



Clubs & Societies | Code of Safe Practice

Self-Evaluation & Action Plan Template 25/26

Clubs & Societies

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 well-being 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 annually 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 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 members' 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 the 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:	Cooking Society
Date this Code of Safe Practice Completed:	05/11/2025
Version Reference:	
Outline the main activities undertaken by your club/soc:	Cooking, Baking, Learning about food and eating/trying new foods.
Name of person(s) completing this form:	Ciaran Guerrine
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Ciaran Guerrine
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Unconfirmed
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 the 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 the code of practice or regulations for facilities that you use regularly? 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 link here	Members will be made aware of the potential for accidents and the insurance covers at our EGM, and it will be available to view on all society social medias and group chats.
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?	Currently no, but we will be attempting to find cooking facilities off-campus to use for society activities and C&S will be made aware if that plan goes through.
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?	No

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
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.	Not currently, but there are plans for committee to get some level of training.
Please indicate the names and qualifications of coaches/instructors, and indicate whether relevant certificates verifying qualifications and insurance has been received.	No coaches/instructors yet.
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.	A google form will be sent out to new members asking about their experience with our activities, if there are any additions hazards we should be made aware of and if they have any form of training on what we will be doing.

EQUIPMENT	Information
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Types of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	Basic cooking equipment, including pots, pans, kitchen knives, spatulas, bowls, ovens, hobs, kettles, mixers, forks, spoons, ladles and whisks.
Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them	Members will be shown demonstrations on how to use all equipment before any society activities including the
Equipment Log: Who is responsible for maintaining a register of equipment to include purchase dates, price, etc	To be decided at EGM (Will be a job designated to committee members). Currently Ciaran Guerrine.
Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	Currently No, plans for committee members to be responsible for checking equipment before events.
Storing Equipment: detail how and where equipment is stored, and/or transported.	There is currently no equipment belonging to the soc, or locations to house it.
Maintenance of Equipment as per manufacturers' or NGB guidelines: State the name of the Officers with responsibility for equipment maintenance and regular safety checks.	TBD at AGM when the committee is selected.
Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.	Any and all equipment unfit or unsafe to use for members will be either fixed (If possible) to restore it to a usable state, or discarded and replaced. Equipment will be disposed according to what is disposed of, and done so appropriately.
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	Equipment such as kitchen knives, portable hobs and ovens, ladles, etc may be rented out for use on campus. All equipment will be demonstrated to members to show proper use before events. All equipment will be explained to the Health and Safety Office about their exact purpose for renting and potential risks involved, as well as what measures we are taking to stop.
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.	Society Equipment will only be allowed use during society events and will not be rented out to members, to prevent damage, contamination or safety risks for use.

FIRST AID	Information
High 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 sports clubs is available from Keeping it Safe guidelines at www.dcu.ie/sports-wellbeing	No First Aider
Please indicate the committee members who have attended the Casualty Management workshop held early in Semester 1.	None
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.	We are a non-adventure sport society.
Does your club/soc have designated Athletic Therapy & Training students? If so, please state names and a summary of when they provide services.	We do not
Please indicate the committee member who is responsible for ensuring that the club has a fully stocked first aid kit. Please note that First Aid supplies are fully funded by the CLC/SLC. Please contact Clubs & Socs or DCU Sports & Wellbeing for first aid supplies.	Will be decided during EGM, currently, Ciaran Guerrine is responsible.
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/report-accidentincidentsafety-concern	Currently Ciaran Guerrine, will be changed at AGM
If you are hosting a major event, First Aid Provision must be arranged. Please provide details of the provision for events if applicable.	Currently not applicable.

RISK ASSESSMENT	Information
Are Risk Assessments undertaken for all club/soc activities? If yes, please list the date of the last risk assessment, and please attach a copy (see template at end of this document)	Yes, no risk assessment has been made yet as we are a new society.
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Risk Assessments will be made and reviewed before all society events to confirm if any new risks are present or any previous risks are null.

Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Currently, Ciaran Guerrine, will change after AGM
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	There are no plans for outdoor events or away/overnight trips for the society.
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 organisation's Safety Code, etc.)	Allergens will be a large factor for risk in the society, as we will be cooking/eating food. Forms are sent out and required to fill out indicating allergies and if there are any ways to protect against them/work arounds to use.
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	All risks will be made aware to members before events begin, use of equipment will be demonstrated and any concerns can be spoken about to the committee to try find better alternatives for safety.

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	There are no plans for outdoors/overnight trips in the society
Insurance: Is all appropriate travel insurance for the group in place?	There are no plans for outdoors/overnight trips in the society
Risk Assessment: for all activities, should be undertaken, and all possible control measures put in place	There are no plans for outdoors/overnight trips in the society
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)	There are no plans for outdoors/overnight trips in the society
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	There are no plans for outdoors/overnight trips in the society
Contingency Plans: for reasonably foreseeable emergencies should be made.	There are no plans for outdoors/overnight trips in the society

Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.	There are no plans for outdoors/overnight trips in the society
Itinerary: A full trip itinerary should be prepared and circulated to all members.	There are no plans for outdoors/overnight trips in the society
Travel: How the party will move between the relevant locations and who will be driving the vehicles.	There are no plans for outdoors/overnight trips in the society
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.	There are no plans for outdoors/overnight trips in the society
Social: You should advise your members on the following: • Where parties can safely go and when • What behaviour is acceptable • A minimum number of people in a group	There are no plans for outdoors/overnight trips in the society
Equipment: This needs to be in proper working order and should be frequently checked throughout the trip	There are no plans for outdoors/overnight trips in the society
First Aid: You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure.	There are no plans for outdoors/overnight trips in the society

EMERGENCY PROCEDURE	Information
Please detail your Clubs/Socs procedures to be followed in an emergency. For tips, see 'Keeping it Safe' available at https://sites.google.com/du.ie/duclubssocsoperationsmanual20/keeping-it-safe	Emergency Procedure For all the planning and preparation, there still exists the possibility of emergencies occurring. All accidents 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. In the event of an emergency, please follow the guidelines carefully as detailed below ☐ Stop and think. Assess the situation. Stay calm.

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	❑ Ensure that the group is safe and accounted for. All members participating in society events are noted and catalogued, in the case of an emergency, the group will move together and once away from the site, all members will be accounted for according to the list. ❑ Are there any hazards present that may affect the group? The society events will involve cooking, before the group evacuates/responds in case of an emergency, all appliances will need to be turned off and equipment left behind to prevent any accidental fires caused after evacuation. ❑ Attend to any casualties if it is safe to do so. First Aid will be done on any injuries/casualties to the best of our abilities, as we contact emergency services in the event of an emergency. ❑ Give first aid within the group's capabilities. First aid equipment will be on hand and ready to use in the event of injury. ❑ Get expert help if required. If the situation is beyond what we can do, emergency services will be contacted as we attempt to ease the situation using what we can as we wait for expert help to arrive. ❑ Get/ give any third party/ witness/insurance details if necessary. All committee members will comply fully with giving third party/witness/insurance details if necessary. ❑ Gather the information required by the Emergency Services: ❑ Name(s) of group members ❑ Number of people injured ❑ Locations of group members ❑ Medical condition of the group. ❑ First Aid given ❑ Age(s) of group members ❑ Time of accident ❑ Equipment available to the group ❑ Cooperate fully with the Emergency Services. ❑ Someone from the group accompanied the casualties to the hospital. ❑ In the event of a serious accident/incident, contact DCU Security on 700-5999 (available 24 hours).
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	☐ 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	Currently no, if we do get members under 18, a committee member will complete the form.
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	Currently no, if we do get members under 18, the form will be sent to them to fill in to gain access to the society.
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/	We currently do not have members under 18, but are aware of the guidance material and intend to follow it should we get members under 18.
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	There is no NGB for our activities.
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	We currently do not have members under 18, but are aware of the policy and intend to follow it should we get members under 18.
GUIDELINES FOR BEHAVIOUR	Information

