



University of Limerick Kayak Club

Safety Statement 2012

Academic Year 2012-2013

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SECTION 1- Introduction and Contacts

1.1 Introduction

This Safety Statement is designed to address the particular arrangements for safe operation of the University of Limerick Kayak Club (ULKC). It should be read in conjunction with the University Safety Statement. The University Safety Statement sets out duties and responsibilities of staff, students and visitors as well as general policies and arrangements for safety within the University. It is the duty of all of us to take reasonable care of one's own health and safety and that of any other person who may be affected by our acts and to maintain a safe and healthy working environment.

It is our intention to provide a safe and enjoyable environment in which to participate in paddle activities such as Kayaking and Canoeing. We aim to provide an environment that is conducive to learning the above sports in a manner that is not threatening to the student and is controlled. We adopt a 'Challenge by Choice', philosophy in all our activities, thus students are never pushed beyond their limits.

We believe that the safety of our members is of paramount importance above all other matters. In the event of their safety being compromised, the activity will be stopped immediately. It will not be continued until such a time that their safety can be assured.

ULKC members will always take weather conditions into account before activities begin. All activities will be designed in relation to current forecast weather conditions bearing in mind the ability of that group.

An essential element of safety is knowledge of correct procedures and of dangers associated with each particular procedure or operation. This Safety Statement provides a framework within which safe practice of our sport is possible. It is important that the procedures in this document are followed for the prevention of accidents.

The governing body for canoeing and kayaking in Ireland is the Irish Canoe Union, herein referred to as the ICU. They provide training and instruction to all kayakers nationwide and provide course syllabi that must be followed by all ULKC instructors during courses, as well as all ICU safety guidelines that will be adhered to by all of ULKC instructors and experienced members.

1.2 Contacts

ULKC Contacts

Position	Name	Phone No.
Club Captain	Simon McCormack	087 2207163
Club Safety, Training and Development Officer	Emer Farrell	086 0704254
Clubs & Societies Officer	Paul Lee Liz Gabbett	061 213477/086 0435307 061 234891/086 0435308
ULSU President	Adam Moursy	086 0435300

Core Committee

Club Captain	Simon McCormack	087 2207163
Club Safety, Training and Development Officer	Emer Farrell	086 0704254
Secretary	Barry Sunderland	085 7246708
Treasurer	Mícheal Howard	087 3100927

Safety Organisations

Organisation	Phone no
Limerick Regional – Limerick	(061) 482219/482338
St. John's Hospital – Limerick	(061) 462222
Police / Gardai - Limerick	(061) 212400
Limerick City Fire and Rescue Service	(061) 407100/316107 Emergency Number 999

1.3 Location of First Aid Kits

The majority of Leaders and senior members are first aid trained. The main club first aid kit is kept in the Boat Store and regularly checked by the club safety and training officer. Additionally, there are five smaller first aid/river rescue kits available in waterproof bags. All of these are available on all club trips and shall be kept in a vehicle that is easily accessible from the river. Additionally, personal first aid kits shall be carried by group leaders on the river.

SECTION 2 - Arrangements for Safe Working

2.1 Safety Responsibilities

2.1.1 Role of the Captain of the Club

The Captain's role with respect to safety involves the following;

- Ensuring that everyone is familiar with the Safety Statement
- That there are first aiders and first aid equipment available if required
- That trip leaders are suitably experienced
- Ensuring that novices are well looked after
- That relevant training is provided where necessary
- And that everyone is aware of the action to be taken in an emergency

2.1.2 Role of the club member

- Clubs and Societies endeavour to offer their members a safe environment in which to participate in activities. The Officers will, to the best of their abilities, bring to the attention of members the risks associated with the activities. However members are expected to make themselves aware of hazards and to be responsible for their own health and safety.
- They must not jeopardize the health and safety of other members through their own actions.
- Members are expected to follow instructions given by Officers or trip leaders
- Members should attend relevant training courses provided for them
- They should raise any safety concerns that they have with an Officer or trip leader
- Members should inform an Officer or trip leader of any relevant medical conditions that might impinge on their ability to participate or that might affect emergency first aid treatment
- Members are responsible for obtaining as much information as possible about any planned activity, so as to be able to make an informed decision as to whether it is a suitable activity for them.

2.1.3 Role of the ULKC Instructor

ULKC recognises that competent leadership by activity instructors is the most important safety factor of all. Instructors need to be able to safeguard the physical and psychological health of the people in their care.

2.1.4 Role of the Students

Kayak students and participants of a trip should make themselves aware and understand the safety instructions relating to the activity they are taking part in and in the equipment they use. They should:

- Follow all safety instructions from experienced members,
- Discuss any doubts and/or personal fears with the instructor prior to commencing the activity (e.g. fear of water, heights, etc.)
- Wear all personal protective equipment as instructed;
- Report all equipment problems or other unsafe systems they are aware of, and;
- Take care of their own safety and the safety of others who may be affected by their behaviour.

2.2 Safety Training

Safety training shall be provided by the club on an ongoing basis. It is up to the individual to attend these courses. For some club activities safety training may be made mandatory.

2.3 First aid

All registered ICU instructors are qualified instructors. Relevant First Aid training and revision days will be provided each year. It is up to all club members to participate in relevant training. There is 1 large club first aid kit and several basic waterproof kits available in the boat house and it is mandatory for all club members to bring relevant first aid material on trips.

Materials	First Aid Travel Kit Contents
Adhesive Plasters	12
Individually wrapped Triangular bandages	2
Safety Pins	2
Large Individually wrapped sterile Unmedicated Wound Dressing (approx. 13x9cms)	1
Individually Wrapped Wipes	8
Paramedic Shears/scissors	1
Pairs of Latex Gloves	1
Additionally, where there is no clear running water, Sterile Eye Wash	1

The designated first aiders are: Simon McCormack, Eoin Farrell, Emer Farrell, Mícheal Howard, Orla Tuffy, Tony Canning, Conor Bredin, Eoin Keyes. All other ULKC

instructors have basic first aid training and can assist in any situation where first aid may be required.

The officer in charge of the first aid kit is: Eoin Farrell, Assistant Safety Officer.

2.4 Consultation and communication

If members feel or are made aware of any unsafe practices or unsafe equipment they are encouraged to bring this to the attention of the Club Safety Officer. To confirm permission to organise a personal trip, a member of the core committee needs to be consulted: this committee will exist of the Safety Officer, the Captain, the Treasurer and the Secretary.

This document will be reviewed on an annual basis (or more frequently if work practices change or new equipment is introduced). Staff and the Safety Representative will be consulted on any changes to be made.

