

# Health & Safety

## 8.1 Insurance

All clubs affiliated with the Athletic Union Council have Public Liability cover through Royal and Sun Alliance of up to **€6.5** million for any one event and Employers liability cover in respect to coaching in affiliated clubs.

In addition, the AUC has in place a Personal Accident insurance cover for UCD sports club members engaged in sporting activities with their UCD clubs. Club members should be made aware that **this policy is designed to provide a basic and limited level of cover for medical expenses in the event that they are injured whilst engaged in sporting activities with their UCD club.**

- The first €500 medical expenses incurred by the club member are not covered by this policy, and the policy will only pay out a maximum of €5,000 to any one person in a year.
- Dental expenses will only be covered up to a maximum payout of €1,500 per member in any one year, again with the first €500 cost being paid by the club member.
- The maximum number of physiotherapy visits that can be claimed for by any one person in a year is six, again with the first €500 being paid by the club member.
- It is not a health insurance programme and it does not cover any loss of earnings that may be incurred following any injury nor will it cover the full cost of any surgery if required following serious injury.
- A limited payout is provided by the policy in the event of death, total disablement or loss of sight, speech or limbs.

Students are strongly advised to consult the terms and conditions of the cover to ensure that it is adequate for their needs. Please be advised that the UCD Rugby Club players and the UCD Women's Rugby Club players have a separate personal accident policy arranged through the IRFU. Club members should contact their Club for further details.

Despite public liability insurance and personal accident insurance being in place, clubs must take due care to ensure that incidents do not occur. See the Risk Management section below for further details.

## 8.2 Risk Management

Changes in our society, to sport and recreation have provided opportunity, and also an increased exposure to risk. This risk must be assessed and therefore managed in order for a club to be efficiently run. But what is risk?

Risk can be defined as "the chance of something happening which will impact upon objectives". That is: what problematic things may happen, what is the likelihood of them happening and what will be the consequences if they do happen? By first assessing and then managing these risks we therefore eliminate the impact on our objectives.

All clubs may be exposed to a number of risks including: theft, vandalism, bad weather, bad exposure in the media, breaches of contract, embezzlement etc. But how do you go about minimising or eliminating a risk, which may be presented to your club?

Risk Management involves a number of steps to be effective, most importantly – identification, evaluation and finally management. Below is a guideline for all clubs to follow in order for you to firstly identify your risks.

## 8.2.1 Risk Management Checklist

Item	Tick
We have a constitution.	<input type="checkbox"/>
We have effective methods of communication with our members.	<input type="checkbox"/>
We have appropriate and effective financial controls.	<input type="checkbox"/>
We have policies that guide our decision making.	<input type="checkbox"/>
We implement appropriate and effective planning processes to implement our goals.	<input type="checkbox"/>
We have position descriptions for executive positions and paid employees.	<input type="checkbox"/>
We observe all laws and regulations that apply to:	<input type="checkbox"/>
Employment of personnel.	<input type="checkbox"/>
Operations of bars and food stalls.	<input type="checkbox"/>
Fundraising.	<input type="checkbox"/>
Selling of merchandise, products or services.	<input type="checkbox"/>
Organising public events.	<input type="checkbox"/>
Operation and maintenance of facilities.	<input type="checkbox"/>
We fulfil the terms of our contract with venue owners.	<input type="checkbox"/>
We have appropriate insurance cover for our organisation and its activities.	<input type="checkbox"/>
We have coaches/instructors with appropriate training, accreditation and insurance.	<input type="checkbox"/>
We monitor and evaluate the performance of our coaches/instructors.	<input type="checkbox"/>
We follow established safety inspection and maintenance procedures for our facilities and equipment.	<input type="checkbox"/>
We follow the recommended rules of play and protocols for our activity.	<input type="checkbox"/>
We endeavour to prevent injuries in our activity through:	<input type="checkbox"/>
Pre-participation screening.	<input type="checkbox"/>
Injury surveillance.	<input type="checkbox"/>
Modified programmes and equipment for juniors.	<input type="checkbox"/>
Policies on pregnancy, infectious diseases, UV protection, alcohol and personal protective equipment.	<input type="checkbox"/>
The encouragement of suitable warm ups/downs.	<input type="checkbox"/>
Attention to fluid replacement.	<input type="checkbox"/>
We manage injuries by:	<input type="checkbox"/>
Sports injury response procedures.	<input type="checkbox"/>
Suitably trained and qualified first aiders.	<input type="checkbox"/>
We have completed a club safety statement.	<input type="checkbox"/>

