



# National University of Ireland **Clubs and Societies Safety Statement**

**Name of Club/Society:** IESN (international society)

**Name of Club/Society President:** Pierre Texier

**Revision Date:** 12 March 2018

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## **Section 1 – General Duties**

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## 1.1 SAFETY POLICY STATEMENT

The purpose of this Safety Statement is to ensure compliance with the Safety, Health and Welfare at Work Act and other relevant legislation. This Safety Statement is based on hazard identification and risk assessment, specifies the controls, resources and names of responsible persons designated to carry out activities on behalf of the Club or Society.

The Club or Society will identify the activities it is responsible for and will determine what activities have a significant risk to the Safety Health and Welfare of its members or people affected by its activities.

The Club/Society will ensure:

- That Policies and Procedures are kept updated.
- That first aid and emergency procedures related to indoor and outdoor activities are in place
- That activities are suitably planned, organized and controlled to ensure the safety of the Clubs and Societies members when carrying out club/society activities.
- The Club/Society will consult with competent person(s) for high risk activities.

The Clubs/Societies asks that all its members cooperate with the implementation of this Safety Statement to ensure that the Safety, Health and Welfare of all is safeguarded.

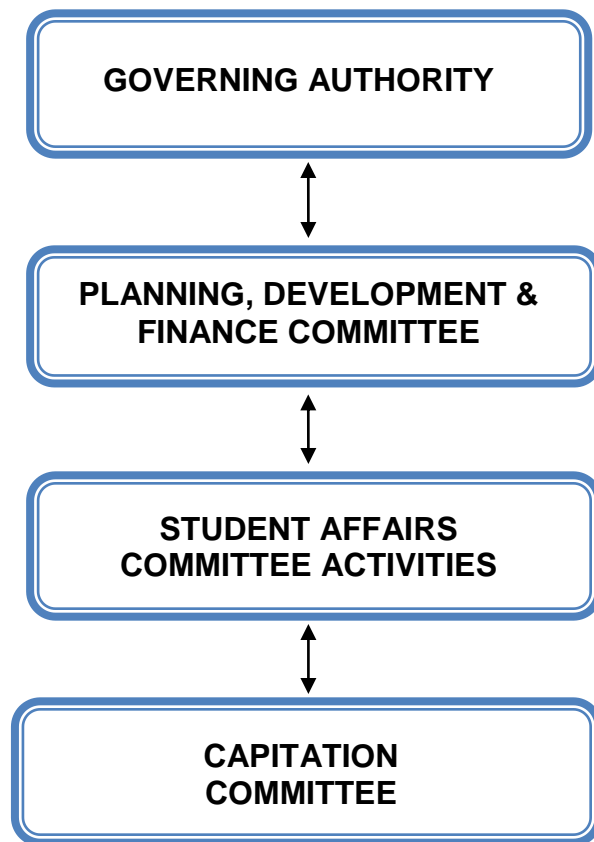
Signed

\_\_\_\_\_  
President of (xxxxx) Club or (xxxxx) Society

Date \_\_\_\_\_

## **1.2 DESCRIPTION OF CLUB SOCIETY**

### 1.3 Reporting Structures NUIM



#### **1.4 NUIM STUDENTS UNION – EXECUTIVE RESPONSIBILITIES**

The President of the Student Union/Vice Presidents are responsible for the following matters:-

- Ensuring that each Club/Society have a written Safety Statement in place.
- That all Clubs and Societies have Emergency Plans and Procedures in place in the event of an emergency arising.
- That relevant training is provided to leaders and members where appropriate.
- All trips off Campus must be notified to the Student Activities Officer, Sports Officer and Health & Safety Office on the approved form, Risk Assessment for Field Trips Appendix A.
- That all those involved in the organisation of trips are suitably qualified and competent to carry out their tasks.

#### **1.5 NUIM CLUBS & SOCIETIES – EXECUTIVE RESPONSIBILITIES**

The President and Club/Society Officers are responsible for the following matters:-

- That the Safety Statement is brought to the attention of each member on joining the appropriate Club or Society.
- Risk assessments are carried out in relation to club/societies activities, see Appendices.
- Each member of the club/society will be provided with a copy of the Risk Assessment of the activities.
- Each Club/Society, having identified the risks associated with its activities, will prepare Guidance documents on the procedures to be put in place to minimise/reduce the risk of injury or illness to the members of the club/society. These will be communicated to the club/society members.
- Where it is established and the need is identified, appropriate training will be provided to club/society members before undertaking any of the club/societies activities.
- That sufficient first aid personnel and first aid equipment are available in each Club/Society depending on the activities and the risks involved.
- That all those involved in the organisation of trips are suitably qualified and competent to carry out their tasks.
- That the Club/Society has Emergency Plans and Procedures in place in the event of an emergency arising.
- That particular attention is paid to beginners in high risk activities and that adequate supervision is provided at all times during the activity.

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- Ensuring that all accidents requiring medical attention are reported to the Sports Officer/Student Activities Officer/Safety Officer as soon as possible, including any emergency that arises on field trips. (See Appendix G, Accident Incident Form)
- All trips off Campus must be notified to Student Activities Officer, Sports Officer and Health & Safety Officer on the approved form (Risk Assessment for Field Trips – Appendix A).
- Names and phone numbers of participants must be held by each trip organiser/leader.

