

KEEPING IT SAFE

Introduction

We want you to organise events and activities safely, and to keep risks to a minimum for your safety and the safety of your members. As a club and socs committee member you should ensure that the advice and guidance in this section is followed, and that the safety of all participants is paramount in your activities. If an accident occurs and you have not made suitable safety provisions, you may be deemed to be negligent. DCU has a dedicated Health & Safety Officer (Eileen Tully, e-mail eileen.tully@dcu.ie), who will be happy to provide you with more specific guidance and support on how to keep things safe.

Statement on Health & Safety

- DCU Clubs and Societies are committed to a safe and healthy environment for all staff, students and visitors
- The management of health and safety is the responsibility of everyone
- DCU Clubs and Societies aim to provide a wide range of services within a safe environment. This environment will be secured by a proactive approach to Health and Safety
- Health and Safety is based on a partnership approach and will not work without teamwork
- Each Club / Society will complete the Code of Safe Practice listing the information appropriate to their activities. The template to be completed is e-mailed to all Clubs / Societies by the DCU Sports Development Service and/or the Office of Student Life early in Semester 1.

Duty of Care

Under current legislation, as clubs/socs organisers, you have a legal responsibility to ensure, in so far as is reasonably practicable, that all activities are undertaken in a safe and healthy manner and that you do not cause injury by negligent acts and omissions. You must be in a position to demonstrate that you have fulfilled your duty of care to the participants in your activity. Negligent acts and omissions are not deliberate, but often the incident and/or injury are foreseeable. The law of negligence seeks to ensure that as individuals we are responsible for our actions and in-actions and that we consider those who might be injured or harmed by those acts or omissions. By identifying potential hazards and threats and putting in place reasonable controls (prevention measures), the risk of an accident or incident happening is reduced. ***The Code of Safe Practice is your roadmap for managing safety in your club / society.***

Risk Management

Health and safety is ultimately about managing risks. This means identifying and assessing risks and then responding to them. Risk management should be managed and integrated at a committee level and information should be passed on to all members in your club or soc. The broad nature of clubs and socs activities means that risk areas are broad. Some general risks that could apply to your club or soc and include:

- inadequate or inappropriate insurance
- lack of competent coaches/leaders
- unsafe equipment and facilities
- no emergency medical plan

Health & Safety Training

If you are feeling a little daunted and not quite sure where to start to tackle safety in your club or soc, don't worry help is at hand! A clubs and socs 'Health & Safety' workshop is held every October and is delivered by the DCU Health & Safety Office & Sports Development Office. We also provide advice, templates and forms to support you in developing your clubs/socs procedures at www.dcu.ie/studentsport/clubs.shtml.

Mainstream & High Risk Sports

As part of the Code of Practice design we have identified the risk status of all DCU Sports Clubs and defined the risk status using the following definitions:

Mainstream Sports

These are sports that involve no special risk or where contact and exertion risks (e.g. person to person, person to

ball/implement/environment) are inherent and accepted by participants. For clubs such as these simple adherence to National Parent Body Guidelines should be sufficient to address most if not all risks associated with playing the sport. These guidelines should be referenced and attached to the Code of Safe Practice. In some cases specific control measures for the contact aspects of the sports may be required. For some of these sports such as GAA, rugby, martial arts, etc, refereeing and first aid provisions are particularly important. Obviously the risks outside of playing such as travel will need to be addressed specifically.

High Risk Sports

These are sports where there is a high risk of injury due to the nature of the sport, the environment in which the sport is carried out or the dependence of participants on safety critical equipment. Examples include canoe; rock climbing; hill walking; sailing; sub aqua, clay target, etc.

The risk assessment for these clubs will require more detail than for mainstream sports and simple reference to national guidelines will not be sufficient. A description of how these rules will be implemented by the club will be required along with details of how equipment will be maintained, how the safety of participants will be ensured, etc. Many of these sports involve activity in potentially hazardous environments and again this will need to be addressed with an assessment of risks for each location.