2.5 Equipment Maintenance

2.5.1 Club Equipment

The safety and suitability of equipment is primarily the responsibility of the Club Equipment Officer. However, all members are expected to be vigilant and to address and report defects. Scheduled inspections will be carried out regularly. A major inspection will be carried out twice yearly. General inspections are to be carried out before and after each club trip.

2.5.2 Emergency Communications Equipment

2.5.2.1 Mobile Phones

Mobile phones will be brought on all activities, preferably by all participants but at least by all the leaders and instructors. Waterproof pouches are available in the small rescue/first aid kit bags in the Boat Store.

2.5.2.2 Phone (landline)

A phone is available in the Boat House.

2.6 Alcohol and Drugs

Alcohol misuse by members strictly prohibited such that:

- No member may get on the water under the influence of alcohol or consume alcohol on the water or during breaks off the water.
- Alcohol consumption in breach of these restrictions is strictly prohibited as it risks the safety and comfort of other members and will be regarded as a disciplinary matter.

Drug misuse by members is strictly prohibited such that:

- No member may get on the water under the influence of drugs or consume drugs on the water or during breaks off the water.
- Drugs misuse in breach of the above restrictions is strictly prohibited as it risks the safety and comfort of members and will be regarded as a disciplinary matter. ULKC cannot tolerate criminal behaviour in this regard.

All members are required to bring this policy to the attention of new members, if they see anyone consuming or misusing drugs, or appears to be under the influence of either to report them to the Club Safety Officer.

2.7 Bullying

Clubs and societies of the Student's Union do not tolerate bullying. Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against another person or persons. Isolated incidents of aggressive behaviour, while to be condemned, should not be described as bullying. Only aggressive behaviour that is systematic and ongoing should be regarded as bullying. Sanctions will be taken against those found to be in breach of the policy. Club or society members should contact the Welfare Officer for assistance on this issue. Refer to Appendix (7.8), the Clubs and Societies Bullying Policy.

2.8 Reporting of Accidents and Near Miss Events

All accidents and near misses (incidents that could have lead to a serious injury but didn't) must be reported to the Club Safety Officer, and must be recorded in the appropriate logbooks. The Club Safety Officer will investigate the causes of the incident and together with the involved members fill out the University Accident Report Form or the University Dangerous Occurrence Form. Copies of the completed form should be forwarded to the University Safety Officer. The purpose of an investigation is to establish all the facts relating to the incident, to draw conclusions from the facts and make recommendations to prevent reoccurrence. Each accident will be looked at from the point of view of location, activity, procedures and people.

2.8.1 Accident report form

Accidents are defined as incidents where a person is injured to such an extent that they require first aid or other medical treatment (doctor, nurse, hospital visit). Accidents that occur as a result of the clubs activities or while a member is participating in the club's activities must be investigated, recorded on the SU accident report form (form attached in the appendix) and a copy sent to the SU within 5 days of the accident occurring.

2.8.2 Insurance of Club Members

Members are insured against personal injury while participating in club activities. Club activities are defined as

- Official trips organised by the Trips Officer
- Competition trips that have been defined as club trips by the ULKC Committee
- Personal trips that follow the Personal Trip Safety Guidelines (see 2.8.3)

Non members are not insured. The SU will deal with claims that may arise. Officers must ensure members are signed up on the UL Wolves registration system and that each account has been activated, which is only to happen after the annual membership fee of €5 has been received by the club Treasurer.

2.8.3 Personal Trip Safety Guidelines

ULKC provides a calendar of events which includes training for personal, leadership and safety skills. The club is very strong in provision of safety and leadership skills and has a calendar of events which provides space for personal skills development.

We recognise the invaluable contribution made to the club by its members in terms of passing on these skills. The development of any individual's personal skills must not be hampered. To that end we permit use of kayak club equipment for use by members in club trips which fall outside the base club calendar.

These trips can be organised "on spec" often based on the unpredictable nature of available paddling conditions.

2.8.3.1 Definition of a personal club trip

- A club trip is any trip in which any club member **uses club gear**. The member must meet the requirements outlined below. Failure to

comply with the policy equates to a failure in making the on spec trip a club trip and therefore should not be using club equipment.

- Members must have the **trip approved** as a club trip by discussing the trip with a core committee member. A list of core committee will be available in the boathouse.
- Members should comply with the guidelines 2.8.3.2, 2.8.3.3, 2.8.3.4, 2.8.3.5 and 2.8.3.6.

2.8.3.2 Traceability requirements

- All equipment being used must be entered into the log book (sample page in appendices). Log book to include:

2.8.3.3 Group/Skills requirements

- Groups size of no less than 3 people
- There must be a ratio of 1:1 where there is one member who has passed proficiency assessments equivalent to the grade of water being paddled to one member who is less experienced.
- Instructors; different ratios apply to qualified ICU or BCU instructors (as outlined in the ICU syllabus)
- Previous experience; in addition to proficiencies members need to ensure that there is sufficient experience in the group. Paddling members should have previous experience of similarly graded rivers.

2.8.3.4 River levels and weather

The river in question has to be assessed on the day and paddled 'within its grade'. If the river looks high, the river grading may have to be adjusted upwards. This has to be reflected in group members' proficiency levels.

2.8.3.5 Out Back sessions

Solo paddling on Grade 1 directly behind the boat house (from below the rapids at Kilmurry to Corbally Bridge) is low risk both in terms of likelihood and magnitude of any dangers. Despite this we regard it as necessary to take a cautious step by requiring paddlers to go a step further in skills requirements by needing a minimum of level 3 proficiency and an RSR course (or equivalent).

2.8.3.6 Equipment requirements

Members must use whatever gear is appropriate for the water they intend to paddle. Some examples:

- A rope should be brought on all river trips
- Situations like "Little Eas" or "Jacksons" should be protected by someone who can clip onto the bank (appropriate PFD)
- At least one basic first aid kit/rescue kit should be on any trip

2.8.4 Serious accidents and fatalities

Serious accidents or fatalities must be reported to the Development Officers, Paul Lee or Liz Gabbett, as soon as possible. If Paul is not available the Secretary General must be notified or the President of the Students' Union.

2.9 Hiring of Equipment and Services.

2.9.1 Hiring of transport

When 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. Where possible only minibuses fitted with seat belts should be hired, check with the hire company before hand.

2.9.1.1 Clubs & Society Vehicles Usage & Policy

The Students Union's Clubs & Societies Department currently own 3 vehicles for the purposes of enhanced service provision to aid and promote the development of Clubs & Societies activities.