#### **1.6 CLUB/SOCIETY – RESPONSIBILITIES OF MEMBERS**

- Individual Club/Society members have a responsibility to comply with the Club/Society Safety Statement and the practices and procedures it sets down in relation to its activities.
- Any member of a club/society who has a medical condition must advise the activity organiser of the condition. This will be treated in a strictly private and confidential manner by the trip organiser, unless due to an emergency, he/she has to inform other members of the group of the condition in order to get help or assistance.
- Members of clubs/societies must be provided with all information in relation to the proposed trip including the trip destination, the activities to be undertaken, the duration and any specific safety precautions which must be undertaken.
- In all circumstances club members must accept the instructions of trip leaders/club/society Presidents where they are given.
- In the event of a dispute in relation to an activity the President of the Club will make the final decision on the matter.
- No member of a club/society should be under the influence of alcohol or drugs while participating in the clubs/societies activities.

#### **1.7 DISSEMINATION OF THE SAFETY STATEMENT**

At the beginning of each Academic Year, the Students Union in co-operation with the Students Activities Officer/Sports Officer, on behalf of the Capitation Committee, will hold a workshop to inform the Club/Society Presidents of their responsibility for the activities of the respective clubs/societies.

##### **Club/Society members workshops**

Workshops/Health and Safety Seminars will be held to inform members of their responsibilities, identify training needs and to identify those with the required competencies who may be involved in club/society high risk activities.



## **1.8 REPORTING ACCIDENTS ON BEHALF OF CLUB/SOCIETY MEMBERS**

In the event of a fatality or serious injury to any club/society member/members, occurring while undertaking club/society activities, irrespective of location, the Safety Officer, the Student Activities Officer and Sports Officer must be informed immediately. In the absence of the Safety Officer, the Head of Security must be notified.

## **1.9 INSURANCE**

All Clubs/Societies members are insured against personal injury while participating in Clubs/Societies activities on Campus. However each club/society member has a duty of care to ensure that others are not adversely affected by their acts or omissions.

All field trips must be notified to the Student Activities Officer, Sports Officer and Health & Safety Officer on the approved form Risk Assessment for Field Trips Appendix A.

If a club/society fails to notify a trip to the above, this may have the effect of invalidating any personal injury insurance cover and the club/society President or Officers may face disciplinary action from the Capitation Committee.

Travel insurance is the responsibility of the individual. Failure to provide adequate evidence of travel insurance cover for a trip abroad will disqualify the individual from participating in the planned activity.

Please refer to Section 2.7 regarding Insurance for use of personal cars on club/society trips.

## **1.10 FIRST AID**

Where there is a risk of an injury, an officer of the club/society must be designated to maintain a suitable first aid kit. For activities where there is a potentially higher risk of injury the club/society must have a designated trained first aider with each group. It is recommended that clubs/societies in the high to medium categories have a minimum of one trained first aider. See Appendix E Club and Society Risk Rating.

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### Dispensing of Drugs

First Aiders are not authorised to dispense any form of medication to Club/Society members. Supplies of such items must **not** be kept in first aid boxes. Persons who require medication are responsible for their own prescribed medication and frequency of use.

A first aid kit must be brought on field trips. The recommended contents of a travel first aid kit are given below however certain activities may require specialised contents. If a club/society has specific first aid kit requirements please insert them below.

Materials	First Aid Travel Kit Contents
Adhesive Plasters	20
Sterile Eye Pads (No. 16) (bandage attached)	2
Individually Wrapped Triangular Bandages	2
Safety Pins	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10x8cms)	1
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (no. 3) 28 x 17.5cms)	1
Individually Wrapped Disinfectant Wipes	10
Paramedic Shears	1
Examination Gloves Pairs	3
Sterile Water or sterile normal saline (0.9%) for eye irrigation	2x20mls
Pocket Face Mask	1
Water Based Burns Dressing Large	1
Crepe Bandage (7cm)	1

**The designated first aiders are responsible for the maintenance of First Aid Kits.**

#### 1.11 TRAINING

Where the club/society is affiliated to a national body, governing body or federation the rules of affiliation of that body must be complied with.

Club/Society officers are required to attend training provided by the Capitation Committee in regard to Safety, Health & Welfare. By liaising with the Student Union Office or the Sports Office the Club/Society can avail of training in First Aid, Fire Safety and other relevant courses.

### 1.12 BULLYING/HARASSMENT & SEXUAL HARASSMENT

The University is committed to the protection of men and women in the University, and to the principle that every staff member and student is entitled to work and study in an environment free from harassment. As part of the procedures adopted by the University, a staff member or a student who believes that he/she has been the subject of harassment by whatever means, including the use of social media, may discuss the alleged harassment in an informal manner with his/her Head of Department or with any one of a number of contact persons appointed by the University. Contact persons have been provided with training in relation to their roles as contact persons. This list of contact persons and their telephone numbers are at

<http://humanresources.nuim.ie/ContactPersons.shtml>.

The NUI Maynooth Policy and Procedures for the Protection of Staff against Workplace Bullying, Harassment and Sexual Harassment is available at

<http://humanresources.nuim.ie/documents/NUIMBullyingandharrasmentpolicy.pdf>. Issues in relation to students are also dealt with in accordance with this policy – in this regard, all references to staff can be read as “student” and all references to Human Resources can be read as “Registrar”.

### 1.13 ANNUAL REVIEW OF SAFETY STATEMENT

At the start of the first term the Officers of the club/society must review the contents of its own Safety Statement and ensure that the contents are still relevant to the activities of the society/club.

