



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:	ECIU Society
Date this Code of Safe Practice Completed:	09/03/2026
Version Reference:	Version 4.0
Outline the main activities undertaken by your club/soc:	<ul style="list-style-type: none"> - Workshops on innovation, entrepreneurship, and challenge based learning. - Guest speaker events and panel discussions. - Networking events with students, staff, and external partners. - Participation in ECIU challenge projects and micro-modules. - Social and cultural exchange events. - Collaboration with other societies and universities within the ECIU network. - Educational trips or visits related to innovation, entrepreneurship, European collaboration.
Name of person(s) completing this form:	Matthew Choi
Confirm the name(s) of the officer responsible for disseminating the Safe Code of Practice to members:	Matthew Choi (Chairperson)
Confirm the officer responsible for reporting all accidents to the DCU Health & Safety Officer, e-mail safety@dcu.ie :	Matthew Choi (Chairperson)
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> - **Yes**

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

If Yes please provide full name of NGB and website:

Does your NGB have a Safety Code: **Not applicable**

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.	No
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	<ul style="list-style-type: none"> - Society welcome meetings - Event briefings - Society communication channels (email and social media) - Information available on DCU Clubs & Societies websites
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. If events are held off campus, Clubs & Societies Office will be notified so DCU public liability insurance can be extended if required.
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 but if the society hosts a major event, DCU Clubs & Societies Office will be notified so that public liability insurance can be reviewed.

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.	The society generally uses minimal equipment (e.g. projectors, laptops, display materials). Where equipment belongs to DCU facilities, it is covered by DCU insurance.
Are you planning any overseas trips ? If so, provide details of travel Insurance you have in place for this trip.	If organised, travel insurance will be arranged through DCU guidelines and all participants will be advised to have personal travel insurance.
Do your Coaches/Instructors have their own Professional Indemnity Insurance? If yes please attach a copy.	Not applicable

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.	Committee members will attend DCU Clubs & Societies training workshops including: <ul style="list-style-type: none"> - Chairperson training - Treasurer training - Event Management & Health and Safety workshop - Incident Management workshop
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. The committee will hold briefing sessions before events to review safety procedures and responsibilities.
Please indicate the names and qualifications of coaches/instructors and indicate whether relevant certificates verifying qualifications and insurance has been received.	External speakers or facilitators may be invited for workshops. They are selected based on relevant professional experience in innovation, entrepreneurship, or academic research.
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. However the new members receive: <ul style="list-style-type: none"> - A society induction explaining activities and expectations - Event specific briefings when needed.

EQUIPMENT	Information
Types Of Equipment: Indicate the various types/categories of equipment that the club uses and/or submit an equipment log.	<ul style="list-style-type: none"> - Laptop computers - Projectors and AV equipment - Presentation materials - Promotional displays

	- Workshop materials
Usage of Equipment: indicate how members are trained as necessary in the safe use of all equipment supplied to them	Committee members are responsible for operating equipment safely and will ensure members are instructed if necessary.
Equipment Log: who is responsible for maintaining a register of equipment to include purchase dates, price etc	The Treasurer maintains a record of any purchased equipment and associated costs.
Checking Equipment before use: Is equipment subject to a visual or written inspection for defects before use? Who is responsible?	Equipment will be visually checked by the committee member responsible for the event before use.
Storing Equipment, detail how and where equipment is stored, and/or transported.	Equipment will be stored in secure society storage areas or with responsible committee members when not in use.
Maintenance of Equipment as per manufacturers or NGB guidelines: State the name of the Officers with responsibility for equipment maintenance and regular safety checks.	Equipment will be maintained according to manufacturer guidelines where applicable.
Damaged/Unwanted equipment/Disposal of equipment: State your policy for damaged or unsafe equipment and disposal of old equipment.	<ul style="list-style-type: none"> - Damaged equipment must be reported to the Treasurer or Chairperson immediately. - Unsafe equipment will not be used. - Faulty equipment will be repaired or disposed of 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	If specialist equipment is required, permission will be obtained from DCU Estates and Health & Safety where necessary.
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.	Equipment may be loaned to committee members for society events only. The Treasurer will maintain records of any equipment loaned.
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.	Committee members may attend the DCU Casualty Management workshop where available.
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.	The Chairperson and Events Manager ensure access to a basic first aid kit during events.
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	Matthew Choi or another designated committee member will complete the DCU Injury/Incident Report Form if required.
If you are hosting a major event First Aid Provision must be arranged. Please provide details of provision for events if applicable.	For larger events, first aid services will be arranged in accordance with DCU guidance.