The usage is governed by a protocol and associated forms. Information pertaining to the Vehicles regarding the license category, age restrictions, insurance requirements, towing restrictions and legislation refer to

See Appendix 4 Forms Re C&S Vehicles 1 -Vehicle Protocol

See Appendix 4 Forms Re C&S Vehicles 2- Committee Letter of Endorsement

See Appendix 4 Forms Re C&S Vehicles 3 - Additional Drivers Form

See Appendix 6 Clubs & Society Vehicle Information

What to do if the C&S vehicle breaks down:

- If you have hazard warning lights, switch them on.
- Move your vehicle on to the hard shoulder. If you cannot do this, take whatever steps you can to warn other drivers of its presence.
- Always get out of your vehicle from the passenger side. Do not attempt to walk on the motorway.
- Get help quickly and do not leave your vehicle unattended for longer than necessary. Wait for help on the embankment side of the motorway.
- To avoid being hit by a passing vehicle, never work on your vehicle from the side that's exposed to traffic. If you can, drive farther off the road to a safe, well-travelled place, and try to reach into the trouble area from the front or the side that's away from traffic.
- If you are driving the Sprinter Van or the Minibus, display your warning triangle behind the vehicle.
- Use the roadside telephone or a mobile phone to tell the Gardaí.
- When rejoining the motorway, build up your speed first on the hard shoulder. Watch for a safe gap in the traffic before rejoining it.

- If you know that you're going to need roadside assistance, use your mobile phone to call AA Rescue Service 1800 66 77 88. UL C&S membership number is 6/S 164715
- If you get a flat tire, do not attempt to change it unless you can get to the side of the road and the tire is on the side of the vehicle that's safely away from traffic.

Travelling abroad:

- When taking any of the vehicles to mainland Europe the club or society must take out AA 5* European Breakdown Cover

What Drivers Must do at an accident or in an Emergency:

- If you are involved in an accident, you must stop your vehicle and remain at the scene for a reasonable time. If vehicles are blocking the roadway or posing a danger to other road users, the roadway should be marked and the vehicle should then be removed as soon as possible.
- If you are asked by a Garda, you must give your name and address, the address where the vehicle is kept, the name and address of the vehicle owner, the vehicle's registration number and evidence of insurance, such as the name of your insurance company or a disc or motor insurance certificate. If there is no Garda at the scene, you must give this information to any person involved in the crash or, if requested, to an independent witness.
- If you or another person is injured and there is no Garda at the scene, the accident must be reported to the nearest Garda station. If the accident damages only property and there is a Garda in the immediate vicinity you must report it to the Garda. If there is no Garda available you must provide this information to the owner or the person in charge of the property. If, for any reason, neither a Garda nor the owner is immediately available you must give all relevant information at a Garda station as soon as a reasonable possible.
- At the time of the accident don't admit liability. Many people feel apologetic about accidents for which they are not responsible (aggression doesn't signify innocence either).
- Make a note of the name, address and insurance information (company & policy number) of the other people involved.
- Make a note of the registration numbers and positions of any vehicles. Obtain names of any witnesses and Gardai involved.
- Tell us about the accident as soon as possible by calling Paul 086 0435307 or Liz 086 0435308
- The ULSU C&S office requires an accident report form to be completed in every case.
- Where a person or persons are injured, the accident must be reported at the nearest convenient Garda Station if no Garda is present at the scene of the accident.

- Where damage to property only is involved it is not necessary to report the accident at a Garda Station provided the driver gives necessary particulars as b) above to the person whose property has been damaged. If you are involved in an accident with a visiting motorist, report the accident to the Motor Insurers Bureau of Ireland, 39 Molesworth Street, Dublin 2. Telephone: (01) 676 9944.

2.9.2 Hiring of Venues

If a venue (external to UL) is to be used by the club for its own activities or for events a club officer should ensure that there are sufficient trained security persons at the venue for the duration of the event (if required). The officer must clarify whether the venue will provide these or if they need to be supplied by the club. If there is any doubt about numbers of security the Ents Committee should be consulted.

The club officer should also request the venue manager to sign the declaration set out in the form (attached in appendix). This form is a fire safety declaration of compliance with the relevant legislation and provides assurance to the club's officers that the venue is safe from a fire safety perspective. This form is not required when clubs or societies are using conventional venues such as hotel function rooms and nightclubs but is needed when hiring halls, marquees and venues not usually used for large groups.

2.9.3 Purchase of Services

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. A copy of the insurance certificate must be given to the Development Officer Paul Lee.

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.

2.9.4 Hiring of Equipment to be used on campus

If a club or society is hiring in equipment for use on campus such as bouncy castles or performers such as fire jugglers, the club's officers must first obtain permission from the Student's Union. Once permission is obtained the club must get an up-to-date copy of the service provider's insurance certificate. A copy of the insurance certificate must be sent to:

Cliona Donnellan, Buildings
Fax 202416
Phone ext 2496

The equipment/event can only proceed if the event is given the go-ahead by UL's insurers through Cliona Donnellan.

2.10 Loaning of Equipment

Club equipment or equipment belonging to the University must not be loaned to third parties who are not members of the SU club. A club member must not borrow equipment for use by third parties even if the club member is present or in the group using the equipment.

2.11 Trips in Ireland (day and longer)

Club officers must leave contact details with a designated responsible person before setting out on a trip, giving the destination and estimated time of return. The club officer should contact the designated person on return of the club members. In the event of a problem arising, the designated person should be instructed to contact the appropriate authorities and the SU.

2.12 Trips abroad

Trips abroad should be notified in writing to the Development Officer, Paul Lee, at least one week prior to departure. The names of all trip participants, their next of kin and contact addresses and numbers must be provided to the Development Officer.

2.11 Annual Review of the Safety Statement.

The Safety Officer should review the Safety Statement at the beginning of each Academic year. The names of those designated to look after first aid kits, etc should be changed. A new copy of the Safety Statement should be produced and dated with the current academic year clearly printed on the cover. A copy of the revised Safety Statement must be given to the Development Officer, Paul Lee. The receipt of funding from the SU is contingent on the receipt of an up-to-date Safety Statement.

SECTION 3 - Hazards and Control Measures - Water Based Activities

3.1 Kayaking/Canoeing Hazards

- Drowning
- Injury from equipment or capsizing (concussion, etc)
- Separation of person from kayak / canoe
- Manual handling injury
- Capsizing & entrapment
- Slips, trips and falls
- Collisions
- Weather and conditions
- Hypothermia
- Bacterial and viral infections (i.e. leptospirosis)

3.2 Risk Assessment

Kayaking/canoeing is deemed a high risk activity.

3.3 People at Risk

All involved.

