***University College Dublin***



***[Add club name]***

**Safety Manual**

**2023-24**

Completed By:

Signature:

Date:

***\*As part of the online Code of Conduct for Sports Club Committee Members all committee members are required to confirm they have read and understood the contents of this Safety Manual.***

**Introduction**

The purpose of this document is to outline how the sports club concerned will manage the activities of the club so as to ensure the safety and wellbeing of club members and third parties who may be affected by the activities of the club.

A key aspect of this document are the risk assessments where clubs must outline the steps that they are taking to minimise the risk to members and to others. There are two risk assessments:

* General Risk Assessment of the hazards associated with your sport (Section A). These risk assessments assess the health and safety risks posed by your sport and associated activities.
* Sports Club Child Risk Assessment (Section B). This risk assessment considers the risks of abuse that children may be subjected to via the activities of your club, and includes both children that are club members and those that may be impacted upon by club activities. Abuse of a child may be physical, sexual or emotional, whilst children may also be subjected to neglect

Club officers are ultimately responsible for ensuring that that the club operates in a safe manner. Club officers are responsible for bringing to the attention of all club members the contents of this document and for ensuring that in so far as is practicable all club members adhere to the contents. Club Officers are also responsible for ensuring adequate child protection measures.

At all times clubs must operate to any safety and child protection guidelines as laid down by UCD AUC.

Please note:

* The club safety manual will be reviewed by the SIRC office and must be submitted as part of the annual grant application uploads. (Failure to do so may result in a delay in club grant payments.
* If required assistance in the completion of this form can be obtained from the University SIRC Office (sirc@ucd.ie).
* Ideally the *Sports Club Child Risk Assessment* should be completed by the Club Committee as a group, with the Club Children’s Officer having final approval and sign off.
* In the event that any person is concerned about the safety of a child they can contact one of the nominated Designated Liaison Persons in UCD (e.g., Sports Development Manager; Director of Student Services; Dean Of Students) or Tusla directly ([www.tusla.ie](http://www.tusla.ie)).
* By submitting this Safety Manual your committee and club is agreeing to abide by its contents.

**Risk Assessment Process**

As part of both risk assessment processes, you are required as a club to assess the risk / likelihood of these hazards/abuse happening via the activities of your club. You are then required to identify control measures to reduce the risk / likelihood of these hazards/abuse taking place.

Club Officers are best placed to complete this manual as you are the experts in your sport.

In respect of the Child Risk Assessment and the template provided it is important that if any hazard or control measure is not applicable then you should delate or amend them. Similarly, you should add any additional relevant risks or control measures that are not already in the templates.

Every club must ensure that the risk assessments receive an appropriate level of attention from the entire Club Committee. Clubs are advised not to simply sign and date risk assessments without first subjecting them to a thorough and robust review.

**Training in how to complete the risk assessments will be provided to club officers. It is mandatory that at least one person from your Club Committee completes this training.**

**General Information**

**(please complete all sections, where not applicable please add n/a, please leave font in red)**

**Club Details**

| **1.** | **Please outline in detail the sporting activities undertaken by your club. (Training/Competition/trips etc.)** |
| --- | --- |
| **X** |
| **2.** | **Please provide the names, e-mail addresses, mobile telephone numbers and role of all club officers (including a Children’s Officer). This information will be used only in the event that contact with one of these officers is required. It may be shared with UCD personnel or members of the Emergency Services. This information will be held on file by the SIRC Office and UCD Sport.**  |
|

| **Name** | **Number** | **Role** |
| --- | --- | --- |
| **X** |  |  |
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| **3.** | **Please confirm the club officer responsible for disseminating the contents of this document to all club members.** |
| **X** |
| **4.** | **Please confirm the club officer responsible for reporting in person all accidents involving club members.** |
| **X** |
| **Please confirm that should an accident/incident resulting in hospitalisation of a member occur off campus, the above named person will contact campus services as soon as possible and request that Suzanne Bailey and the SIRC office are informed immediately. They must also complete an incident report form and send it to Suzanne Bailey.**  |
| **X** |
| **5.** | **Please confirm that all Club Officers are aware of their responsibilities under child welfare legislation.**  |
| **X** |
| **6.** | **Please outline the club’s policy on how a club activity is defined and how it differs from non-club sanctioned activities of club members. It should be noted that all approved club trips must have a Trip Leader.**  |
| **X** |

