



Clubs & Societies | Code of Safe Practice

Self-Evaluation & Action Plan Template 24/25

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:	Movement Arts Society
Date this Code of Safe Practice Completed:	08.05.2025
Version Reference:	1.0
Outline the main activities undertaken by your club/soc:	weekly movement workshops, improvisation jams, creative collaborations, guest lectures, wellness sessions, and social events
Name of person(s) completing this form:	Pritha K.
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Pritha K.
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Pritha K.
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/dcclubssocsoperationsmanual20/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? Yes

INSURANCE	Information
Does your NGB require you to take insurance? If yes please give details and attach a copy of the policy.	
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	
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?	Yes
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

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.	Not Applicable
Are you planning any overseas 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 the name(s) of Officers who attended.	No
Please indicate if your committee and coaches have held a briefing session on training, instruction and health and safety applicable to their activity/facility.	Yes
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.	Not applicable
Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them	Not applicable

Equipment Log: who is responsible for maintaining a register of equipment to include purchase dates, price etc	Not applicable
Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	Not applicable
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.	Not applicable
Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.	Not applicable
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/contractors.shtml	Not applicable
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.	Not applicable

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.dcu.ie/sports-wellbeing	Not applicable
Please indicate the committee members that have attended the Casualty Management workshop held early in Semester 1.	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.	Pritha K.
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	Pritha K.
If you are hosting a major event First Aid Provision 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)	Yes. Date: 08.05.2025
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.	Pritha K.
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)	
H&S CONCERNS PROCEDURE	Information

<p>Please detail your procedures for members to identify concerns regarding Health and Safety during activities.</p>	<ul style="list-style-type: none"> ☐ Pre-Activity Briefing: Each session will begin with a briefing outlining potential risks, safety measures, and participants' responsibility to listen to their bodies and communicate discomfort. ☐ Health Declarations: Participants will be encouraged to disclose any relevant medical conditions or injuries (confidentially) before participating in physically intensive sessions. ☐ Feedback Channels: Members will have access to a dedicated email and anonymous feedback form to report health and safety concerns or incidents. ☐ On-Site Safety Point of Contact: A designated committee member will act as the point of contact during events to address real-time safety concerns. ☐ Incident Documentation: Any incidents or near-misses will be recorded and reviewed by the committee to improve future safety measures. ☐ Instructor Protocols: Professional instructors will be required to follow risk assessment procedures and adapt sessions to accommodate varying physical abilities. ☐ Awareness Training: Committee members will undergo basic training on health and safety protocols and inclusive facilitation to ensure safe practice environments.
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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	Not applicable
Insurance: Is all appropriate travel insurance for the group in place?	
Risk Assessment: for all activities should be undertaken and all possible control measures put in place	
Dynamic Risk Assessment: on the day of the activity should be undertaken and should consider the local environment, weather, leaders, opposition level etc (see guidance at the end of this document)	

Safezone App: Have you identified and set up the Safezone App? To find out more about setting up and using the app check the instructions at https://www.dcu.ie/ocoo/safezoneatdcu.shtml	Yes
Contingency Plans: for reasonably foreseeable emergencies should be made.	
Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.	
Itinerary: A full trip itinerary should be prepared and circulated to all members.	
Travel: How the party will move between the relevant locations and who will be driving the vehicles.	
Trip 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.	
Social: You should advise your members on the following: <ul style="list-style-type: none"> • Where parties can safely go and when • What behaviour is acceptable • A minimum number of people in a group 	
Equipment: This needs to be in proper working order and should be frequently checked throughout the trip	
First Aid: You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure.	

EMERGENCY PROCEDURE	Information
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<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>Communication of Emergency Procedure to Members:</p> <ol style="list-style-type: none"> 1. Introductory Briefings: At the beginning of each semester and during the first 5 minutes of every session, facilitators will verbally outline the emergency protocol, including nearest exits, assembly points, and who to contact. 2. Welcome Pack: Members receive a digital welcome pack via email and on the society's online platforms (e.g., WhatsApp, Instagram, or Google Drive), which includes the emergency procedure and contact information of committee members. 3. Posters/Signage: Physical sessions will display printed emergency procedures and evacuation routes clearly within the space when allowed by the venue. 4. Facilitator Responsibilities: Each workshop or event is overseen by a designated committee member who is briefed on emergency contacts, medical response steps, and evacuation procedures. 	<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	No.
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/	
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	
Are you aware of the DCU child protection policy 'Keeping Children Safe, Policies and Procedures supporting Child Protection at DCU available at https://www.dcu.ie/advice/respect-dignity	

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>	<p>University Guidelines</p> <ul style="list-style-type: none"> • Respect and Inclusivity: All members must treat others with dignity and respect, in accordance with DCU's <i>Code of Conduct</i> and <i>Dignity & Respect Policy</i>. • Zero Tolerance for Harassment: Discrimination, harassment, or bullying of any kind will not be tolerated. Incidents will be reported to DCU Clubs & Societies and handled according to university policy. • Substance Policy: Alcohol or drug use is strictly prohibited during any society event or activity.
	<p>Facility Guidelines</p> <ul style="list-style-type: none"> • Respect for Venue: Members must respect the rules of any space used (sports halls, studios, or lecture rooms), leaving it clean and undamaged.