If the society/club is participating in additional activities that may have safety implications, the officers must draw up a Risk Assessment to apply the necessary controls which minimises the risk associated with the new activities.

The revised copy of the Safety Statement must be signed off by the President of the relevant Club/Society and dated with the current academic year clearly printed on the cover. A copy of the revised Safety Statement must be given to Student Activities Officer/Sports Officer. **The receipt of funding from the Capitation Committee is contingent on the receipt of an up-to-date Safety Statement which must be submitted by the 1<sup>st</sup> November of the current year.**

## **SECTION 2**

### **HAZARD IDENTIFICATION – RISK ASSESSMENTS OF NUIM CLUB & SOCIETIES ACTIVITIES AND EQUIPMENT**

- 1.1 Hazard Identification of Club/Society Activities
- 2.2 Definitions
- 2.3 Club/Society Activities, Safety Co-ordinator
- 2.4 Transport for Club/Society Activities
- 2.5 Guidance on Planning & Organisation of Events
- 2.6 Hiring of Venues for Club/Society Activities
- 2.7 Organising Travel for Clubs/Societies Members
- 2.8 Clubs/Societies Equipment
- 2.9 Catering for Clubs/Societies Events

## 2.1 HAZARD IDENTIFICATION OF CLUB/SOCIETY ACTIVITIES

In this section Hazard Identification and Risks Assessment are set out in relation to club/society activities and equipment against the following background:

- a) Managing and conducting club/society activities to ensure the safety, health and welfare of club/society members.
- b) Managing and conducting club/society activities to prevent any improper conduct or behaviour likely to put the safety, health and welfare of club/society members at risk.
- c) The design, provision and maintenance of facilities in a condition that is safe and without risk to the club/society members.
- d) The design, provision and maintenance of safe means of access to and egress from facilities used by the Club/Society.
- e) The design, provision and maintenance of equipment in use in the club/society.
- f) Ensuring the safety and the prevention of risk to the health, safety and welfare of club/society members relating to the use of any article or substance.
- g) Providing club /society activities that are planned, organised, performed, maintained and revised as appropriate to be safe and without risk to the members health, safety and welfare.
- h) Provide information instruction, training and supervision on club/society activities to members either collectively or individually.
- i) Identify any hazards and the associated risk with any activity at present and any activity in the future organised by the club/society.
- j) Where risks cannot be completely eliminated, a hierarchy of controls must be put in place to reduce the risks to as low as reasonably practicable. This may also include the use of protective equipment/clothing as deemed necessary by the club/society.
- k) A Risk Assessment, Appendix A, for club/society trips must be completed and returned to the appropriate University Officer i.e. Sports Officer, Student Activities Officer and the Safety Office prior to the commencement of the trip.
- l) The preparation of adequate plans and procedures to be followed in the case of an emergency, imminent danger, serious accident or fatality occurring as a result of the club/society activity. The plan must include the names of the persons to be notified and their contact numbers in any of the above circumstances.

**SEE APPENDIX B – RISK ASSESSOR GUIDE TO RISK ASSESSMENT FOR CLUB/SOCIETY ACTIVITIES**

## 2.2 DEFINITIONS

### Definition of a Subject, Hazard(s), Risk assessment and Control(s)

A subject is any club/society activity, substance, operation, machine or a process in carrying out an activity.

A hazard is the resulting action of carrying out the activity with the potential to cause harm to club/society members.

A risk assessment is an analysis to evaluate the likelihood of injury caused during the activity.

Control(s) - The procedures to carry out the activity in a safe manner.

In ranking the hazards associated with the activity the following system can be used.

<b><u>High:</u></b>	Probability of death, serious and or irreversible injury. Significant damage to NUIM Club/Society property.
<b><u>Medium:</u></b>	Probability of significant injury, damage to property.
<b><u>Low:</u></b>	Probability of minor injury, minor damage to property.

Each Club/Society is committed to continuously examining hazards in high risk activities, assessing the risks they may present and implementing appropriate arrangements to reduce the risks identified. All Club/Society members are encouraged to identify hazards in their activities and to report them to their Club/Society President.

All Club/Society members must report accidents, near misses and dangerous occurrences to their Club/Society President, Sports Officer and Student Activities Officer and ensure that such incidents are recorded. The Health & Safety Officer must be advised of all accidents, near misses and dangerous occurrences. Appendix G Accident Incident Report Form.

The following section lists the generic hazards identified in Club/Society activities, assesses the risks associated with them and states the arrangements made to ensure the safety, health and welfare of all members who may be affected by the activities.

**SEE APPENDIX B – RISK ASSESSOR GUIDE TO RISK ASSESSMENT FOR CLUB/SOCIETY ACTIVITIES**

### **2.3 CLUB/SOCIETY ACTIVITIES, SAFETY CO-ORDINATOR**

The President of the Student Union/Vice Presidents are responsible for the club/society activities (See Section 1.4 and 1.5) However, some club/society's may consider it necessary to appoint a Safety Co-ordinator to assist the President of the Club/Society who has a range of competencies associated with the club/societies activities.

- Carry out/assist President of Club/Society to complete Risk Assessments.
- Inspections of equipment and activities.
- The Safety Co-Ordinator, in consultation with the club/society President, will decide on the frequency of inspections and the method of recording the results.
- Report serious accidents to the Student Activities Officer, Sports Officer and Health & Safety Officer as soon as possible. In the absence of the Health & Safety Officer report to Head of Security.
- Emergencies/access to names/phone numbers etc
- Ensuring appropriate first aid/equipment/materials are available for club/society activities.
- Seek advice or assistance from a competent person where necessary in relation to any of the Club/Society activities.