**National Governing Body**

| **7.** | **Please confirm the name of the national governing body for your sport?**  |
| --- | --- |
| **X** |
| **8.** | **Please confirm whether or not you are affiliated to your National Governing Body? If not, please provide an explanation.** |
| **X** |
| **9.** | **Where a national governing body issues guidelines on trainer/leader: trainee/novice ratios then these must be adhered to. Please advise what ratios apply in your sport.** |
| **X** |
| **10.** | **Do you follow the guidelines /policies & procedures of your governing body when operating your club? If not, please provide an explanation.** |
| **X** |

**Club Committee Roles**

| **11.** | **Where applicable please outline the level of experience of and/or qualification required to hold the committee positions as outlined in No. 2 above.** |
| --- | --- |
| **X** |

**Membership/Members**

| **12.** | **What is the membership capacity of the club:** |
| --- | --- |
| **X** |
| **13.** | **Is there a competency test required to join the club, if so please outline what this entails:** |
| **X** |

**First Aid Provisions**

| **14** | **Every club must have a designated trained first aider. Please name them here and provide details of their qualification/s. If clubs wish to partake in first aid training they should contact the Sports Development Officer.**  |
| --- | --- |
| **Name:****Name of Qualification:****Expiry date of Qualification:** |
| **Name:****Name of Qualification:****Expiry date of Qualification:** |
| **15** | **Please confirm that the clubs first aid box/bag is brought to all club activities.** |
| **X** |

**Vehicle Usage**

| **16.** | **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 using UCD vehicles all UCD vehicle safety rules must be adhered to. These will be outlined to approved drivers only by the UCD Traffic Manager. Approved drivers are those who are authorised to use UCD vehicles by the UCD Traffic Manager/ their nominee and the Sports Development Manager.**
* **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 beforehand.**
* **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. If bringing a UCD vehicle abroad notify the Traffic Manager and** **sirc@ucd.ie** **in plenty of time so that adequate insurance can be confirmed.**
* **Please refer to the AUC’s Club Operations Manual for further details on towing and hiring vehicles.**
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**Purchase of Services**

| **17.** | **Where a club uses the facilities of a service provider (e.g. windsurfing school, dive centre, outdoor pursuits centre) or equipment belonging to a service provider, an officer of the club must ensure that the service provider has public liability insurance. A copy of the certificate of insurance should be obtained by an officer of the club prior to the use of the venue or equipment. Ensure that the insurance policy wording does not exclude any of the activities that your club will be participating in. If the service provider cannot provide a certificate, then the club should use an alternative service provider. If any assistance is required then contact** **sirc@ucd.ie** **/ Sports Development Manager.** |
| --- | --- |

**Coaches / Leaders**

| **18.** | **Does your club use the services of coaches or leaders from within your club?**  |
| --- | --- |
| **X** |
| **19.** | **If yes, please confirm that all procedures around the recruitment and vetting of same is done so in accordance with UCD AUC requirements.** |
| **X** |
| **20.** | **Does your club use the services of a coach, leader or instructor from outside of your club membership?**  |
| **X** |
| **21.** | **Please confirm their qualifications are as per NGB requirements.** **If not, please provide an explanation** |
| **X** |