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)	Risk assessments are completed for events, workshops, external visits, and trips. Date of last risk assessment: 09/03/2026
Are Risk Assessments recorded and regularly reviewed? Please indicate how often risk assessments are reviewed.	Yes, they are reviewed annually or when new activities are introduced.
Please indicate which committee member is responsible for carrying out risk assessments for regular/new/once off club/society activity.	Chairperson (Matthew Choi) with support from the Events Manager.
Are Dynamic Risk Assessments carried out for trips and events and recorded? (see guidance at the end of this document)	Yes, carried out during trips and events when circumstances change.
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)	<ul style="list-style-type: none"> - Ensuring venues comply with DCU safety regulations. - Ensuring capacity limits of rooms are respected. - Ensuring members behave respectfully during events. - Ensuring travel safety guidance is provided for trips.

	- Following DCU Respect & Dignity and Equality policies.
H&S CONCERNS PROCEDURE	Information
Please detail your procedures for members to identify concerns regarding Health and Safety during activities.	<p>Members can raise safety concerns through:</p> <ul style="list-style-type: none"> - Speaking to committee members during events - Contacting the Chairperson or Secretary via email - Reporting concerns during meetings <p>The committee will review concerns and implement necessary safety measures.</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	Must be committee members familiar with the activity.
Insurance: Is all appropriate travel insurance for the group in place?	Travel insurance arranged where necessary.
Risk Assessment: for all activities should be undertaken and all possible control measures put in place	Completed before the trip.
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)	Conducted during the trip if circumstances change.
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	Members are encouraged to install and use the DCU Safezone App.
Contingency Plans: for reasonably foreseeable emergencies should be made.	Backup plans will be prepared for emergencies or cancellations.
Beginners/Novice to Leader ratios: Ensure that this ratio is appropriate for the trip in question.	At least one committee member responsible for every group of participants.
Itinerary: A full trip itinerary should be prepared and circulated to all members.	Trip itinerary shared with members before departure.
Travel: How the party will move between the relevant locations and who will be driving the vehicles.	Public transport or organised transport will be used where appropriate.

<p>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.</p>	<p>Trip registration form submitted to Clubs & Societies Office.</p>
<p>Social: You should advise your members on the following:</p> <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 	<p>Members will be advised to:</p> <ul style="list-style-type: none"> - Stay in groups - Follow local safety advice - Respect local laws and customs
<p>Equipment: This needs to be in proper working order and should be frequently checked throughout the trip</p>	<p>Checked before travel.</p>
<p>First Aid: You should ensure you have the appropriate first aiders available and the correct First Aid equipment and an accident reporting procedure.</p>	<p>Basic first aid kit carried by a committee member.</p>

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.

	<ul style="list-style-type: none"> <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
<p>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</p>	<p>Members under 18: not expected; society membership is primarily university students.</p> <p>If under 18 members participate:</p> <ul style="list-style-type: none"> - Parental consent forms will be required - DCU child protection policies will be followed. <p>The society acknowledges the Sport Ireland Code of Ethics and Good Practice for Children's Sport where applicable.</p>
<p>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</p>	<p>Members must:</p> <ul style="list-style-type: none"> - Respect all DCU policies including the Respect & Dignity Policy - Follow DCU Alcohol Policy - Treat fellow members and guests respectfully - Avoid harassment, discrimination, or unsafe behaviour - Respect facilities and equipment - Follow instructions from committee members during events

	Members must represent DCU and the ECIU Society responsibly at all times.
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/	If a member breaches the code of conduct: <ol style="list-style-type: none"> 1. The committee will review the complaint. 2. The member may receive a warning. 3. Repeated or serious breaches may result in suspension from society activities. 4. In extreme cases, membership may be revoked. 5. If necessary, the issue may be referred to the DCU Society Life Committee.
Are you aware of your NGB information or recommendations in relation to good practice for safeguarding children?	Yes
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>	<p>Members must:</p> <ul style="list-style-type: none"> - Respect all DCU policies including the Respect & Dignity Policy - Follow DCU Alcohol Policy - Treat fellow members and guests respectfully - Avoid harassment, discrimination, unsafe behaviour - Respect facilities and equipment - Follow instructions from committee members during events <p>Members must represent DCU and the ECIU Society responsibly at all times.</p>

DISCIPLINARY PROCEDURE	Information
Please detail how you will deal with breaches of the code of conduct.	If a member breaches the code of conduct: <ol style="list-style-type: none"> 1. The committee will review the complaint. 2. The member may receive a warning.