3.4 Control Measures

1. All participants must wear appropriate clothing on a kayaking/canoeing session. The pre-requisites include a correctly fitted CE393 50 Newton buoyancy aid with reflective strips, a wetsuit and a helmet. Spray decks may be worn where the instructor is satisfied with the participant's proficiency (being able to perform a calm and capable capsize drill). It is compulsory that all kayakers/canoeists from the Club wear the Club buoyancy aids, alternatively they may wear their own personal buoyancy aid as long as it meets the club's minimum standard.
2. An experienced member will supervise all canoeing/kayaking sessions.
3. All kayaking/canoeing participants will be assessed by the instructor/senior member after launching and only participants of capable abilities will be allowed to continue.
4. If a canoe/kayak has capsized, the person/persons in charge will carry out necessary capsize rescue techniques, e.g. X-Rescue.
5. If a canoe/kayak is drifting with people on board, the person/persons in charge will immediately instruct or tow this canoe/kayak back to safety.
6. All on-water canoeing/kayaking activities should occur only during official daylight hours as set by the National Almanac.
7. The Club adheres to all I.C.U. (Irish Canoe Union) recommendations regarding teaching ratios (1:8 – Beginners, 1:6 – Improvers)

8. Care should be taken to avoid prolonged exposure in the water to avoid the hypothermia.
9. Depending on the cause and the severity of the accident, first aid will be provided by appropriately trained club members. If further medical assistance is required, the person/persons in charge will ensure this is provided
10. The possibility of infection from the water and riverbank will be brought to the attention of participants and water and soap or antibacterial gel should be always available in the first aid kits.

3.5 The Instructors

The kayaking/canoeing instructor has an important role in ensuring the safety of clients. The club aims to have a certain number of qualified ICU instructors amongst their members. Trainee instructors or experienced members will be encouraged to follow REC 3 training. In addition to his/her responsibilities under Section 2.3 of the ULKC Safety Statement the kayaking/canoeing instructor should:

- a. Be trained and be sufficiently competent to coach members to the appropriate level.
- b. Define a safe operational area on the water taking account of the nature of the activity, the ability of the group, water and weather conditions and the equipment available. Brief participants to stay at or within it.
- c. Ensure that safety and rescue equipment appropriate for the activity is available.
- d. Modify or curtail the activity if prevailing conditions are inappropriate for the customers or the planned activity.
- e. Ensure that all on-water activities occurs only during official daylight hours.

3.6 Water Activities Criteria

In Summary all Water Activities require the following criteria:

1. A CE approved PFD with minimum of 50 Newton with reflective tape must be worn.
2. Appropriate standard of equipment & adequate safety equipment to provide cover
3. The skill level of the participant & the dynamics of the group shall be considered when planning a session. The environmental conditions and potential changes shall also be taken into account when planning sessions.
4. U.L.K.C. implements a policy of “Challenge by Choice” & “Sport for All”, thus allowing full participation at the discretion of the participants own knowledge of the risks involved. U.L.K.C. must be informed of all disabilities/illnesses prior to the commencement of the activity

5. In the event of lightening all water activity must be terminated immediately.
6. All on-water activities should occur only during official daylight hours as set by the National Almanac.
7. Personal trips using Club equipment can only take place if following the safety requirements stated under 2.8.3.

3.7 Pool Safety

When members are participating in pool training, they shall adhere to all pool rules with out exception.

SECTION 4 - Hazards and Control Measures - Off-Site Activities

4.0 Off-Site Activities

As the sports participated in by the club are outdoor activities they occur in various outdoor locations. This section deals with the risks involved in doing so.

4.1 Road Safety.

All vehicles shall be parked considerately and safely. When changing due care should be taken not to obstruct the roadway, and be carried out a safe distance from the roadway. When crossing the road the 'safe cross code' should be used and crossing should be carried out as quickly as is safely possible.

4.2 River Ingress.

When entering the river members should do so from a safe position, that is a position where they can enter there boat safely and enter the water safely. This includes 'seal launches' if no other option is present and it is safe to do so. All seal launches shall be carried out at ones own risk.

4.3 River Egress.

When exiting the river members should do so from a safe position, that is a position where they can exit a boat safely.

4.4 Steep Ground Traversing.

When traversing steeply inclined ground members should use appropriate precautions, if necessary an anchor point should be set up and appropriate rope systems used.

SECTION 5 - Hazards and Control Measures - Boat House

5.1 Fire Risk Assessment

Hazards	<ul style="list-style-type: none">• LPG Tank: Fire, explosion• Boiler Room: Fire, explosion
Risk Assessment	High
People at Risk	All
Control Measures	<ul style="list-style-type: none">• Fire escape routes must be kept free of obstruction at all times.• All fire equipment should be kept up to date and in good working order (this responsibility is placed on the management of the building).• In the event of a fire members should evacuate the building immediately and contact the emergency services. Members should only attempt to fight the fire if they feel it is safe for them to do so.

5.2 Electrical Safety

Hazards	<ul style="list-style-type: none">• Electric Shock• Fire• Trips or falls from loose cables
Risk Assessment	High
People at Risk	All
Control Measures	<ul style="list-style-type: none">• All electrical fixtures have been installed by qualified electricians and are deemed suitable for use in the relevant area – i.e. indoor or outdoor. If for any reason there is an electrical fault an electrician should be immediately contacted to remedy the matter.• Under no circumstances should employees attempt to carry out repairs either temporary or permanent to the electrical supply system or to any of the electrical appliances.• Portable or temporary equipment will be connected by means of switched socket outlets suitable for the environment.• Cables used for outdoor equipment will be to a heavy duty protected or armoured design.• Portable 220 volt AC power tools and equipment if used out of doors (preference is to be given to 110 volt AC equipment to avoid this), must only be used in conjunction with a 30mA residual current device.• Frayed and damaged cables shall be replaced immediately.• Flexible cables should not be run across floors. Where damage at floor level to cables is possible, protection by ramps, conduit or armouring must be used.

5.3 Slips, Trips and Falls

Hazards	Slips, Trips and Falls
Risk	Low to Medium

Assessment	
People at Risk	All
Control Measures	<ul style="list-style-type: none"> • The showers and changing rooms are kept clean and dry when possible. When the floor is wet however slipping is unlikely due to non-slip floor tiles. • The slipways are all kept clean and are monitored and scrubbed / power hosed regularly to reduce the likelihood of a slip. There is also a sign at the end of the slipway warning people of the danger. • The floors of the lecture room and reception area are kept dry as much as possible and if they cannot be dried there are signs to mark wet areas. Alternatively these areas may be closed until the floor can be dried completely. • It is not permitted to stand on desks, benches, cupboards or chairs to reach high places. Always use high cleaning extension poles or steps. • The pier in wintertime can become slippery from a build up of algae, when it reaches a noticeable amount it is power hosed and scrubbed with a deck brush to return the grip to its original state.