### **2.4 TRANSPORT FOR CLUB/SOCIETY ACTIVITIES**

All buses hired by a club/society must be from companies approved by the Student Union. All buses must be fitted with seatbelts. Insurance details must be verified annually. The hire of self drive minibuses must be approved by the Student Activities Officer/Sports Officer and notified to the Health & Safety Officer before undertaking the trip.

Where public transport is utilised the club/society needs to co-ordinate the activity to ensure all persons travel safely.

Where private cars are utilised it is the responsibility of the owner to ensure the car is roadworthy and adequately insured. The drivers must have a driving licence in accordance with current Road Traffic legislation. See Section 2.7

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### **Safety criteria to be used in the hiring of bus/coach for club/society activities at home or abroad**

- Only named drivers with the appropriate licence will be authorised to drive the bus/coach.
- Each bus/coach must be fitted with safety belts.
- The bus/coach company must supply a Certificate of Road Worthiness and be in compliance with all Road Traffic Regulations.
- The bus/coach must have displayed an up to date NCT disc
- Copies of the appropriate insurance cover for the bus to be supplied to the Students Union annually.
- Only those buses/coach companies selected and listed by the Students Union are to be used by clubs/societies.
- Where a bus/coach is requested which is not on the list, permission must be sought from the Student Union/Sports Officer/Student Activities Officer.
- When travelling abroad the above also applies or the equivalent.
- Insurance confirmation must be obtained from any bus/coach company being used abroad in advance of any travel being undertaken.

## **2.5 GUIDANCE ON PLANNING & ORGANISATION OF EVENTS**

Clubs & Societies organise a number of events during the academic year. In doing so it is necessary to plan and organise the event in such a manner as to ensure the safety and health of those in attendance. It is mandatory that clubs/societies submit a plan and a risk assessment of the event at least two weeks but a minimum of 7 days prior to the event taking place. This includes the following information to be submitted to the Capitation Committee:

- The proposed number of persons in attendance,
- The layout of the venue and special equipment,
- Set up and cleaning,
- Traffic control, parking and signage, if necessary.
- As Permit parking is in use on Campus and parking for cars/coaches is limited liaise with the Traffic Management Department, Campus Services,
- Security and liaison with the Gardai and Emergency Services, if necessary.
- Insurance cover,
- Cash handling procedures must be put in place. It is preferable that events, where a large number of people may attend, should be a pre-paid ticketed event only. Retain



only sufficient case as is necessary and surplus cash must be stored safely.

- Provisions for persons with disabilities,
- Fire, first aid and emergency procedures,
- Catering arrangements,
- Liaison with Departments who may be affected by the event,
- Liaison with media,
- Clubs/Societies should also advise Security where special guests are visiting the event. This is primarily to ensure that protocol and security matters are addressed.

However, it may also be necessary to carry out a risk assessment of the proposed event to identify potential hazards. During the planning process consultation must take place between Student Activity Officer/Sports Officer, the Head of Security and the Safety Officer.

Should a major event be planned by a Club/Society on Campus it is important to ensure that the University and St. Patrick's College authorities are consulted.

## **2.6 HIRING OF VENUES FOR CLUBS/SOCIETIES ACTIVITIES**

If a venue (external to University) is to be used by the club/society for its own activities or for events, the Student Activities Officer/Sports Officer must be consulted. A risk assessment, Appendix C, must be carried out to ensure the facilities are safe and suitable and Appendix F Fire Safety Declaration must be completed.

Where a club/society uses the facilities of a service provider (e.g. windsurfing school, dive centre, outdoor pursuits centre) or equipment belonging to a service provider, insurance covers must be clarified. The activity must be approved by the Student Activities Officer/Sports Officer.

## 2.7 ORGANISING TRAVEL FOR CLUBS/SOCIETIES MEMBERS

When organising travel Risk Assessment Form for Field Trips (Appendix A) must be completed in full. It is important to attach list of participants with emergency contact details, including

- Name and address of participant.
- Emergency contact details.
- Copy of travel insurance. Please note it is the responsibility of persons travelling abroad to ensure that they have adequate personal travel insurance. Failure to produce evidence of insurance cover may lead to a club/society member being unable to take part in the proposed activity.
- **Use of personal cars for travel to venues for Clubs/Societies activities** – Where a member(s) of a club/society use their own vehicle including the towing of loads and provides transport for other club/society members to travel, the following must apply:
  - The owner of the vehicle must provide confirmation that they have “Occasional Business Use” cover from their insurers.
  - An Insurance Certificate stating this provision must be lodged with the Student Activity Officer each year.
  - Drivers must have a full driving licence.
  - Vehicles must be roadworthy and where required a current NCT Certificate must be displayed.
  - When towing trailers due regard to the nature, size and weight of the load must be taken into account.
- **Hire of buses/minibuses in Ireland or abroad** –
  - Buses/minibuses must only be hired from companies approved by the Student Activities Officer/Sports Officer.
  - These companies must comply with the following:
    - All vehicles must be roadworthy and must be fitted with safety belts.
    - A copy of current insurance details must be provided to the Student Activities Officer/Sports Officer by the hire company.
    - Drivers must have appropriate drivers licence for the size of the vehicle.

Travel abroad must be notified to the Health & Safety Office at least 14 days prior to commencement of trip. In the event of a serious incident arising the Leader must contact the Director of Student Services/Student Activities Officer or Sports Officer immediately.