Based on these definitions DCU Sports Clubs have been categorised as

Mainstream Sports		High Risk Sports/Socs
Aikido	Kick-Boxing	Archery
Athletics	Karate	Canoe
Aussie Rules	Martial Arts	Caving
Badminton	Olympic Handball	Clay Target
Basketball (M)	Pool & Snooker	Equestrian
Basketball (W)	Rugby (M)	Rock Climbing
Boxing	Rugby (W)	Rowing
Camogie	Soccer (M)	Surf n Sail
Cricket	Soccer (W)	Sub aqua
Fencing	Squash	Power Lifting
Gaelic Football (men)	Swimming & Waterpolo	Weightlifting
Gaelic Football (women)	Table Tennis	Snow Boarding
Golf	Tae Kwon Do	Circus Arts
Gymnastics & Trampolining	Volleyball	
Handball		
Hockey (M & W)	Tennis	
Hurling	Ultimate Frisbee	
Judo		

NOTE: If your club/society is not listed above please contact Ross.munnelly@dcu.ie

Risk Assessment

- ❑ An assessment of risk is nothing more than a careful examination of what, in your activity could cause harm to people, so that you weigh up whether you have taken sufficient precautions or should do more to prevent harm
- ❑ Virtually every National Governing Body (NGB) has guidelines on safety. The individual club/soc risk assessment takes this one step further in that it is relevant to the activities and circumstances of your club/soc within DCU

Before considering the stages of risk assessments it is important to clarify the key terms:

Hazard: Something with the potential to cause harm.

Harm: Physical injury or ill health in those exposed to the hazard.

Risk Assessment: An evaluation of the likelihood that harm could arise from the hazard and the likely severity and extent of the harm.

5 Steps to Risk Assessment

Step 1 Look for the hazards.

Step 2 Decide who might be harmed and how.

Step 3 Estimate the risks (considering existing precautions)

Step 4 Adopt extra precautions to minimise risk and record your findings.

Step 5. Review risk assessments in light of incidents/experience

In advance of any trip or activity organisers need to brainstorm with their committee to identify potential hazards and assess risks, and if appropriate seek control strategies (precautions).

See sample risk assessment in Appendix 1

Dynamic Risk Assessment (on the day / at the time)

It is not always possible to control external venues and perform risk assessments in advance. However, it is just as important to identify the risks of an external venue before beginning an activity. Before an activity, it is crucial that a competent person makes a thorough assessment of the scene to ensure that it is suitable and safe for use. This person might be a qualified official or referee, qualified coach, or suitably experienced member of your club/soc. If the venue, environment, equipment, weather etc is considered unsuitable then the activity should not commence until it has been made safe, or an alternative venue has been found, even if this means postponing the event. Never jeopardise the safety of your members.

See Dynamic RA (PLOWD) Guidance Appendix 2

Code of Safe Practice

To facilitate a safe environment for clubs and socs to operate, you must complete a 'Code of Safe Practice' that is a practical self-evaluation tool and a statement of your safety standards, precautions and systems that you have chosen and developed for your group. You should obtain best practice guidelines from your National Governing Body where one exists, before establishing your own guidelines.

The DCU Clubs & Societies Code of Safe Practice template is available to download from www.dcu.ie/studentsport/clubs.shtml. You can get advice on how to complete this self-evaluation template and action plan at the Health & Safety workshop in October. Please note that attendance at this session is mandatory. Your Code of Safe Practice must be submitted with your funding application. Only clubs that have complied with the requirements of the DCU Health & Safety Office and the CLC/SLC with regard to safety in their activity will receive grant payments. For those clubs who engage in the designated higher risk sports a greater level of time will be required (for completion of specific risk assessment documentation) and these clubs are advised to contact the DCU Health & Safety Office directly to discuss their safety issues. **Please note the completed Code of Safe Practice and any associated risk assessments are collated for record holding purposes only and are not for auditing or approval.**

Insurance

This section gives you a summary of the main things you need to know about Insurance! Insurance is something most people only read the fine print on when they need to. It is your job to make sure your members are aware of the different types of insurance and the level of cover they have if they have an accident. Study this carefully and make sure you are aware of all the shortcomings, conditions and any exclusion that may apply.

Understanding insurance at a glance!

- National Governing Body of Sport Insurance - for accidents or injuries of affiliated members
- DCU Students' Personal Accident and insurance cover – for accidents or injuries of DCU students
- DCU's Public liability insurance - for hosting an event in an external facility

- ❑ Equipment Insurance – to protect your equipment in the event of fire and theft
- ❑ Travel Insurance for foreign trips - for accidents and injuries when abroad
- ❑ Coaches Insurance – your coach should have their own insurance

Students' Personal Accident and Insurance Cover

All Dublin City University students are covered free of charge by Accidental Bodily Injury Insurance. This cover is worldwide and applies three hundred and sixty five days a year, irrespective of whether the students are involved in University activities.