5.4 Cash Handling

Hazards	Violence to members in a robbery situation
Risk Assessment	Medium
People at Risk	All
Control Measures	<ul style="list-style-type: none"> • ULKC will endeavour to minimise the amount of cash being held by the Club • Members must not put their own safety in danger in order to deter thieves • If a Member is threatened with violence during a robbery they must cooperate fully with the thieves. Do not try to act heroically. • In the event of a robbery or assault contact the Gardai immediately. The C & S officer, Club Captain and Treasurer should also be notified.

5.5 Manual handling

Hazards	Manual Handling Injuries
Risk Assessment	Medium
People at Risk	Kayak/canoe participants
Control Measures	<ul style="list-style-type: none"> • All members will lift correctly <ol style="list-style-type: none"> 1. Stand close to the boat 2. Bend your knees and keep your back straight 3. Grasp the boat firmly 4. Lift with your legs and not your back 5. Never lift a boat that is too heavy – get help

	<ul style="list-style-type: none">• Boats on high racks must not be removed by oneself (No climbing on racks)• Only lift a boat that is within your lifting capacity
--	---

SECTION 6 - Hazards and Control Measures - Vehicles

6.1 Vehicles

The ULSU Vehicles that can be used by ULKC are the Mercedes Sprinter Van, Toyota Landcruiser & Mercedes Sprinter Mini Bus.

6.2 Vehicle Risk Assessment

Hazards	<ul style="list-style-type: none">• Accident• Breakdown• Fire										
Risk Assessment	Low										
People at Risk	Members										
Control Measures	<p>The vehicle may only be driven by a the following named drivers:</p> <table><tr><td>Tony Canning,</td><td>Sprinter/Bus</td></tr><tr><td>Kim Siekerman,</td><td>Sprinter</td></tr><tr><td>Simon Mc Cormack</td><td>Sprinter/Jeep</td></tr><tr><td>Conor Bredin</td><td>Sprinter/Jeep</td></tr><tr><td>Sean Murphy</td><td>Sprinter</td></tr></table> <p>Additional drivers may be added to this list if they possess a suitable driving licence and fulfil the criteria required by the vehicle insurers and will be listed on the drivers list at the Student's Union administrator.</p>	Tony Canning,	Sprinter/Bus	Kim Siekerman,	Sprinter	Simon Mc Cormack	Sprinter/Jeep	Conor Bredin	Sprinter/Jeep	Sean Murphy	Sprinter
Tony Canning,	Sprinter/Bus										
Kim Siekerman,	Sprinter										
Simon Mc Cormack	Sprinter/Jeep										
Conor Bredin	Sprinter/Jeep										
Sean Murphy	Sprinter										

6.3 Vehicle emergency equipment

The vehicle should be equipped with suitable emergency equipment. The equipment should include:

- reflective warning triangle and basic tools;
- fire extinguisher and torch, and;
- first aid kit

6.4 Visual Inspection

The driver will ensure that the vehicle is in good condition prior to starting a trip. A visual inspection will be made of:

- tires (to ensure that the tyres are in good condition without obvious cuts, that there is adequate thread, and that they are properly inflated)
- windscreen (cracked windscreens could fail)
- oil/water/brake fluid
- Engine, upon starting the engine the driver will listen for unusual sounds that may indicate damage to the engine

6.5 Breakdown

In a situation that a breakdown occurs, the vehicle occupants should only exit the vehicle when it is safe to do so

6.6 Rules of the Road

Drivers will adhere to the 'Rules of the Road' and should treat other road users with appropriate courtesy and respect. In particular drivers will:

- adhere strictly to speed limits, and maintain appropriate distances to the vehicle in front
- not overload the vehicle or attach trailers that could adversely effect the roadworthiness of the vehicle
- ensure that loads are properly distributed and secured prior to starting a journey. The use of ropes, ratchet straps and blocks to secure items, shall be used where necessary
- not use a mobile phone while on the move
- not permit passengers to travel in the back of the vehicle, under any circumstances and
- not drive the vehicle if under the influence of alcohol
- the driver shall be responsible for the payment of any fines for speeding, parking, etc.

6.7 Goods transport

- When loading the van the person will take extra precaution in lifting equipment into the rear of the vehicle. When needed the driver will require the assistance of another person to help load heavy or bulky goods.
- The use of the roof rack shall only be used in the case where an item cannot be transported within the vehicle.
- When necessary the item will be strapped down using ratchet straps and a bright flag shall be placed at the end of the particular item when over hanging of the vehicle occurs.

6.8 Trailer

When towing a trailer the use of the jockey wheel shall be used for all manoeuvring of the trailer onto the tow hitch of the vehicle. A lighting board displaying the registration number of the vehicle will be used whenever a trailer is being used. The loading and unloading of the trailer shall be carried out or supervised by a senior member.

SECTION 7 - Appendices

7.1 Appendix 1 - SU Accident Report Form

(to be filled on by an officer of the club and the person suffering the injury, copy to be sent to SU as soon as possible)

1. Club	ULKC
2. Name of injured person:	
3. Student id no:/Staff id	
4. Term time address	
5. Home address	
6. Phone no.	
7. Date of accident:	
8. Location of accident	
9. in UL(state where)	
10. on trip(state where)	
11. State the nature of the injury.	
12. What first aid was provided?	
13. Did the patient attend hospital?	<input type="checkbox"/> yes <input type="checkbox"/> no
14. State name and address of hospital.	
15. Date patient attended if not day of accident.	
16. What treatment was received?	
17. How did accident occur? (to be completed by patient)	
18. Witness 1 Name	
19. Term Address	
20. Home address	
21. Phone	
22. Witness 1 statement	

23. Witness 2 Name	
24. Term Address	
25. Home address	
26. Phone	
27. Witness 2 statement	
SU Use only	
Insurance company notified:	<input type="checkbox"/> yes <input type="checkbox"/> no
Date:	
Signed:	

7.2 Appendix 2: Fire Safety Declaration of compliance

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

Date __/__/__

7.3 Appendix 3: Log book entry form

Name(s)				
Date	Returned (to appropriate storage area)		Location	
Boat(s)				
BA <input type="checkbox"/>	Paddle <input type="checkbox"/>	Wetsuit <input type="checkbox"/>	Deck <input type="checkbox"/>	Helmet <input type="checkbox"/>
Other:				
Safety Checklist				
1: If leaving the campus, which safety committee* member have you contacted?				
2: Have you brought safety equipment* (if appropriate)?				
	Throwbag & knife	Own equipment <input type="checkbox"/>	Yes <input type="checkbox"/>	
	Rescue kit & first aid kit	Own equipment <input type="checkbox"/>	Yes <input type="checkbox"/>	
	Phone*		Yes <input type="checkbox"/>	
3: Have you observed the <i>safety regulations</i> regarding water levels, weather, qualifications and ratios?*				Yes <input type="checkbox"/>
Signed:				
Have a great paddle!				