**Equipment Issues**

| **22.** | **Some clubs use equipment, the failure or malfunction of which could lead to serious personal injury e.g. sub aqua cylinders, boat engines, climbing ropes, etc. Please outline below your equipment maintenance policy / programme and the responsible club officer**. |
| --- | --- |
| **The following must be noted:*** **All club equipment must be maintained in a safe condition.**
* **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.**
* **All persons must be trained as necessary in the safe use of all equipment supplied to them.**
* **Equipment must only be used for the purpose intended by the manufacturers.**
* **All equipment must be stored, transported and used in a safe manner.**
* **Damaged or unsafe equipment must never be used.**
* **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, who carries out the inspection? what is their qualification?)**
* **Clubs must maintain a register of club equipment and maintenance of same where necessary.**
 |
| **23.** | **Club equipment or equipment belonging to the University must not be loaned to third parties who are not members of the club. A club member must not borrow club equipment for use by third parties even if the club member is present or in the group using the equipment.****Club equipment can be loaned to members subject to a formal loan process being in place in your club. Please outline your clubs policy on loaning equipment to club members; please include details of club officer responsible for overseeing policy; records of loaned equipment; criteria for borrowing equipment, how you ensure the person borrowing the equipment is competent to use the equipment safely, etc.**  |
| **X** |

**Club Trips**

| **24.** | **All clubs must follow the procedures outlined within the AUC’s Club Travel Policy.** **Clubs are required to notify the Sports Development Manager of all official club trips using the online portal at least 48 hours in advance of departure.**  |
| --- | --- |
| **25.** | **All clubs must notify the Sports Development Manager, at least 14 days in advance, of all foreign trips (outside of the island of Ireland). Details of those travelling, arrangements and insurance details must be provided.** **Note that in 2023-24 all foreign trips must be approved by the University in advance. Furthermore, the University will be guided by current public health guidance when reviewing Club requests for international travel.**  |
| **26.** | **Note that persons under 18 years of age are not permitted to travel outside of UCD with their club for any activity unless parental consent is in place and uploaded to the grant document upload system and AUC Trip Rules are applied.**  |

***Failure to notify trips in accordance with the above provisions may invalidate insurance cover and may lead to sanctions against the club.***

**Weather Forecasts**

| 27. | Note that the Met Éireann weather report is the only weather report that sports clubs should refer to when making dynamic risk assessments. Note that, where applicable, air and water temperature should be noted before the activity commences to determine if it is suitable for the level of participants. |
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***Section A***

***General Risk Assessment***

Please outline any hazards or risks associated with your clubs activities and how the club will minimise the risk to its members and other third parties who may be at risk.

| **Hazard / Activity****With Potential To Cause Harm** | **Hazard / Risk Control Measures** | **Risk (High, Medium, Low)** |
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***Section B***

***Sports Club Child Risk Assessment***

| **Risk 1: Club And Coaching Practices**  |
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| **Introduction** |
| Poor club and coaching practices have the potential risk of harm to children who are members of UCD Sports Clubs. The AUC has many procedures in place to mitigate against this risk. Clubs must adhere to all relevant AUC procedures at all times. |
| **Measures Required To Reduce Risk** |
| **Potential Risk** | **Policy, Guidance and or procedure document** |
| Lack of coaching qualificationSupervision issuesUnauthorised photography & recording of activityBehavioural issuesLack of gender balance amongst coachesNo guidance for travelling and away tripsLack of adherence with AUC procedures designed to ensure child safety, e.g. photography, transport, away trips, etc.). | AUC Trip RulesUCD AUC Club Operations ManualAUC Online Travel FormAUC Coaching/Leading requirements (Vetting, Safeguarding, qualifications)UCD Facility rulesUCD Sport Permission to film formsAUC Club Officer TrainingAUC Code of Ethics and Conduct for Sports coaches AUC Code of Conduct for Sports Club Committee MembersAUC Code of ConductAUC ConstitutionAUC Coaches ContractAUC Complaints & Disciplinary ProceduresUCD Sport, UCD Sports & Fitness, UCD Student Centre, Keeping Children Safe Plan UCD AUC Parental & Child Consent for Sports Club ParticipationUCD Student CodeUCD Policy on Dignity & Respect |
| **Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:** *Please add……………………..* |
| **Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):***Please add……………………..* |
| **Risk Once All Control Measures Have Been Put Into Place****(Low / Medium / High)** |  |