Clubs should keep an up to date record of all their equipment, the date purchased, cost and maintenance record. In respect to coaches, they should seek copies of the coaches qualifications and details of their accreditation, insurance etc. Where clubs transport equipment, they should ensure that appropriate insurance is in place, for not just the vehicle, but also the trailer and driver. Details of such arrangements should be provided to the Executive Secretary and the University Safety Officer to ensure that appropriate insurance is in place. Should you have any queries with regard to insurance please contact the Executive Secretary [suzanne.bailey@ucd.ie](mailto:suzanne.bailey@ucd.ie) and / or the University's Safety officer at [safety@ucd.ie](mailto:safety@ucd.ie).

### 8.3 Safety Audit

#### 8.3.1 Pre-participation screening

- Are participants screened by a health professional if there are concerns about their health or an injury?
- Are the athletes followed up after screening to ensure that they are fit to play?
- Are coaches aware of pre-existing medical conditions of the participants, such as asthma or diabetes?
- Are coaches aware of medication that athletes may require, e.g. ventolin?

#### 8.3.2 Injury surveillance

- Does your club/facility maintain injury records?
- Are these records adequately stored in an easily accessible form?
- Are these injury records used in directing prevention activities?
- Are these records used to produce reports?
- Does your club/facility use the injury figure to improve safety practices?
- Are injury records reviewed?
- Does your club/facility contribute to other data collections?
- Is injury data collected with reference to the number of participants and level of competition?

#### 8.3.3 Physical Preparation

- Are adequate skill lessons provided to participate in the sport?
- Are skills taught to target injury prevention?
- Is flexibility training provided?

### 8.4 Club Safety Policy Documents

All clubs will be required to complete a Club Safety Statement for submission to the University Safety Office and the University insurers. A Safety Statement template is available to download from the UCD Sport website. For most clubs this template can be completed during or following their attendance at the **safety training session on September 19th. Please note that attendance at this safety training session will be mandatory.**

For those clubs who engage in high risk activities a greater level of time will be required when completing the template and these clubs are advised to contact the University Safety Office directly to discuss their safety issues ([safety@ucd.ie](mailto:safety@ucd.ie)). These clubs will be highlighted at the club training night.

**Only clubs that have complied with the requirements of the University Safety Officer and the AUC with regard to safety in their sport, will receive grant payments from the AUC.**

Clubs are also required to complete the new Child Safeguarding Risk Assessment for submission to the University Safety Office. A template is available to download from the UCD Sport website. The content of the template and advice on how to complete it will also be covered at the club safety training seminar on September 19th.

### 8.5 Club First Aid Kit

It is a requirement of the AUC that each team within each club holds at least one full first aid kit. It is the responsibility of the Safety Officer and / or Equipment Officer within each club to ensure that the first aid kit is kept fully stocked at all times. Where club members are travelling off campus for club training and / or competition on behalf of the club, the first aid kit should also be brought off-campus by the club/team. The kit should also be available at on-campus training and / or competition. A full inventory of what items should be included in your first aid kit is attached to the annual grant application.

### 8.6 Code of Practice for the University Sports Grounds i.e. pitches, incorporating Emergency Procedures

- All pitch bookings for natural grass pitches are to be made by the associated sports officer i.e. Gaelic Games Executive, the Director of Rugby and the Soccer Executive respectively. These bookings are to be communicated to Georgina Dwyer in the Sports Office who shall advise UCD Sport Management, Grounds Dept. and Services. Use of these pitches by other clubs and groups is strictly forbidden unless permission is secured from the relevant sports officer and / or the Development Manager.