*see safety statement

Optional: notes on equipment condition/repair needed

7.4 Appendix 4: Forms RE the C&S Vehicles 1

Vehicle Protocol (Re C&S Vehicles)

1. All drivers must fill out the "Additional Drivers Form" **annually**. This must be accompanied by a photocopy of the proposed drivers, driving license (front AND back cover)
2. A Statement of Insurance is required from applicant drivers from their Insurance Company for a minimum period of 12 consecutive months (this may incorporate time as a provisional license holder but a full license required for inclusion on ULSU vehicles)
3. The information as per (1) & (2) is to be presented to the Clubs & Societies Development Officer (CSDO/CSLO) by a member of the core committee of the relevant club/society with an **annual** letter from the committee to verify in writing that you as a committee are putting forward your nominee's for the vehicles on behalf of your club/society for that particular year. The letter must contain the signatures of the core committee on the bottom.
4. If the vehicle(s) are taken away overnight – they have to be cleaned (i.e. power washed) on the outside AND the inside (i.e. vacuumed/polished) before being returned
5. If the vehicle(s) are taken away on a day trip only the inside has to be cleaned unless the vehicle(s) are very noticeably dirty on the body of the vehicle (perhaps due to being off-road in a field)
6. The "Driver Checklist of Clubs & Societies Vehicles" book must be returned with the keys and completed in full to the Clubs & Societies Development Officer or the Students Union before close of business or within the first two hours of start of business (9am-11am).
7. In the event of damage to the vehicle the Clubs & Societies Development Officer must be notified in person or via email immediately on return
8. The fuel tank must be returned full
9. Failure to comply with all points (3), (4), (5), (6) & (7) will result in an automatic disqualification of your club/societies very next booking and that date will be made available to other Clubs & Societies
10. Notice of Cancellation of bookings requires a minimum of a full working days notice failure to comply will incur a fine of €50 on each occasion
11. Failure to return the bus to campus after an event will incur a fine of €50 on each occasion, except where prior permission from CSDO has been obtained.
12. Vehicles must be returned to the Schrodinger Car Park or the staff car park immediately opposite the Schrodinger and placed as close to CCTV camera as possible. Do NOT park the Vehicles in obscure area's and/or behind obstructions
13. Expulsion/Suspension/Annual approval of drivers and or clubs/societies will be determined by the Clubs & Societies Executive. Speeding and/or reckless driving and/or persistent poor driving may result in Expulsion or Suspension of driver and/or club/society. The Clubs & Societies Executive will determine on a case by case basis.
14. Proficiency Letter Provided by Nesson School of Motoring to ULSU for all drivers of Mercedes Sprinter. Those involved in any incident or accidental damage subject to Clubs & Societies Executive Approval may also be required to undergo further proficiency testing.
15. Requirement for the clubs/societies to progress to the D license category-limit the number of B license holders per C&S. Cap the B license and unlimited D license.
16. Damage to vehicles through bad driving/negligence will be at 100% cost to the offending club/society
17. All new drivers must sign the vehicle protocol
18. Club/Society Committee Approval of Drivers is required annually

Signature of Driver;

Date;

Name; _____

_____/_____/_____

7.5 Appendix 5 Forms Re the C&S Vehicles 2

C&S Committee Letter of Endorsement (as per Vehicle Protocol)

Date XX-XX-XX

To the Clubs & Societies Executive:

The University of Limerick NAME OF CLUB OR SOCIETY committee wish to endorse the following person(s) as our nominated drivers for the Academic Year XXXX to drive on behalf of our CLUB OR SOCIETY

1. Mr/Ms [Please stipulate which of the vehicles they are qualified to drive or if it's all three I.e. Ford Transit 15per – Mercedes Sprinter – Toyota Land Cruiser]
2. Mr/Ms [Please Stipulate which of the vehicles they are qualified to drive or if it's all three I.e. Ford Transit 15per – Mercedes Sprinter – Toyota Land Cruiser]


We agree to abide by the Vehicle Protocol Policy as specified by the Clubs & Societies Council.

Names	Title of Core Committee Position
-------	----------------------------------

- 1.
- 2.
- 3.
- 4.
- 5.

7.6 Appendix 6 Forms Re the C&S Vehicles 3

Additional Drivers Form



Additional Drivers Form

Supplementary proposal form for additional drivers. To be incorporated in the proposal for policy No.

Broker

Insurer Agency No.

Name and address of insured

questions 1 to 13 to be answered by additional driver

1. Name and address of driver

2. Date of Birth 3. Occupation (include, part time)

4. Do you hold a full or provisional driving licence?

State class(es) of vehicle(s) covered by licence

Date of issue of licence Issuing Authority

5. Date on which Driving Test was passed

6. Date of issue of first licence

7. Will you use the vehicle in connection with your own business? Yes ☐ No ☐

8. Will you be the main driver of the vehicle? Yes ☐ No ☐

9. Do you own your own vehicle? Yes ☐ No ☐

10. Have you ever held insurance in your own name in the last 3 years? Yes ☐ No ☐

11. Have you ever been refused Motor insurance or had a policy cancelled or special rates or conditions applied? Yes ☐ No ☐

12. Do you suffer from defective vision or hearing, diabetes, epilepsy, heart condition or any other physical or mental infirmity? Yes ☐ No ☐

If "YES" please give details

13. (a) Have you been involved in a traffic accident during the past five years? Yes ☐ No ☐

(b) Have you been convicted by a court of any offence in connection with a Motor Vehicle? Yes ☐ No ☐

(c) Is there any motor prosecution pending? Yes ☐ No ☐

If the answer to a, b, or c is "YES" please give full details and submit your licence for inspection

Declaration:
I declare that to the best of my knowledge and belief the above statements made by me or on my behalf are true and complete and that nothing materially affecting the risk has been concealed.

Signature of driver Date

Declaration:
I/We declare that to the best of my/our knowledge and belief the above statements made by me or on my/our behalf are true and complete and nothing materially affecting the risk has been concealed. I/We agree that this Declaration shall in conjunction with my/our original proposal, be incorporated in and taken as the basis of the contract between me/us and THE COMPANY.