## 2.8 CLUBS/SOCIETIES EQUIPMENT

Clubs/societies may be in possession of equipment which will be used by Club/Society members. Depending on the risk assessment carried out by the club/society, it may be necessary or mandatory to carry out safety inspections of the equipment to ensure that it is safe to use.

This may be a simple exercise involving a visual inspection of the equipment or it may require formal testing to ensure that it is safe to use. Statutory inspections may be required in some cases.

Where practicable, a simple check list can be used to record what checks are carried out and any faults must be recorded. Suitable procedures must be put in place to have all the faults corrected before the equipment is put back into use. The name of the person carrying out the check must appear on the Equipment Check List and be dated at the time of the check. Appendix D Inspection Sheet for Club & Society Equipment and NUIM.

Club/Society equipment or equipment belonging to the University **must not be loaned to third parties**. A club/society member **must not borrow equipment for use by third parties** even if the club/society member is present or in the group using the equipment.

Where a club or society is hiring in equipment for use on campus the club/society officers must first obtain permission from the Student Activities Officer/Sport Officer and the Safety Office. A copy of the hirers/vendors insurance certificate must be sent to the Student Activities Officer/Sports Officer and the Safety Office. Activities of this nature can only proceed if the event is given clearance by the Student Activities Officer/Sports Officer and the Safety Officer.

## 2.9 CATERING FOR CLUBS/SOCIETIES EVENTS

Official University catering facilities and providers must be used to provide catering for club/society events. If ordering in food from external caterers only reputable, Health Board Approved providers are to be used.

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The use of lobbies, atriums or public areas is not permitted for catering purposes without the prior approval of the Health & Safety Officer.

All Clubs and Societies must comply with the Campus Alcohol Policy. The consumption of alcohol is not permitted on the grounds of the University.

## **Section 3**

### **Guidance Documents**

- 3.1 Fire Safety
- 3.2 Action in Event of Fire
- 3.3 Guidance on the Safe Use of Electricity
- 3.4 Guidance on Manual Handling
- 3.5 Guidance on Gas Leaks
- 3.6 Guidance on Power Outage
- 3.7 Security Issues

### **3.1 FIRE SAFETY**

The University has a fire management program in place which caters for the maintenance and inspection of fire alarms, fire extinguishers, emergency lighting, fire doors, fire exits, fire hydrants, assembly points. All club/society members must comply with the University fire and evacuation procedures and must leave the premises by the nearest fire escape immediately in the event of a fire alarm being activated.

When organising an activity the following must be considered:

- Activity leaders/co-ordinators must familiarise themselves with the means of escape from the building and assembly points in the event of an emergency.
- Ensure that all fire exits are kept clear at all times,
- Do not block the fire exit routes with chairs/tables or other materials,
- Don't over crowd a room – determine the maximum allowable before the event starts,
- Do not bring in flammable liquids or materials into the building,
- Adhere to No Smoking Regulations,
- Remove all waste before and after the event is finished,
- Report any defects in the room, damage to buildings or security issues to Campus Activities Officer/Sports Officer.
- Publicity material, eg posters, must not be placed on walls in corridors or passageways. Such notices must be placed on the official noticeboards provided in University buildings.
- Prior permission must be sought from the Health & Safety Officer if planning to bring in/hire any electrical equipment e.g. catering equipment.

### 3.2 ACTION IN THE EVENT OF FIRE

Any person discovering a fire should:

1. Raise the Alarm by activating the break glass unit at the nearest fire point, which are found in the corridors and on the exit routes.
2. Inform the Fire Brigade  
The Fire Brigade must be notified of any fire - Emergency No. 999 or 112 (mobile). Give your address and clear directions. Switchboard or University Security Staff must also be alerted -  
Emergency Number: Switchboard 01 708 3333  
Security Mobile Unit: 01 708 3929
3. Deal with the Fire if safe to do so  
Attack the fire using the nearest suitable extinguisher or fire hose reel where appropriate. DO NOT TAKE PERSONAL RISKS OR PUT LIVES IN DANGER
4. OTHERWISE EVACUATE FROM THE PREMISES

#### ON HEARING THE FIRE ALARM

The evacuation of the building must commence immediately.

1. Ensure that all equipment is left in a safe condition within the time available, prior to evacuating.
2. Leave the building by the nearest safe exit, closing all doors behind you.
3. Do not delay to collect personal belongings or for any other reason.
4. Assemble at the prescribed assembly point(s)

**DO NOT TAKE RISKS.  
DO NOT RETURN TO THE BUILDING FOR ANY REASON UNLESS  
AUTHORISED TO DO SO.  
DO NOT USE LIFT(S)**

### 3.3 GUIDANCE ON THE SAFE USE OF ELECTRICITY

Electricity has the potential to cause electric shock, fire and explosion if improperly used or interfered with by untrained persons.

Club/society members are not permitted to carry out repairs, modifications to electrical panels/sockets, switches or any other form of electrical equipment on Campus. In the event of an emergency, or power outage, the person in charge should contact the Powerhouse (01 708 3871) or Security (01 708 3929) and advise them of the power failure. Where electrical work is required or extra power sources are needed, contact the Powerhouse who will facilitate the work to be done. Sufficient notice may be needed, except in an emergency.