- All pitch bookings for synthetic grass surfaces are to be made with the Bookings Manager in UCD Sport. Booking requests are to be made in writing/ email to **sportfacilitiesinfo@ucd.ie**. A booking form (in the case of an event) and/or email will be returned to confirm the booking. Please note that each club must designate one person to liaise with UCD Sport in relation to their club bookings. Bookings will only be accepted from this person.

On the day of the game / training:

- A club member e.g. sports officer, captain or coach should contact the UCD Sport reception to verify that the pitches are playable. In the case of the Superleague, team captain should contact the Superleague hotline.
- All clubs should have key items for games / training e.g. flag poles, mobile phone, first aid kit and important contact numbers.
- The club will be allocated a pitch and changing facilities (where possible) by UCD Sport.
- The club is responsible for the security of their personal belongings. The club should advise the UCD Sport reception when they are leaving the changing room so that the room may be locked.
- University colleges and University teams must have a first aid kit and First Aider in attendance at all training sessions and games.
- Please be advised that Automated External Defibrillator (AED) Units are located at the UCD Sport reception, UCD Sport changing pavilion entrance, and in the office of the UCD Bowl changing pavilions.

**Should you require an AED please phone the UCD Sport reception on the Emergency number tel. 01 716 2121 and commence CPR or send someone to get the AED and commence CPR.**

#### 8.6.1 Reporting of Accidents on pitches/ grounds:

- All teams playing on UCD pitches/ grounds must have a mobile phone for emergency use and must bring with them a First Aid kit and provide First Aid cover.
- If an ambulance is required **one nominated person from the club only is required to call the UCD Sport reception on the Emergency number tel. 716 2121, stating the nature of the injury and location of the casualty.** The UCD Sport reception will then contact the UCD First Response Room at 716 7999 advising them of the incident and requesting that an ambulance be called, then met and brought to the incident by UCD Services. **In the event that you are unable to contact the UCD Sport reception please contact the UCD First Response room at 716 7999 and then advise the UCD Sport reception.**

- As the UCD Sport reception is responsible for completing an Accident Report Form it is imperative that they are advised of the incident when it occurs. Due to the size of the campus and the possible restrictions of vehicular movement due to the barriers, it is also important that emergency vehicles are met by UCD Services to ensure that they reach the casualty as soon as possible.

- Where a player is feeling unwell he /she must be accompanied to the changing rooms.

- **Should you need an ambulance, one nominated person from the club only is required to call the UCD Sport reception on the Emergency number tel. 01 716 2121, stating the nature of the injury and location of the casualty. The UCD Sport reception will then contact the the UCD First Response Room.**

- For incidents and accidents that occur outside of campus sports facilities the club must collect the incident/accident report form from UCD Sports Office as soon as is possible.

### 8.7

#### Code of Practice for those using UCD Sport indoor facilities (incorporating Emergency Procedures and Reporting)

- When an injury or accident takes place within the UCD Sport building, a member of the club is sent for First Aid assistance to the front reception desk explaining the location of and nature of the injury and whether an ambulance is definitely required. UCD Sport will contact the UCD First Response Room.
- A club First Aider or member of the club remains with the casualty and awaits first aid assistance from UCD Sport.
- The First Aider on reaching the casualty will assess the situation and make a decision as to any medical treatment and /or requirement for an ambulance (if not previously called). UCD Sport will contact the UCD First Response Room to request the ambulance.
- If for any reason the club notifies the Emergency Services, the club must inform the UCD Sport reception accordingly to prevent two ambulances being called.
- Please be advised that Automated External Defibrillator (AED) Units are located at the UCD Sport reception, UCD Sport changing pavilion entrance, and in the office of the UCD Bowl changing pavilions.
- **Should you require an AED please phone the UCD Sport reception on the Emergency number tel. 01 716 2121 and commence CPR or send someone to get the AED and commence CPR.**

- Following the treatment of the injured person an Accident Report Form is to be completed by the UCD Sport reception.
- For incidents and accidents that occur outside of campus sports facilities the club must collect the incident/accident report form from UCD Sports Office as soon as possible.
- Where a club member is required to visit hospital e.g. Accident & Emergency by car, it is good practice for a fellow club member to accompany them.