| **Risk 2: Complaints And Discipline** |
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| **Introduction** |
| A lack of awareness or a failure to comply with the complaints and disciplinary processes poses a potential risk of harm to children who are members of UCD Sports Clubs. In this regards the AUC communicates its disciplinary, complaints and conciliation processes in a variety of ways and commits to following these in each instance. Clubs must adhere to all relevant AUC procedures at all times. |
| **Measures Required To Reduce Risk** |
| **Potential Risk** | **Policy, Guidance and or procedure document** |
| Lack of awareness of Complaints & Disciplinary procedureDifficulty in raising an issue by child and/or parent. Reason: covered aboveComplaints not being dealt with seriously | AUC Club Operations Manual (Online)AUC ConstitutionUCD Sport, UCD Sports & Fitness, UCD Student Centre, Keeping Children Safe PlanUCD Child Safeguarding Statement.AUC Code of Conduct for Sports Club Committee MembersAUC Code of Ethics and Conduct for Sports CoachesAUC Code of ConductAUC Disciplinary ProcessAUC Complaints ProcessAUC Conciliation Process |
| **Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:** *Please add……………………..* |
| **Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):***Please add……………………..* |
| **Risk Once All Control Measures Have Been Put Into Place****(Low / Medium / High)** |  |

| **Risk 3: Reporting Procedures** |
| --- |
| **Introduction** |
| The UCD AUC promotes the welfare of children participating in its affiliated sports clubs by having clear reporting procedures and having the necessary roles in place and as such is compliant with the UCD Child Safeguarding Statement and the UCD Sport, UCD Sport and Fitness, UCD Student Centre Keeping Children Safe Plan. These documents, alongside other relevant documentation are available online to ensure that reporting procedures are accessible. Clubs must adhere to all relevant AUC procedures at all times. |
| **Measures Required To Reduce Risk** |
| **Potential Risk** | **Policy, Guidance and or procedure document** |
| Lack of knowledge of organisational and statutory reporting proceduresNo Mandated person appointedNo Designated liaison Person appointedConcerns of abuse or harm not reportedNot clear who young person should talk to or report to | UCD Sport, UCD Sports & Fitness, UCD Student Centre, Keeping Children Safe PlanUCD Child Safeguarding StatementAUC Policy of Safeguarding 1 training requirement of all coaches, club leaders and club children’s officerAUC Club Officer TrainingAUC Code of ConductAUC Code of Conduct for Sports Club Committee MembersAUC Code of Ethics and Conduct for Sports CoachesAUC Club Operations Manual |
| **Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:** *Please add……………………..* |
| **Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):***Please add……………………..* |
| **Risk Once All Control Measures Have Been Put Into Place****(Low / Medium / High)** |  |

| **Risk 4: Facilities** |
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| **Introduction** |
| UCD Sports Facilities operate under the guidance of the UCD Sport, UCD Sport & Fitness and UCD Student Centre Keeping Children Safe Plan to ensure that the shared environment that members U18 years of age engage in sport are child friendly. Clubs must adhere to all relevant AUC procedures at all times. |
| **Measures Required To Reduce Risk** |
| **Potential Risk** | **Policy, Guidance and or procedure document** |
| Unauthorised access to designated children’s play and practice areas and to changing rooms, showers, toilets etcPhotography, filming or recording in prohibited areasMissing or child found on siteChildren sharing facilities with adults e.g. dressing rooms showersMedicals being conducted in an unsuitable location, unsupervised, by an unqualified or uninsured individual | UCD AUC Medical PolicyUCD Sport, UCD Sports & Fitness, UCD Student Centre, Keeping Children Safe PlanUCD Child Safeguarding StatementAUC Policy of Safeguarding 1 training requirement of all coaches, leaders & children’s officersAUC Policy on vetting of sports club coaches, leaders and children’s officersUCD Sport Centre Rules on unauthorised filming/photographyUCD Sport Permission to Film Form |
| **Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:** *Please add……………………..* |
| **Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):***Please add……………………..* |
| **Risk Once All Control Measures Have Been Put Into Place****(Low / Medium / High)** |  |