There are a number of risks associated with electrical equipment:

- A cable, may be bare and live wires may be exposed.
- Equipment may be wrongly connected up so that outside metal parts will become live.
- Equipment which does not have a mains power supply itself can become dangerous. For example, some audio systems have loudspeakers with terminals at dangerous voltages.
- Electrical equipment that excessively overheats can cause fire. In such cases special controls must be put in place.
- Avoid, where practicable, the use of extension leads and multi-plug sockets.
- Avoid trailing cables across floors where access and egress has to take place as these present a hazard of slips, trips and falls.

#### **Precautions**

- Maintenance, inspection and repair must only be carried out by suitably qualified person(s).
- Do not rely on other people's equipment being in a safe condition or properly connected. Check before you use it.
- Do not connect or use incompatible items of equipment.
- Use a residual current device (RCD) on the power supply for instruments, audio equipment and any other equipment which club/society members use. If the RCD trips, it is a sign that there is a fault that could be dangerous. Do not ignore the warning. Have it checked and have the fault fixed by a competent person immediately.
- All portable appliances used by the club/society members must be inspected and tested at least once a year by a competent person. (PAT Testing – further information from Health & Safety Office).



### 3.4 GUIDANCE ON MANUAL HANDLING

Some Clubs/Societies may be involved in the moving of equipment for the purpose of carrying out their activities. In some cases this may involve the lifting, putting down, pushing and pulling of equipment or loads.

A risk assessment must be carried out of all manual handling tasks in order to identify the associated risks. Club/Society Presidents are invited to discuss the issues of manual handling with the Safety Officer who will advise them as to whether or not training is necessary.

However each member involved in lifting/pulling equipment must take care not to cause a back injury to themselves or by failing to observe proper lifting techniques cause an injury to another member(s) who are helping or assisting with the task.

### 3.5 GUIDANCE ON GAS LEAKS

#### IF YOU SMELL GAS INSIDE OR OUTSIDE A BUILDING:

- Do not use naked lights.
- Do not switch the lights or any other electrical equipment on or off, do not use mobile phones or radios.
- Evacuate the building immediately and advise Campus Security from a safe location.
- Security should contact the Powerhouse to alert them of the leak.
- **Powerhouse will take control** by carrying out the following actions:

Open doors and windows and leave them open until the leak has stopped and any build-up of gas has dispersed.

Do not turn the gas back on until the fault has been traced.

If gas continues to escape after the supply has been isolated by the Powerhouse or person in charge they will contact the Emergency Services immediately. BORD GAS EMERGENCY PHONE NO: 1850205050.

### 3.6 GUIDANCE ON POWER OUTAGE

In the event of a power outage all club/society areas must be cleared within 5 minutes. The emergency lighting systems are designed to provide lighting for a limited period to aid safe egress and to provide lighting for the emergency services.

The standby generator, located in the power house, can only provide a limited output and will be utilised to provide power to essential buildings and services.

### 3.7 SECURITY ISSUES

In the event of coming into contact with a suspicious package inform the person in charge who will in turn inform Security 01 7083929.

Do not touch or attempt to move any suspicious package or bag.

In the event of intruders/suspicious activities by persons on Campus do not confront the individual, contact Security immediately 01 708 3929 if able to do so. Under no circumstances are you to apprehend the intruder. Move to a safe area and observe if possible.

**Cash Handling** – Careless handling of cash and insufficient attention to security increases the likelihood of robberies and personal attacks. The following should be considered when dealing with cash.

- Retain only sufficient cash as is necessary.
- Surplus cash must be stored safely.

## **APPENDICES**

## National University Ireland Maynooth

### RISK ASSESSMENT FOR CLUB/SOCIETY FIELD TRIPS

A Separate Risk Assessment MUST be completed for each trip. Submit completed form to Student Activities Officer or Sports Officer or both and the Health & Safety Officer as appropriate

**PLEASE NOTE INCOMPLETE RISK ASSESSMENTS WILL BE RETURNED**

#### PLEASE COMPLETE ALL SECTIONS IN BLOCK LETTERS

SECTION 1: ORGANISER INFORMATION					
NAME OF ORGANISER/LEADER:					
CONTACT DETAILS:					
NAME OF CO-ORGANISER/CO-LEADER:					
CONTACT DETAILS:					
DEPARTMENT:		HEAD OF DEPARTMENT:			
E-MAIL ADDRESS FOR CORRESPONDENCE:			PHONE NUMBER:		
SECTION 2: TRIP DETAILS					
TITLE OF TRIP:		DATE OF TRIP:		DURATION OF TRIP:	
LOCATION OF TRIP:					
AGE PROFILE OF PARTICIPANTS:		16-18		18+	
APPROX. NUMBER OF PARTICIPANTS:			LEADER/STUDENT RATIO:		
LEVEL OF COMPETENCIES OF PARTICIPANTS:		JUNIOR	INTERMEDIATE	ADVANCED	
NUMBER PARTICIPANTS PER LEVEL:		JUNIOR	INTERMEDIATE	ADVANCED	
TYPE OF TRANSPORT REQUIRED:					
ACCOMMODATION REQUIREMENTS:		ADDRESS:		PHONE No.	
SECTION 3: INSURANCE ACTIVITY					
TRAVEL INSURANCE REQUIRED:		YES		No	
TRANSPORT INSURANCE REQUIRED, E.G. COACH, USE OF CAR ON UNIVERSITY BUSINESS ETC.		YES		No	
VERIFICATION OF INSURANCE:		Attach confirmation of insurance cover			
SECTION 5: HAZARDS/RISKS AND MANAGEMENT CONTROLS					
Hazards identified with the trip:					
Risks:					
High		<input type="checkbox"/>	Medium		<input type="checkbox"/>
Low		<input type="checkbox"/>			
Management Controls including specialised training/any special equipment required for the trip:					
SECTION 6: FIRST AID REQUIREMENTS					
NUMBER OF QUALIFIED FIRST AIDERS:					
SECTION 7: AUTHORISATION					
TRIP ORGANISER/CO-TRIP ORGANISER:					
PRINT NAME:		SIGNATURE:		DATE :	
PRINT NAME:		SIGNATURE:		DATE :	
HEAD OF DEPARTMENT :					
PRINT NAME:		SIGNATURE:		DATE :	
REVIEW DATE OF RISK ASSESSMENT			<b>PLEASE ATTACH LIST OF PARTICIPANTS WITH CONTACT DETAILS IN CASE OF EMERGENCY</b>		
(If applicable) __/__/__					
Further advice and guidance available in Departmental Safety Statement, Section 3.6					