Medical expenses incurred arising from accidental bodily injury, are covered up to €5,000.00. There is an excess on this policy of €75.00. Claims are limited to expenses incurred within twelve months of the date of injury, e.g. if you break your leg and have medical expenses totalling €350.00, you will be entitled to €275.00 from this policy. It should be noted that medical expenses are precisely that; for example getting a taxi following an injury would not be covered.

As with any scheme there are some provisos. Among the exclusions are intentional self-injury, engagement in civil commotion or riots, motor, motorcycle and horse racing, and injuries occurring while engaged in mountaineering or rock climbing unless supervised by guides and experts in this particular field. Provoked assault, duelling or fighting or from insured persons own criminal act, or whilst engaged in civil commotion or riots are also not covered. Only emergency Dental Treatment is covered; usually taken to mean within the first 48 hours after an accident.

The above is a brief summary, for information purposes only, and does not constitute part of the policy. Full details and Claim forms are available from Finance Office, 7007078. Please note also that external club members (i.e. non DCU students) are not covered by this policy.

Make members aware of the limitations of the DCU Students' Personal Accident and insurance cover and the exclusions that apply, see <http://www.dcu.ie/info/insurance.shtml> . The OSL strongly recommend that individuals involved in adventure sports and high risk sports seek extra coverage from their NGB or an independent broker.

To make a claim please contact Ross Munnely, Senior Sports Development Officer

National Governing Body of Sport Affiliation & Insurance

It is recommended that all Clubs and Socs affiliate to their National Governing Body, where one exists. Most NGB's have a safety policy and code of practice and clubs and socs must ensure that they adhere to this. Your club/soc will also have to develop their own Code of Safe Practice taking in to account the NGB guidelines for your activity. NGB's may also offer compulsory or optional insurance. If the insurance is optional it is advised to get a copy of the policy and compare it to the DCU Students' Personal Accident and Insurance Cover.

Coaches Insurance

It is strongly recommended that coaches have their own Professional Indemnity Insurance. Some National Governing Bodies provide this when Coaches affiliate but clubs/socs should not assume this to be the case.

Travel Insurance

When organising tours it is wise to consider taking out a travel insurance policy, covering medical expenses, personal possessions, cancellation costs etc. Clubs should be aware that it is often cheaper to look at Group travel Insurance.

Public Liability Insurance

DCU's Public Liability Insurance is extended to encompass the activities of your club or soc when you are using an external venue for hosting a DCU event. This Public Liability cover is with Irish Public Bodies Mutual Insurances Ltd and covers up to €15,000,000 for any one event. If your Club or Society is using an external venue for an event, you must inform Yvonne McGowan, Senior Sports Development or Siobhan Byrne, Clubs & Societies Finance &

Development Officer. They will contact Irish Public Bodies Mutual Insurances Ltd and arrange a letter to extend the indemnify to the external venue for your event.

Despite public liability insurance and personal accident insurance being in place, all club and socs members must take due care to ensure that incidents do not occur!

Training Records, Qualifications, Competencies

Here are our top tips for training, qualifications and competencies:

- Committee members should hold a briefing session for coaches, leaders and members and should make them aware of the Safe Code of practice and the health and safety issues applicable to their activity/facility.
- Coaching certificates and copies of insurance of coaches/instructors should be collated annually.
- Competency tests conducted by the club/society as necessary. This could be in the form of an induction, accreditation, course or test.

Maintaining Safe Equipment

While all club/socs equipment will remain the property of the Office of Student Life (OSL), each club/soc is responsible for the security and maintenance of the equipment in their possession. Some clubs use equipment, the failure or malfunction of which, could lead to serious personal injury e.g. sub aqua, boat clubs, etc. You should give consideration to the following areas in your Code of Safe Practice:

- **Usage of Equipment**

You must provide training as necessary in the safe use of all equipment used by your club/soc. Equipment must only be used for the purpose intended by the manufacturers. All equipment must be subjected to a visual inspection for defects before use (in some instances a written record of this inspection may be required).

- **Equipment Inventory**

Clubs/Socs should maintain an up to date equipment inventory. New equipment purchased during the year should be added and any equipment considered obsolete be removed. This should also include:

- Equipment supplier information, invoice or delivery note and date purchased
- Safety checks and maintenance records to include location, date, repairs, certification etc
- Storage locations for insurance and security purposes

For clubs/socs whose equipment is capable of use as a weapon eg crossbows/replica guns etc, a full equipment inventory must be maintained on an ongoing basis and 'weapons/ammunition' signed for at the beginning of any session and accounted for at session end.