Signature of Policyholder Date

7.7 Appendix 7 Clubs and Societies Vehicle Information

Licence Category	Description	Minimum Age & Other Requirements	ULSU C&S insurance requirements	Full driving licence - required	History previous accidents, penalty points	Insurance	Pro less req
B	Vehicle with seats for up to 8 passengers and max weight of 3500kg	17 by law,	20 by ULSU insurers	YES	Full honest declaration – must inform C&S liaison officer Liz of any accidents &/or penalty points	Provide evidence of 2 years insurance	Mu con pro less sup evie pre exp driv auto veh app driv land or b insu driv sim size veh the
D1	Minibus, maximum passenger accommodation 16 seats	21 / Full B Licence	23 by ULSU insurers	YES	Full honest declaration – must inform C&S liaison officer Liz of any accidents &/or penalty points	Provide evidence of 2 years insurance	See
EB	Combinations of vehicles with drawing vehicle in category B and	17 years	20 by ULSU insurers	YES	Full honest declaration – must inform	Provide evidence of 2 years insurance	See

	where the design gross vehicle weight of the trailer is greater than 750kg.				C&S liaison officer Liz of any accidents &/or penalty points		
ED1	Combination of vehicles with drawing vehicle in category D1 having a combined design gross vehicle weight not exceeding 12,000kg and where the design gross vehicle weight of the trailer is greater than 750kg.	21 years	23 by ULSU insurers	YES	Full honest declaration – must inform C&S liaison officer Liz of any accidents &/or penalty points	Provide evidence of 2 years insurance	See

Toyota Landcruiser	04DL 6287	Full B Licence	Dimensions: width 2.2m, height 1.95m & length 4.9m
Mercedes Sprinter	07LK 5463	Full B Licence	DGVW 3500kg ULW 2620KG Dimensions: height 2.85m, width 2.4m length 7.2m
Ford Transit minibus	02LK2256	Full D1 Licence	

Towing a Trailer Legislation

<http://www.rsa.ie/en/RSA/Vehicles-and-Legislation/Vehicle-Standards/Trailers/>

Trailers

Trailers are classified by their weight when they are carrying a load, which is called the Design Gross Vehicle Weight (DGVW) or maximum mass.

Trailer categories:

- **O1 Trailers** = DGVW less than 0.75 tonnes. This includes small car trailers.
- **O2 Trailers** = DGVW between 0.75 and 3.5 tonnes. This includes larger trailers, horseboxes and most caravans.
- **O3 Trailers** = DGVW between 3.5 and 10 tonnes.
- **O4 Trailers** = DGVW over 10 tonnes. This includes heavy trailers and articulated or semi-trailers.

Driving Licence requirements

The [licence required](#) will depend on what type of towing vehicle you are driving, i.e., whether you are using a car, a truck or a bus.

Towing an O1 or an O2 trailer with a car, 4x4 or a small van

With an ordinary category B licence, a person can

- tow a trailer of up to 0.75 tonnes DGVW, with a vehicle with a DGVW of up to 3.5 tonnes and seating for up to eight passengers (apart from the driver). The combination weight cannot exceed 4.25 tonnes.
- Tow a trailer exceeding 0.75 tonnes DGVW, provided that the DGVW of the trailer does not exceed the un-laden weight of the towing vehicle, and the maximum combination weight does not exceed a total of 3.5 tonnes.

With an EB license, a person can

- tow a trailer exceeding 0.75 tonnes DGVW, with a vehicle with a DGVW of up to 3.5 tonnes and seating for up to eight passengers

(apart from the driver) provided that the manufacturer's rated towing capacity for the towing vehicle is not exceeded.

Brake requirements

For O1 Trailers (DGVW not exceeding 0.75 tonnes)

O1 trailers with a single axle are not obliged to have brakes provided that their DGVW is less than half the DGVW of the towing vehicle.

O1 trailers that have a DGVW greater than half of the DGVW weight of the towing vehicle or that have two or more axles must have brakes fitted.

For O2 Trailers (DGVW between 0.75 & 3.5 tonnes)

All O2 trailers must also have brakes fitted. The braking system must include a parking brake.

If the O2 trailer does not have an automatic breakaway device that activates its brakes should it become detached from the vehicle, then it must be fitted with a secondary coupling consisting of a chain or wire rope.

Towing a trailer with the Ford Transit Minibus 02 LK 2256 (Representative Vehicle if registered before 01/01/2004)

A combination made up of a category ED1 test vehicle with a trailer, capable of a speed of at least 80km/h. The trailer used shall have a gross vehicle weight of at least 1,400 kg. and have internal dimensions of at least 2.4metres by 1.2 meters

Safety Guidelines

It is advised that everyone read the safety statement. A copy is available from the Safety, Training and Development Officer. A shorter guideline here is a summary of the practicalities in this safety statement.

Use of club equipment

To use club equipment, you have to comply with the safety policy. This is not to restrict anyone from paddling, but to ensure safety of club members and maintain the good state of the club equipment.

It's an easy 4 step plan

1: Make sure you have *observed the following safety regulations*:

- The river is running **within its grade** (not too low, not in spate: if in doubt, consult safety committee)
- The **weather** is not likely to increase the grade of the river drastically
- The group members have the appropriate **proficiency levels**
- The appropriate **ratios** have to be observed

2: Ring a safety (core) committee member to **confirm** your trip. If going outback and you are level 3 **and** have RSR or higher, just text a safety committee member or post up on the message board

3: Bring the right safety equipment. There is a section in the drying room with rescue kits, throw bags first aid kits and phone cases. Always bring your phone.

4: Sign out all the equipment in this book

Safety (Core) Committee 2010

Safety, Training and Development Officer	Emer Farrell (086 0704254)
Captain	Simon McCormack (0872207163)
Secretary	Barry Sunderland (085 7246708)
Treasurer	Mícheal Howard (087 3100927)

Proficiency levels

Level 2	ability to safely kayak on grade 1	i.e. out-back
Level 3	ability to safely kayak up to grade 2	i.e. rapids out-back, Castleconnell in low water
Level 4	ability to safely kayak up to grade 3	i.e. Castleconnell, Deel, Clare Glens in low water
Level 5	ability to safely kayak advanced whitewater	i.e. Glens in higher levels

For information on ratios, safety equipment etc. see the equipment use policy (available online and in the back of the equipment log book).