## APPENDIX B

## RISK ASSESSOR GUIDE TO RISK ASSESSMENT FOR CLUB/SOCIETY ACTIVITIES

Any areas that scores 3 or over indicates an identified hazard

VERY HIGH = 5, HIGH = 3,4 MEDIUM = 2 LOW =1

core 1-5								
	Group	Leader(s)	Equipment	Transport	First Aid *see below	Weather	Accommodation	Affected
<b>1 LOW</b>	Group at appropriate competency at and above level of activity	Leaders qualified at or above appropriate level for activity	No equipment or protective clothing required	Activity on site or local, no transport requirements for participants	First Aid available. Access to emergency support. Persons qualified at appropriate level	Change in weather will have no adverse effect on the group	No overnight stay	The staff/ employees at the venue
<b>2 MEDIUM</b>	Highly experienced participants undertaking activity at a high level of performance. Participants are aware of risks involved and trained to deal with foreseeable problems	Leaders experienced in leadership role at or above level of activity	Minimal equipment or protective clothing required to undertake activity. Required for comfort or peace of mind.	Use of hired coach or public transport	First Aid not available. Access to emergency support. Persons qualified at appropriate level	Change in weather will have minimal effect on activity	Accommodation in Hotel, B&B, staffed Hostel or Private Residence	The public who are watching the event/ fixture
<b>3 HIGH</b>	Group with appropriate competency to attempt level of activity with suitable leadership, but not necessarily practical experience	Leaders experienced and competent as a participant at level of activity. No leadership experience at this level	Some equipment or protective clothing required by participants. No training required for use, equipment failure may cause minor injury	Local or regional movement or participants or large/heavy items using self driven vehicles	First Aid available. Access to Emergency support. No, or insufficient persons qualified at appropriate level	Change in weather could cause problems if the group is not adequately prepared with training or equipment	Bunkhouse or recognized Campsite/self catering accommodation	The opposing team (if a sports team)
<b>4 HIGH</b>	Group with some competency in activity. Some awareness of risks involved.	Leaders with some experience of activity but not at this level. No leadership experience	Complex, delicate or extensive equipment or protective clothing required for some or all of participants. Training on use of equipment required. Some reliance on equipment where failure may cause some injury.	National movement of participants Using self drive vehicles or including over night stay	First Aid not available. No access to Emergency support. Persons qualified at appropriate level OR First Aid not available Access to Emergency support. No, or insufficient persons qualified at appropriate level	Change in weather could rapidly lead to serious problems if the group is not adequately experienced or equipped	Overnight camping in wilderness area. Use of Mountain Hut or Refuge. Access to communication and/or shelter	Members of your club/ society who are participating in this trip/event
<b>5 VERY HIGH</b>	Absolute Novices with no or little experience of the activity at any level	No experience of activity as a participant or leader	Complex, delicate or extensive equipment and/or protective clothing required for all participants. Extensive training on use of equipment required. Direct reliance on equipment, failure is likely to cause serious injury	Transportation of heavy or large items and many people, use of minibuses and trailers or traveling abroad	First Aid not available. Persons not qualified at appropriate level. With or without access to Emergency support	Change in weather could have very serious repercussions for the group	Overnight camping in wilderness area. No access to communication or shelter	

**APPENDIX C****RISK ASSESSMENT FOR CLUBS & SOCIETIES ACTIVITIES AT NUIM**

NAME OF CLUB/SOCIETY	NAME OF CONFEDERTION AFFILIATED TO (IF ANY)	NAME OF PERSON COMPLETING THE RISK ASSESSMENT	POSITION IN NUIM	DATE COMPLETED

ACTIVITY	HAZARDS	RISKS (SEE APPENDIX E) HIGH – MEDIUM - LOW	MANAGEMENT CONTROL MEASURES IN PLACE

**PLEASE ENSURE**

Where Equipment is used for a club/society activity Inspection Sheet for Club Society Equipment at NUIM must be completed and any necessary corrective actions identified must be addressed before any activity can proceed. See Appendix D.