- **Checking Equipment**

Inform members that equipment should be checked thoroughly before use to ensure it is in good condition and that it is suitable for use, giving guidelines as to what they should look for.

- **Storage**

All equipment must be stored, transported and used in a safe manner. Care guidelines for equipment should be available to those responsible for storing equipment.

- **Regular Maintenance of Equipment**

All equipment must be maintained and serviced as per the manufacturer's instructions and / or National Governing Body guidelines. Only trained / competent persons may repair equipment.

Clubs/Socs should state the name of the Committee Officers with responsibility for equipment and practice preventative maintenance and regular safety checks.

- **Providing Clear Guidance for Loan Schemes**

Written loan guidelines and equipment care requirements should be provided if an individual Coach or DCU Sports Complex wishes to borrow club equipment.

- **Damaged Equipment Procedure**

Damaged or unsafe equipment must never be used. If a piece of equipment is damaged it should be separated from all other equipment, and marked or tagged so that it cannot be used until the appropriate repair or disposal has occurred.

- **Disposal of Old Equipment**

If equipment is considered too old for use or unsuitable for use then it should be disposed of.

When doing this it is important to ensure that the equipment is disposed of in a way that ensures another party cannot use it, as this may lead to an accident or incident for which the club/soc may be found negligent and responsible. The club/soc must keep a record of how and when the equipment was disposed of.

- **Unwanted Equipment**

Items of equipment that are still suitable for use, but the club/soc no longer has a use for, cannot be passed on to other groups for use. The club/soc that passes on the equipment will be held liable if the equipment is found to be unsuitable and an accident occurs. Equipment can only be passed on if it can be proved to still be suitable and safe to use.

- **Hire of Equipment**

Where a club or society is hiring in equipment for use on campus where there is a high potential risk of an injury/accident, the club/society officers must first obtain permission from the Estates Office and the Health and Safety Office. A copy of the vendors insurance certificate must be sent to the Estates Office and/or a permit to work issued.

First Aid

When an accident happens, your first reaction is vital and the more you know about first aid, the more effective you will be. Therefore it is necessary for clubs and societies to have a first aid provisions in place to provide the knowledge and confidence to make a difference in an emergency. The OSL recommends the following provisions:

- ❑ You must take a fully stocked first aid kit.
You are responsible for maintaining a fully stocked first aid kits. CLC/SLC will fund this. Please see the Sports Development Service for first aid supplies.
- ❑ It is mandatory for 2 members from each club and society to attend the Incident Management workshop, held in October each year.
- ❑ Where identified by risk assessment as a required safety measure, clubs and societies must nominate members to complete full first aid or adventure sports first aid courses (REC II/III). The CLC/SLC will reimburse or part fund the students that successfully complete courses as approved by the committees. See the Senior Sports Development Officer and/or Clubs and Societies Finance & Development Officer for information on full first aid and adventure sports first aid courses
- ❑ After an accident or an incident you must complete the DCU Injury/Incident Report Form and submit it to the DCU Health & Safety Officer, Eileen Tully. In the event of an emergency, please follow carefully the guidelines as detailed below. This form is available from Clubs 7 Socs HQ or the Sports Development Service.

Emergency Procedure

For all the planning and preparation, there still exists the possibility of emergencies occurring. All Accident and Incidents must be reported on the DCU Injury/Incident Report Form, or online at https://www.dcu.ie/safety/incident_near_report_form.shtml to the DCU Health & Safety Office. In the event of an emergency, please follow carefully the guidelines as detailed below

- ❑ Stop and think. Assess the situation. Stay calm.
- ❑ Ensure that the group is safe and accounted for.
- ❑ Are there any hazards present that may affect the group?
- ❑ Attend any casualties if it is safe to do so.
- ❑ Give first aid within the groups capabilities.
- ❑ Get expert help if required.
- ❑ Get/ give any 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 group.
 - ❑ First Aid given
 - ❑ Age(s) of group members
 - ❑ Time of accident
 - ❑ Equipment available to group
- ❑ Co-operate fully with the Emergency Services.
- ❑ Someone from the group accompany casualties to hospital.
- ❑ **In the event of a serious accident/incident contact DCU Security on 700-5999 (available 24 hours).**
- ❑ Refer all media contact to the DCU Contact person and give no comment.

Members under 18 years

Where members are under the age of 18, OSL should be contacted for guidance.

