready to assist with any accidents that may occur, area is inspected and any obstacles will be removed prior to start, any snacks/ foods provided will be described in order to avoid allergies</p>	<p>Low</p>	<p>N/A</p>	<p>On the day</p>
<p>Regular committee meetings</p>	<p>Health and safety officers will be in place ready to assist with any accidents that may occur, area is inspected and any obstacles will be removed prior to start, any snacks/ foods provided will be described in order to avoid allergies, any voting that takes place will be anonymous in order to protect members identity and mental health</p>	<p>Low</p>	<p>N/A</p>	<p>On the day</p>

<p>Emergency committee meetings</p>	<p>Health and safety officers will be in place ready to assist with any accidents that may occur, area is inspected and any obstacles will be removed prior to start, any snacks/ foods provided will be described in order to avoid allergies, any voting that takes place will be anonymous in order to protect members identity and mental health, any issues within the society that's brought up will be anonymous in order to protect members identity and mental health</p>	<p>Low</p>	<p>N/A</p>	<p>On the day</p>
<p>Violation of committee guidelines</p>	<p>If an emergency occurs that has impacted a society/committee member that's caused by other members any assessment (physical/ mental) will be taken and relative facilities will be contacted (hospital, counselling, student council), Health and safety officers will be in place ready to assist with any accidents that may occur, area is inspected and any obstacles will be removed prior to start, any snacks/ foods provided will be described in order to avoid allergies, any issue that's brought up will be anonymous in order to protect members identity and mental health</p>	<p>Low</p>	<p>N/A</p>	<p>On the day, whenever issue is discovered</p>


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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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