	<ol style="list-style-type: none"> 3. Repeated or serious breaches may result in suspension from society activities. 4. In extreme cases, membership may be revoked. 5. If necessary, the issue may be referred to the DCU Society Life Committee.
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CLUB OFFICERS	Information
<p>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</p>	<p>Chairperson (Matthew Choi)</p> <ul style="list-style-type: none"> - Overall responsibility for society safety - Ensures compliance with DCU policies - Reports accidents and incidents <p>Secretary</p> <ul style="list-style-type: none"> - Maintains records of meetings and safety documents - Communicates safety information to members <p>Treasurer</p> <ul style="list-style-type: none"> - Maintains equipment records - Ensures safe management of society resources <p>Public Relations Officer</p> <ul style="list-style-type: none"> - Promotes events and communicates safety instructions to members <p>Events Manager</p> <ul style="list-style-type: none"> - Conducts risk assessments for events - Ensures venues and activities are safe



Code of Safe Practice Action list



Club/Society: **ECIU Society**

Date: **09/03/2026**

Area	Action	Lead Person	Target Date
Club Details	Annual review of safety document	Chairperson	Start of each academic year
INSURANCE	Ensure members aware of DCU insurance	Secretary	Semester 1
TRAINING	Committee attends DCU training	Chairperson	Each semester
EQUIPMENT	Maintain equipment log	Treasurer	Ongoing
FIRST AID	Ensure first aid kit available	Events Manager	Before events
TRIPS	Prepare trip risk assessments	Chairperson	Before trips
RISK ASSESSMENT	Review annually	Committee	Annually
EMERGENCY PROCEDURE	Communicate to members	Secretary	Semester 1
BEHAVIOURAL GUIDLINES	Remind members at events	PR Officer	Ongoing

GUIDELINES FOR BEHAVIOUR	Inform members of DCU policies and society behaviour expectations at the beginning of the academic year and before events.	Public Relations Officer / Secretary	Beginning of Semester 1
COMPLAINTS PROCEDURE	Provide a clear process for members to raise complaints or safety	Chairperson	Ongoing
DISCIPLINARY PROCEDURE	Ensure disciplinary procedures are followed for breaches of society	Chairperson and Committee	As required
CLUB OFFICERS	Ensure committee members understand their responsibilities regarding safety, events, and member welfare.	Chairperson	Start of Academic Year

DCU Clubs / Socs Activity Risk Assessment Template

Hazard / ` with potential to cause injury	Controls Already in Place (what actions /procedures are you already doing to minimise possibility of injury)	Risk Category (High/Medium/Low) (considering the actions / procedures you already have in place)	Further Controls Being Implemented To Reduce Risk (eg First Aid / area to be inspected prior to start Require equipment test certs etc)	Date to be Completed Can be – 1 on the day 2 every time the equipment is taken out 3 Nov xxth (If a once off task) etc
Slips, trips, or falls during society events or meetings	Events held in approved DCU venues with proper lighting and clear walkways. Committee monitors event setup.	Low	Inspect event area before activities begin and remove hazards such as loose cables or bags.	On the day of each event
Overcrowding at events or workshops	Room capacity limits followed according to DCU facility guidelines. Committee monitors attendance.	Medium	Pre-registration for larger events and monitoring of room capacity during events.	Before and during each event
Electrical hazards from equipment (projectors, laptops, cables)	Equipment used according to manufacturer instructions and DCU AV guidelines.	Low	Visual inspection of cables and equipment before use. Faulty equipment reported immediately.	Each time equipment is used

Minor injuries or illness during events	Committee members aware of emergency procedures and location of first aid facilities.	Low	Basic first aid kit available and emergency contact numbers accessible.	At every event
Safety risks during off-campus visits or trips	Trips organised by committee members with itinerary shared with participants.	Medium	Conduct trip-specific risk assessment and ensure members have emergency contact information.	Before each trip
Behavioural issues or conflicts during events	Members required to follow DCU Respect & Dignity Policy and society behaviour guidelines.	Low	Committee members supervise events and address issues immediately if they arise.	Ongoing
Fire or building evacuation during events	DCU buildings have fire alarms, emergency exits, and evacuation procedures.	Low	Committee ensures members are aware of emergency exits and follow DCU evacuation instructions.	At start of each event

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

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	Local knowledge (personal safety)

	/ 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 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)

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