Membership Records

It is imperative that your club/soc has an up-to-date record of names and student ID numbers of its members. These will be recorded on the Clubs & Socs registration system which you can access through your portal page. You must have a system in place for records of staff, alumni, and external members.

Guidelines for Behaviour

Please list guidelines for behaviour that club/socs should adhere to. These can be formal University, Facility or Club rules and regulations as well as guidance notes and etiquette rules.

PLEASE NOTE: All DCU Students are subject to the DCU Code of Discipline when partaking in DCU Clubs/Socs events.

Complaints Procedure

Please detail how your procedures for members to identify concerns regarding Health and Safety during activities.

Disciplinary Procedure

Please detail how the Club/Society will deal with breaches of the code of conduct.

Organising Trips

Here are our top tips for planning a trip to make sure it is a safe and successful well planned trip for all your members!

Clubs/Socs must ensure that they have appropriate guidance in place for: -

- a) Any activity that is off campus, and involves an overnight stay.
- b) An activity which is not the mainstay of the Club/Socs practice e.g. Paintballing,
- c) A tour or overseas trip

Trip details may change due to alterations in the weather, or simply by someone failing to turn up. You should amend the details accordingly.

Top Tips for Planning a Trip

There are a number of areas that clubs and socs should consider when planning a trip, we have identified some common areas that should be considered, however this is by no means a definitive list and you should ensure that all safety issues relevant to the activity are addressed.

Trip Leaders	It is essential that any person organising a tour, trip or activity within a tour/ trip have the necessary knowledge, experience and qualifications, where appropriate, to do so.
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Insurance	Is all appropriate travel insurance for the group in place? Considerations should be given as to how you might cover medical expenses if incurred.
Risk Assessment	Risk Assessments for all activities should be undertaken and all possible control measures put in place. Guidance notes should be given to participants particularly for medium to high-risk activities and/or when novices are involved. Don't forget to do a dynamic risk assessment on the day of the trip.
Contingency Plans	Contingency Plans for reasonably foreseeable emergencies should be made, bearing in mind the likely hazards of the environment and type of activities undertaken.
Beginners/Novices	The ratio of novices to those more experienced will vary depending on the type of activity, level of difficulty, experience of the leader. You must 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	Plan how the party will move between the relevant locations and who will be driving the vehicles. If using private vehicles, please list registration numbers for the cars, and give an indication of who is travelling with whom (if known). See Vehicle usage guidelines in next section.
Trip Membership & Activity Form	All clubs and societies must complete a Trip Membership & Activity form, detailing date of the event, location, accommodation, transport, and the names and ID numbers of students participating in the trip. The trip Leader must ensure that 1 copy of this form is given to Siobhan Byrne, Clubs & Societies Finance Officer who will co-ordinate them on behalf of the OSL, and 1 copy is taken on the trip
Social	Trips may have social elements to them. 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 where appropriate. It is strongly advised that individuals not be left alone, particularly at night.
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.

Vehicle Usage

Clubs which use or hire vehicles must note the following:

- All vehicles used during club activities must be roadworthy, adequately insured and driven with due care and consideration at all times.
- When using a private vehicle during club activities (including the towing of loads) the personal insurance of the driver is responsible for any loss or damage. Ensure that your insurance policy provides cover for these activities.
- Vehicles must only be driven by appropriately licensed drivers.
- When towing trailers due regard as to the nature, size and weight of the load must be taken.
- If hiring minibuses or other vehicles for club outings only those named as drivers (with the appropriate drivers license) are insured to drive the vehicle. Other club members must not drive. Only minibuses fitted with seat belts should be hired. Check insurance and driver status with the hire company before hand.
- Always use a reputable company for coach/bus hire.
- When driving abroad always ensure that you adhere to local traffic laws, that you are adequately insured and that your license covers you to operate a vehicle of that type in that jurisdiction.

Appendix 1 - 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

Example: Caving Club – Trip to XXX Caves

Hazard / Activity <i>with potential to cause injury</i>	Who might be harmed and how	Controls /Precautions 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</i> <i>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>
Water – potential for cave to flood in/following severe weather	All participants – submersion / hypothermia	Waterproof caving gear / check on weather forecast	Medium	Dynamic risk assessment on day – in accordance with PLOWD	On the day
Loose / crumbling rock overhead	Inexperienced members – potential head/eye injury	All cavers wear caving helmets. Beginners do not lead way	Low	No further precautions required	ongoing
<i>Hazard</i>					
<i>Hazard</i>					

Appendix 2 - 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 – Buddy System 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>