7.8 Appendix 8

Clubs & Society's Bullying & Harassment Policy

The Clubs and Societies are voluntary social, recreational and leisure clubs that run activities for students and staff of the University of Limerick and other membership's categories to enjoy in their leisure time. We envisage that those in the Club/Society will treat each other with respect and dignity at all times. All members are expected to conduct themselves in appropriate manner at all times and must not engage in any form of bullying or harassment.

All members of the University of Limerick Clubs and Society's must comply with this policy and appropriate measures will be taken against members who disregard this policy and act in an inappropriate manner. Appropriate disciplinary action, including termination of membership, will be taken against any member who violates this policy.

The policy applies to all members of clubs and societies, members of the Student's Union and any other parties involved in the clubs/societies whether in the University of Limerick or off site whilst engaged in the activities of Clubs & Societies. The policy applies to harassment not only by fellow members but also by a customer or other club/society/University contact to which a member might reasonably expect to come into contact within the course of their club/society membership. Bullying / harassment within the clubs and societies will not be tolerated by the University of Limerick Student's Union under any circumstances. This policy provides for prompt, fair, confidential and effective redress for targets of bullying/harassment.

Definitions:

Harassment

Harassment is defined as any act of conduct which is unwelcome and offensive, humiliating or intimidating on a discriminatory ground including spoken words, gestures, or the production, display or circulation of written material or pictures. Harassment in relation to the nine discriminatory grounds (race, religious belief, age, sexual orientation, disability, marital status, membership of the Traveling community, gender and family status), is prohibited within the Clubs and Societies. Harassment of any kind will not be condoned by the Clubs and Societies Executive. Any members who are found to have engaged in harassment on any of the grounds will face disciplinary action up to and including expulsion from the Club/Society.

Sexual Harassment

Sexual Harassment is defined as all unwelcome and sexually, or otherwise on the gender ground, offensive, humiliating or intimidating actions involving acts of physical intimacy, spoken words, gestures or the production, display or circulation of written material or pictures, or requests for sexual favours. Sexual harassment is prohibited by the Clubs and Societies Executive. Any members who are found to

have engaged in sexual harassment will face disciplinary actions up to and including expulsion from the Club/Society.

Bullying

Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the Club/Society and/or in the course of club activities, which could reasonably be regarded as undermining the individual's right to dignity. An isolated incident of the behaviour described in this definition may be an affront to someone's dignity but, as a once off incident, is not considered to be bullying. Bullying can include conduct offensive to a reasonable person, e.g. oral or written slurs, physical contact, gestures, jokes, displaying pictures, flags/emblems, graffiti or other material which state/imply prejudicial attitudes which are offensive to fellow members.

Procedures:

There is both an informal and formal procedure to deal with the issue of bullying/harassment within the clubs and societies. It is our aim that any investigation that takes place will be completed as quickly as possible.

Informal Procedure:

It is often preferable for all concerned that complaints of bullying or harassment are dealt with informally whenever possible. While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters more effectively. As a general rule therefore, an attempt should be made to address an allegation of bullying/harassment as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty quickly and effectively, with the minimum of conflict and stress for the individuals.

- a) Any member who believes he or she is being bullied/harassed should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the member finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from a fellow member of the Club/Society. The fellow club member can be a support for the complainant in approaching the alleged perpetrator to explain the reasons they feel they are being bullied or harassed.

It is recognised that it may not always be practical to use the informal procedure, particularly where the harassment / bullying is of a very serious nature.

Formal Procedure:

If an informal approach is inappropriate or if, after the informal stage, the bullying/harassment persists, the following formal procedures should be invoked: -

- a) The complainant should make a formal complaint, in writing, to the Club/Society committee detailing precise details of actual incidents of bullying/harassment; for example, state the name of the alleged perpetrator,

the nature of the complaint, dates and times of when the incidents occurred, witnesses, and any action that the complainant may already have taken, if any.

- b) The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against them. They should be given a copy of the complainant's statement as soon as is practicable and advised that they shall be afforded a fair opportunity to respond to the allegation(s), within specified time limits. No outcome regarding the complaint will be made until a full and fair investigation has taken place.
- c) Before commencing an investigation, the Club/Society committee may take the decision to exclude the alleged perpetrator from any Club/society activities while the investigation is ongoing if it is deemed appropriate. This in no way implies any wrong doing on the part of the perpetrator but will be taken as a cautionary measure to prevent exacerbating the situation between the complainant and the alleged perpetrator.
- d) The Club/Society committee will appoint two members of the committee who will be tasked with investigating the complaint. They will prepare clear terms of reference which outline the background to the complaint, who should be interviewed through the course of the investigation and the timeline in which to resolve the complaint.
- e) Meetings will be arranged with the complainant, the alleged perpetrator and any named witnesses. All will be asked to respond to the complaint and detail their version of events. Both parties and witnesses have the right to be accompanied by a representative at all meetings. Meeting notes will be taken and once committed to type must be signed by the relevant person who was interviewed as a true and accurate reflection of the discussion.
- f) Those investigating will prepare a report of their findings and submit it to the Clubs/Societies committee for a final decision. The two committee members who have taken part in the investigation should not make a decision regarding the outcome.
- g) Once a decision has been made, the complainant and the alleged perpetrator must be informed as soon as is practicable.
- h) If the complaint is upheld, the Club/Society committee will instigate the Clubs and Societies Disciplinary Procedures. Actions taken can include expulsion from the Club/Society.
- i) If the complaint is not well found, both parties should be brought together by the Club/Society committee and a mediation process should be implemented to ascertain whether both members can move on and continue to partake in the club/societies activities.

- j) If the complaint is discovered to be malicious or vexatious, the Club/Society committee may instigate the Clubs and Societies disciplinary procedures against the complainant.
- k) Retaliation of any kind against the member for complaining may also constitute bullying/harassment and is a serious disciplinary offence.

Appeals Process

If either party is unhappy with the outcome of the investigation, both parties have the right to appeal to the Clubs and Societies Executive Committee within 5 working days of the findings being issued. A party, who wishes to appeal the outcome, should put the reason for the appeal in writing and address it to the Student's Union President.

Upon receiving the appeal letter, the Clubs and Societies Executive Committee will appoint two members of the Committee to hear the appeal. They may choose to conduct further investigations or implement a new investigation. A decision regarding the outcome should be taken within ten working days of receiving the appeal.

Statutory Rights:

Members are obliged to exhaust all internal procedures prior to making a complaint to a third party. Using the above complaints procedure, does not affect a member's right to make a complaint under the relevant legislation, i.e. Employment Equality Act 1998, Health and Safety Legislation, or other appropriate industrial relations legislation.

Confidentiality:

All individuals involved in the procedures referred to above should maintain strict confidentiality on the subject. All involved will be reminded of this throughout the investigation process.