YOU **WILL NOT** BE PERMITTED TO CARRY OUT ANY ACTIVITIES IF YOUR CLUB/SOCIETY HAS NOT SUBMITTED AN ADEQUATE "RISK ASSESSMENT FOR CLUBS & SOCIETIES ACTIVITIES IN NUIM", APPENDIX C AND "INSPECTION SHEET FOR CLUB/SOCIETY EQUIPMENT AT NUIM" APPENDIX D. CAPITATION GRANTS FOR CLUB/SOCIETY WILL BE AT RISK IF RISK ASSESSMENT ARE NOT SUBMITTED TO THE STUDENT ACTIVITIES OFFICER/SPORTS OFFICER BY 1<sup>ST</sup> NOVEMBER OF THE ACADEMIC YEAR. THE STUDENTS UNION/SPORTS CENTRE IS COMMITTED TO ENSURING THAT ALL ACTIVITIES PURSUED BY CLUBS/SOCIETIES ARE SAFE AND RISKS INHERENT IN THESE ACTIVITIES ARE ELIMINATED.

The Risk Assessment will be reviewed and updated each academic year by the Club/Society Officers and saved on to the Club's/Society's Webpage at [WWW.NUIM/XXXXXX](http://WWW.NUIM/XXXXXX)

**APPENDIX D****INSPECTION SHEET FOR CLUBS & SOCIETY EQUIPMENT AT NUIM**

LIST EQUIPMENT AND ANCILLARY ATTACHMENTS Use serial numbers if available	IN GOOD OPERATING CONDITION (Please tick)	CORRECTIVE ACTION REQUIRED	NAME OF PERSON RESPONSIBLE FOR ACTIONS TO BE CARRIED OUT	DATE	DATE ACTIONS/REMEDIAL WORK COMPLETED
	YES <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				

NOTE: Items identified as a risk to Health & Safety of the person or damage to property must be addressed immediately and such activity will cease until the corrective action is completed and reassessed to be in good order.

**CLUBS & SOCIETIES RISK RATING 2010/2011****APPENDIX E**

CLUBS			SOCIETIES				
High Risk	Medium Risk	Low Risk	High Risk	Medium Risk	Low Risk		
Archery	Badminton	Golf		Drama Society	Alt Music	GLB	Ogra Fianna Fail
Equestrian	Basketball	Snooker			Amnesty	Global Awareness	Ogra Shinn Fein
Fencing	Boxing				Anarchist Soc	Cospel Choir	Omega
MUCK	Camogie				Astro2	History	Philosophy Society
Outdoor Pursuits Club	Hockey				Biology	International	Pioneers
Rowing	Hurling				Cards	Juggling Society	Playdo
Ski Club	Judo				Cuallacht Choimchille	John Paul II	Pro-Life
Surf Club	Karate				Chakras	Labour Youth	Psychology
	Kickboxing				Chemistry	Legion of Mary	Sociology Society
	King Fu & Tai Chi				Christian Union	Literary & Debating	Socialists
	Ladies Football				Comedy	Maths	Students for Choice
	Ladies Soccer				Composers	Mature Students	Suas
	Mens Football				Dance	Maynooth Mission Outreach	SVP
	Mens Soccer				Deukuma	Media	Trad Music
	Rugby				Drama	Mikado	YCS
	Self-Defence				French	Minds	YFG
	Swimming & Waterpolo				Friends of Raphaels	Mundo Latino	Young Greens
	Trampolining				Games	Electronic Music	Youth 2000
	Volleyball				Geography	Fashion	Underground
					Jazz	Music	
					Jamming		

**This list is not exhaustive and must be updated annually by the Student Activities Officer and the Sports Officer. Clubs/Societies should contact the Health & Safety Office to seek advice on any related issue.**



**APPENDIX F**

**Fire Safety Declaration of Compliance to be signed by owners of premises used for events organised by a club/society**

I declare on behalf of \_\_\_\_\_ that the venue is in compliance with Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985 and with the Code of Practice for the Management of Fire Safety in Places of Assembly. Numbers entering the premises will be controlled by the venue management.

\_\_\_\_\_  
Manager or authorized person of the premises

Date \_\_/\_\_/\_\_

Copy and number of Fire Certificate  
Date of issue:  
Location:

**Accident - Incident Report**

All incidents resulting in personal injury, a dangerous occurrence, damage to property or a near miss which could have resulted in injury must be reported within 24 hours, by completing this form and returning it to the University Safety Office.

**Report Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date of incident	Time	Campus	Exact Location

Name of Injured party \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ Staff/Student/Other

\_\_\_\_\_ Details \_\_\_\_\_

\_\_\_\_\_ Facility \_\_\_\_\_

Describe the nature and extent of injuries suffered. First Aid Treatment Y/N?

\_\_\_\_\_

\_\_\_\_\_

Describe the circumstances and nature of the accident/incident. Referred to Doctor Y/N?

\_\_\_\_\_ Doctors Name & Address

\_\_\_\_\_

What was the person doing at the time of the incident Work/ Taken to Hospital Y/N?

Other Activity, Describe: \_\_\_\_\_ By \_\_\_\_\_

\_\_\_\_\_ Hospital \_\_\_\_\_

\_\_\_\_\_ Admitted or Discharged after Treatment.

\_\_\_\_\_ Specify: \_\_\_\_\_

What protective clothing was worn at the time of the incident? Witness to incident? Y/N

\_\_\_\_\_ Name \_\_\_\_\_

Was any machinery or vehicle involved? Give Details: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Address: \_\_\_\_\_

Comments or additional information \_\_\_\_\_ Reported By: \_\_\_\_\_

\_\_\_\_\_ Phone No. \_\_\_\_\_

\_\_\_\_\_ Department/Address \_\_\_\_\_

**Office Use only**

Classification	Action	Reported Ins./ HSA	Acknowledged	Date Recorded
F/A T/L Other				