	<ul style="list-style-type: none"> • Footwear & Equipment Use: Appropriate footwear and safe use of any props or mats must be ensured. Personal belongings should not obstruct movement spaces. • Health & Safety Compliance: All participants must comply with venue-specific safety rules, including fire exits, occupancy limits, and equipment guidelines.
	<p>Society-Specific Guidelines</p> <ul style="list-style-type: none"> • Consent and Body Autonomy: All physical interaction (e.g., partner work or assisted movement) must be consensual. Members are encouraged to voice discomfort at any time. • Open Communication: Constructive and compassionate communication is expected. Feedback should be offered respectfully and received openly. • Supportive Environment: Members are expected to foster a non-judgmental, collaborative, and inclusive space where all skill levels and movement expressions are welcomed. • Confidentiality: Personal disclosures or emotional expressions shared during sessions (especially wellness or mindfulness activities) should remain confidential. • Punctuality and Participation: Members should aim to be on time and engaged during sessions, while being mindful of their own boundaries and needs.

DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	<p>Dealing with Breaches of the Code of Conduct – Movement Arts Society To ensure a safe, respectful, and inclusive environment, the Movement Arts Society has a clear and fair process for addressing breaches of the code of conduct:</p>
	1. Informal Resolution

	<ul style="list-style-type: none"> • Initial Conversation: For minor concerns, a committee member may speak privately with the individual involved to raise awareness and clarify expectations. • Supportive Dialogue: The emphasis will be on understanding the issue, offering guidance, and preventing recurrence through mutual respect and open communication. 	
	2. Formal Reporting <ul style="list-style-type: none"> • Confidential Complaint Submission: Members can submit complaints in person, via email, or through an anonymous online form (linked in the welcome pack and social media platforms). • Documentation: The society will document the nature of the complaint, the people involved, and any actions taken. 	
	3. Committee Review <ul style="list-style-type: none"> • Internal Review: The core committee (Chair, Secretary, and Welfare Officer) will assess the situation objectively and decide on next steps. If required, the Vice President for Welfare & Equality or Clubs & Socs Officer may be consulted. • Interview with Involved Parties: Both the complainant and the respondent may be invited to discuss the issue in a confidential, non-confrontational setting. 	
	4. Disciplinary Action Based on the severity of the breach: <ul style="list-style-type: none"> • Verbal or Written Warning • Temporary Suspension from Activities • Permanent Removal from the Society • Referral to DCU's Clubs & Societies Executive or Student Support Services in cases involving serious misconduct or legal/policy violations. 	
	5. Appeals Process	

	Members may appeal decisions by writing to the DCU Clubs & Societies Executive, who will review the case independently.
	6. Member Welfare <ul style="list-style-type: none"> Throughout the process, the Welfare Officer will ensure that all parties involved are supported and signposted to DCU support services (e.g., Counselling, Student Health, Disability & Learning Support).

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	Please contact Pritha K. (Pritha.kundu2@mail.dcu.ie)



Code of Safe Practice Action list



Club/Society: _____ Movement Arts Society Date: _____ 08.05.2025 _____

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			
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 minimise 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>
Slips, trips or falls during movement sessions	Clear floor area of obstacles before each session; verbal reminders to be aware of surroundings; encourage proper footwear.	Medium	Inspect venue before each session; mark uneven surfaces if present; ensure appropriate lighting.	Ongoing – before every session
Physical injury during high-intensity movement or partner work	Qualified instructors guide sessions; warm-ups and cool-downs are included; participants advised to work within limits.	Medium	First Aid Officer present at major events; emergency contact form collected; ensure instructor has insurance and training.	Ongoing
Emotional discomfort from embodied or partner practices	Consent protocols in place; clear opt-out policy; non-judgmental atmosphere fostered.	Low	Welfare Officer on committee; anonymous feedback form for concerns.	Ongoing
Spread of illness in close-contact settings	Encourage hygiene practices; members asked not to attend when unwell.	Low	Hand sanitiser available; ventilated venues prioritised.	Ongoing

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

Outdoor Activities

Trip Away / Night Out

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)	Previous knowledge of country/city/area Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details etc
L	Local knowledge Particularly dangerous river sections/walk sections / cliffs / areas / local weather conditions	Local knowledge (personal safety) Unsafe areas, clubs/pubs/ getting help/ what to look out for / public transport options etc
O	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	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.
W	Weather Forecast Get area specific forecast – usually v accurate – weather may arrive a little earlier/later than forecast.	Watch Out 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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