| **Risk 5: Recruitment** |
| --- |
| **Introduction** |
| The AUC has policies and procedures in place that support the safe recruitment of coaches by clubs, whether on a paid or voluntary basis. Clubs must adhere to all relevant AUC procedures at all times. |
| **Measures Required To Reduce Risk** |
| **Potential Risk** | **Policy, Guidance and or procedure document** |
| Recruitment of inappropriate peopleLack of clarity on rolesUnqualified or untrained people in role | AUC Coaching requirements (Vetting, Safeguarding, qualifications)AUC Coaching Contracts/Volunteer Letter of AgreementAUC Code of Conduct for Sports Club Committee MembersAUC Code of Ethics and Conduct for Sports CoachesAUC Code of ConductAUC Club Operations Manual (Online)Policy – AUC has final approval on all coaching appointmentsRole DescriptionsAUC Annual Grant Application Requirement (vetting, uploads) |
| **Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:** *Please add……………………..* |
| **Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):***Please add……………………..* |
| **Risk Once All Control Measures Have Been Put Into Place****(Low / Medium / High)** |  |

| **Risk 6: Communications and Social Media** |
| --- |
| **Introduction** |
| The use of social media and other communication tools pose potential risks to safeguarding children. The AUC Social Media Policy outlines that all content posted should be suitable for under 18’s and includes a sample comments policy. Breaches of this policy can lead to disciplinary action by the club, the AUC and/or UCD. Communications are managed through the UCD SisWeb Targeted Communications System. Clubs must adhere to all relevant AUC procedures at all times. |
| **Measures Required To Reduce Risk** |
| **Potential Risk** | **Policy, Guidance and or procedure document** |
| Lack of Awareness of “risk of harm” with members and visitorsNo communication of Child Safeguarding Statement or Code of Behaviour to members or visitorsUnauthorised photography and recording of activitiesInappropriate use of social media and communications by under 18’sInappropriate use of social media and communications with under 18’s | UCD AUC Parental & Child Consent for Sports Club ParticipationAUC Social Media PolicyAUC Social Media/PRO Training for Committee membersAUC Club Operations Manual (Online)AUC Policy of Safeguarding 1 training requirement of all coaches, leaders & children’s officersUCD Sport Permission to Film FormUCD Facility rulesUCD Targeted Communications SystemUCD Student CodeUCD Policy on Dignity and RespectAUC Code of Conduct for Sports Club Committee MembersAUC Code of ConductAUC Code of Ethics and Conduct for Sports CoachesUCD Sport, UCD Sport & Fitness, UCD Student Centre Keeping Children Safe Plan |
| **Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:** *Please add……………………..* |
| **Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):***Please add……………………..* |
| **Risk Once All Control Measures Have Been Put Into Place****(Low / Medium / High)** |  |

| **Risk 7: General Risk of Harm** |
| --- |
| **Introduction** |
| UCD and the UCD AUC has numerous procedures, policies and guidance documents to reduce the risk of harm to members of its affiliated clubs that are under 18 years of age. Clubs must adhere to all relevant AUC procedures at all times. |
| **Measures Required To Reduce Risk** |
| **Potential Risk** | **Policy, Guidance and or procedure document** |
| Harm not being recognised.Harm caused by:- Child to child- Coach to child- Volunteer to child- Member to child- Visitor to childGeneral Behavioural Issues | UCD Student CodeCode of conduct for sports club committee membersCode of ethics and conduct for sports coachesPolicy of Safeguarding 1 training requirement of all coaches, leaders & children’s officersUCD Club Operations manual (online)UCD Sport, UCD Sport & Fitness, UCD Student Centre Keeping Children Safe planCoaches contractAUC Complaints ProcessAUC Disciplinary ProcessAUC Conciliation ProcessAUC Code of ConductUCD AUC Parental & Child Consent for Sports Club ParticipationUCD Policy on Dignity and RespectVolunteer letter of Agreement |
| **Outline any additional Child Safeguarding measures undertaken by your club and state the reason why these are in place:** *Please add……………………..* |
| **Outline any child Safeguarding policy/procedure listed above that your club does not comply with and state the reason why (delete them from above list if relevant):***Please add……………………..* |
| **Risk Once All Control Measures Have Been Put Into Place****(Low / Medium / High)** |  |

**Last revised: June 2022**