Please list the 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: DCU Alcohol Policy, https://www.dcu.ie/policies/student-alcohol-policy DCU Respect & Dignity Policy, https://www.dcu.ie/policies/dignity-and-respect-work-and-study-policy 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	The society will fully follow DCU's policy regarding Alcohol and Drug Use in society activities, and be, if not totally disallowed, heavily moderated and warnings given to H&S in regards to alcohol use, which may be involved in the cooking activities. The society will fully follow and uphold DCU's policy regarding Respect and Dignity, and any members who go against the policy will be spoken to and given a warning. There are currently no plans for Intervarsity events, however if plans are ever made, they will follow the guidelines provided and brought up with DCU beforehand.
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DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	Members who break the code of conduct will be spoken to, given explanations of what they did, and warned that if the behaviour continues they may be banned from society events/the society as a whole, should it come to it.

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 society will have a "Health and Safety" officer, responsible for cataloguing allergens, going through risk assessment and safety practices and going through all the processes regarding risk, health and safety. There will be an Equipment officer responsible for maintaining and bringing equipment to society events. They will be responsible for ensuring the tools are safe to use and if the food used in events contains the allergens of certain members, see if there are any alternatives to use.



Clubs & Societies

Code of Safe Practice Action list

Club/Society: **Cooking Society**

Date: **05/11/25**

AREA	ACTION Required (if any)	Lead Person	Target Date
CLUB DETAILS & RESOURCES	Shown above.		
INSURANCE	Shown above.		
TRAINING & COMPETENCIES	Shown above.		
EQUIPMENT	Shown above.		
FIRST AID	Shown above.		
TRIPS	There are no plans for any external trips with the society this year.		
RISK ASSESSMENT	Uploaded below.		
EMERGENCY PROCEDURE	Shown above.		

CHILD PROTECTION POLICY	Shown above.		
GUIDELINES FOR BEHAVIOUR	Shown above.		
COMPLAINTS PROCEDURE	Shown above.		
DISCIPLINARY PROCEDURE	Shown above.		
CLUB OFFICERS	Shown above.		
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 the 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>
Burn	It is mandatory for members to wear safety oven mitts when using the oven. No members under 18 will be allowed to cook on their own.	Medium	Members will be told to use the correct heats for different equipment so as not to overheat. Burn hazards will be brought up during all safety talks.	03/11/2025
Cuts	Mandatory workshop for safety for each member prior.	Medium	Plasters and disinfectant will be provided should anyone get cuts during society activities.	03/11/2025
Tripping	No running and isleways will be clear during activities.	Low	All floors will be dry and clean to lessen the chance of tripping.	03/11/2025
Spills	Any spills must and will be cleaned properly should they happen.	High	Members will be made aware to not overfill equipment. All cooking will be done in smaller batches to avoid spills.	03/11/2025
Glass breaks	Members will be alerted of broken glass and warned to stay clear of the area until it is fully cleaned with a pan and brush.	Low	Glass equipment will not be left at the edge of countertops or near places they can fall and shatter.	03/11/2025

Food Contamination	Wash all equipment, wash hands before beginning cooking and after touching raw meats.	Low	In case of different members working with different ingredients and equipment, it will be informed to stay clear of each other's work areas to avoid contamination between stations.	03/11/2025
Fire Hazard	All cooking posts will not be left unattended, members will be made aware of fire evacuation protocols and there will be fire extinguishers present/nearby.	Low	Members will be made aware of any and all possible risks of starting a fire with the equipment we use and how to avoid it.	03/11/2025
Allergens	All allergies will be noted beforehand and accommodated, no members will be allowed to join activities without making their allergies known.	Medium	Whenever allergens are used in society cooking, members will be made aware we are cooking with those certain allergens.	03/11/2025
Choking Hazards	Members will be made aware of the hazard of choking.	Medium	Safety videos on how to perform the Heimlich maneuver will be sent out to all members throughout the year.	03/11/2025

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 the country/city/area Culture / traditions / local customs / behavioural norms / acceptable dress / emergency services contact details, etc
	Local knowledge Particularly dangerous river sections/walk sections/cliffs	Local knowledge (personal safety)

L	/ areas / local weather conditions	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 very accurate – weather may arrive a little earlier/later than forecast.	Watch Out for someone becoming detached from the 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)

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