Please note that it is the responsibility of individual club members to ensure that they are medically fit to undertake their chosen sport.

## 8.8 Vehicle Use & Transportation

### 8.8.1 UCD Transport Pool Policy

All users of UCD vehicles must comply with the provisions of the UCD Transport Pool Policy. With respect to the use of UCD vehicles by sports clubs, the AUC will act as the designated Unit and the Sports Development Manager as the Head of Unit in the context of the aforementioned policy.

### 8.8.2 Driver Authorisation

In order to use a UCD vehicle on behalf of a sports club the following will apply:

- In the first instance the driver must be over the age of 25 and their usage of a vehicle must be authorised in writing by the Sports Development Manager. The Sports Development Manager will detail the types of driving to be undertaken, the nature of the vehicle required and whether or not permission to tow trailers is being sought.
- The Sports Development Manager must send the request to the Transport Pool Manager.
- The driver must present evidence of a full clean EU driving licence (no penalty points) to the Transport Pool Manager or his / her nominee.
- The driver must then pass an in-house UCD driving assessment administered by the Transport Pool Manager or his / her nominee. The nature of the test will be determined by the Transport Pool Manager following an assessment of the types of driving likely to be undertaken by the person seeking approval (including the towing of trailers).

The provisions of the UCD Transport Pool Policy will apply to all authorised sports club drivers. These are available from the Sports Development Manager. Failure to adhere to same will result in immediate removal of driver and club access to UCD fleet vehicles.

The list of authorised sports club drivers shall be reviewed on an annual basis by the Sports Development Manager and the Transport Pool Manager.

### 8.8.3 Insurance

Approved drivers operating UCD fleet vehicles will be insured under the university's motor policy. Unapproved drivers and passengers will not be covered by this policy, whilst unauthorised usage of a vehicle may result in the voiding of all non-third-party covers.

The university reserves the right to recover the cost of any damage repairs from the relevant club in the event of same. At a minimum an excess of €1,000 payable by the relevant club will apply to all insurance claims.

### 8.8.4 Towing Of Trailers

#### Club Trailers

All club trailers must be indelibly marked and identifiable in some way. In the absence of a serial number an indelible club identifying number can be used.

Club trailers must be subjected to at least an annual maintenance inspection with records of same retained for review if required. If required the Transport Pool Manager can arrange suitable trailer maintenance inspections for clubs.

Each club must provide a register of trailers to the Sports Development Manager which must be updated in 'real time' as trailers are inspected or decommissioned.

Any club considering the purchase or use of a club trailer for the first time must get approval in advance from the Sports Development Manager.

Only those persons approved by the Sports Development Manager and tested by the Transport Pool Manager may tow trailers using UCD vehicles.

In the event that a third party trailer is to be towed by a UCD vehicle the club must satisfy the Transport Pool Manager as to its suitability.

### 8.8.5 Use Of Private Vehicles

If club members are using private cars for club travel then they must ensure that their motor insurance is suitable for same.

Before a private car is used to tow a UCD owned trailer, permission must be obtained from the Sports Development Manager.

It should be noted that when using a private car to tow a UCD trailer that the private vehicle's motor insurance is the primary instrument providing insurance cover in the event of an accident, including damage caused by the trailer or its load.

If in the opinion of the Sports Development Manager, the Transport Pool Manager or the University Safety Officer a club's usage of UCD vehicles or club trailers is inappropriate, permission to utilise UCD vehicles and to use the club trailers can be withdrawn.

### 8.8.6 Use of UCD Boat House at Islandbridge

#### Retrospective Declaration of Borrowing Boats at Short-Notice

In order to comply with the retrospective declaration, the club captains are required to confirm in writing to Suzanne Bailey (Suzanne.bailey@ucd.ie) and the SIRC Office (sirc@ucd.ie) any boat borrowed by UCD for training or competition purposes. You will note that a 21 day maximum retrospective notice period applies. Please ensure that you communicate to any third party that you are borrowing boats from in this manner that this insurance cover is for marine liability purposes only and such boats are not covered under our property insurance.

In terms of using Old Collegians boats UCD Boat Club accepts that they may borrow the boats of OC but that OC provide them without any implied or express warranties as to their condition. Note that this borrowing should also be advised by the captains retrospectively and only marine liability insurance will apply.

#### Insuring Third Party Boats in Advance

Where you have advanced knowledge of borrowing boats and need to insure for marine liability and property insurance you will need to provide details of the boat at least 7 days in advance to Suzanne Bailey (suzanne.bailey@ucd.ie) and UCD Safety Office (sirc@ucd.ie). A quotation will be sought for the required insurance and the full cost passed on to the UCD club concerned.

#### Use & Storage of Personal Boats

Please note that where individuals are using their own boat for non-UCD activities e.g. training for an Irish squad, no insurance cover is provided by UCD.

With respect to individual boats being stored by club members in Islandbridge, clubs are required to get the owners to complete a waiver and furnish a copy of valid insurance for same. Copies of these waivers and insurance documentation are to be provided to Suzanne Bailey for record. Continual storage of personal equipment is based on the fact that the individual is compliant with the aforementioned documentation, is a student member of either UCD Boat Clubs and sufficient space is available for Club owned boats.

## 8.9 AUC Policy on Medicals & Medical Treatment Involving UCD Sports Club Members

### 8.9.1 Medicals

Any medicals required under the rules of a National Governing Body for participation of an individual club member in that sport, can only be conducted on site with the advance written permission of the UCD SIRC Office and UCD Sport.

All such medicals must be conducted in a facility deemed appropriate by UCD Sport and the examining medical professional, and be carried out by suitably qualified medical personnel familiar with the requirements of the sport (in advance of the medical the Club committees should provide full details of what is required to be examined in the medical for that sport) and in accordance with the Medical Council Guidelines.

A completed Medical Policy Form (found at [www.ucd.ie/sport/clubs/getinvolved/runningyourclub](http://www.ucd.ie/sport/clubs/getinvolved/runningyourclub)), along with copies of documentation relating to the qualification of the medical personnel, registration status and evidence of suitable insurance cover for such activity, must be provided to UCD Sport at least seven days in advance of the proposed medical. Subject to the agreement of the medical practitioner, a club member may request the presence of a third party during their examination. The club will make all members aware of this right. At all times the details of the medical should remain confidential to the person being examined, other than the decision of the medical practitioner with respect to the person's fitness to participate in said activity.

### 8.9.2 Medical Treatment

All club members are advised that it is the norm in certain UCD clubs for physiotherapists, athletic therapists and / or medical doctors to be on site/travel with a team during matches and/or training, in a first responder capacity.

Furthermore, clubs may offer the services of a physiotherapist or athletic therapist pre/post training for club members. Such service provision may occur in a changing room, first aid room, adjacent to / on the field of play. The provision of such services is at the discretion of the club and the club member has the right to insist on a third party being present during the service provision or opt out of such service provision.

A completed Medical Policy Form (found at [www.ucd.ie/sport/clubs/getinvolved/runningyourclub](http://www.ucd.ie/sport/clubs/getinvolved/runningyourclub)), along with copies of documentation relating to the qualification of the medical personnel and evidence of suitable insurance cover for such activity must be provided at least seven days in advance to the UCD SIRC Office and UCD Sport for approval.