



University of Limerick SU

Clubs and Societies Safety Statement

Academic Year 2016/17



University of Limerick Outdoor Pursuits Club

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SECTION 1

1	<i>INTRODUCTION & CONTACTS</i>
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1.1 Introduction

This safety statement is designed to set out the control measures that the club has in place to reduce the risk associated with its activities to the minimum that is reasonably practicable.

The document sets out the role of the Club's officers with respect to safety.

It also sets out the standards that the Students Union requires the club to adhere to.

The officers have overall responsibility for ensuring safety standards are high and that members are aware of these standards.

Officers should bring this document to the attention of their members and explain to them the basic safety rules that all members must adhere to when participating in club activities.

Officers should customise the Safety Statement to their own club requirements. If the club carries out any hazardous activities these must be identified in writing and an assessment of the risk associated with the activity must be made, i.e. an estimation of the likelihood of something going wrong and the severity of the injury or ill health that may occur if things go wrong. The club must then set out what it does to eliminate or minimise the risk. If the club is affiliated to a governing body the safety standards of the governing body must be used.

This Safety Statement is designed to address the particular arrangements for safe operation of the University of Limerick Outdoor Pursuits Club (ULOPC) 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 Hiking, Climbing, Mountaineering, Caving and Orienteering. 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.

ULOPC 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

1.2 Contacts:

Position	Name	Phone No.
Club President	Conor Whelan	0868620995
Club Safety Officer	Caoimhe Regan	085 1363900
Clubs & Societies Development Manager	Paul Lee	061 213477 087 2924738
Clubs and Societies Coordinator	Michelle Whyte	061 234891 086 0435308
UL Sports Administrator	Neasa Fahy-O Donnell	0868524938 Ext 2901
ULSU President	Sarah Dunphy	061 202326 086 0435300
General Manager	Philip Mudge	061 202325 086-0435306
First Aid	The majority of Leaders and senior members are first aid trained	
University Safety Officer	Philip Thornton	061 202239 086 835 1374 061 340030 (Home)
Gardaí/Fire Brigade/Ambulance	Emergency Services	999/112
Hospitals	University Hospital Limerick (UHL)	061 301111 061 415822
Police / Gardaí	Gardaí - Limerick	061 414222 , 061 212 400
Fire Brigade	Limerick	061 407100

Location of First Aid Kits

The main club first aid kits are kept by the club gear officer and are made available on all club trips. On club trips it shall be kept in a vehicle that is easily accessible to participating members. Small first aid kits shall be carried by group leaders on trips.

SECTION 2

2 ARRANGEMENTS FOR SAFE WORKING

2.1 2.1 Safety Responsibilities

2.1.1 Role of the President of the Club

The Presidents 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 and competent,
- 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. They shall only use gear that they have been competently trained to use. They shall wear and use all Personal Protective equipment (Harness, helmet etc) as instructed that is required for the activity that they are involved in.
- Members are required 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.

- Members 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:
- Discuss any doubts and/or personal fears with the instructor prior to commencing the activity (e.g. fear of heights, claustrophobia, etc.)
- Members should Report all equipment problems or other unsafe systems they are aware of
- •Members should take care of their personal safety and the safety of others who may be affected by their behaviour.

2.1.3 Role of ULOPC Leaders

ULOPC 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. Under no circumstances should club leaders place members in danger by teaching or promoting the incorrect use of any gear. Only recommended best practise should be used within the club (as advised by qualified external trainers). Training members in the use of new techniques should only be given in a controlled and safe environment. On club trips members shall be strictly supervised by an experienced leader to ensure all club safety policies are followed.

2.2 Communicating the contents of the Safety Statement

An administration seminar is held on an annual basis. The overall content of the Safety Statement will be dealt with at this seminar. At least one club officer must attend the seminar and inform other officers of the content as per the ULSU requirement for Clubs & Societies

2.3 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 and expeditions safety training may be made mandatory.

First aid and the reporting of accidents and near miss events

All accidents and near misses (incidents that could have led to a serious injury but didn't) must be reported to the OPC Safety Officer, and must be recorded in the appropriate logbooks. The Club Safety Officer will investigate the causes of the incident and complete 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 place, plant, procedures and people.

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. Valid safety concerns shall be brought in front of the club committee and the club constitution will be used to deal with these.

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 Security and Key Protocol

Access to keys is very important from a club development viewpoint. The OPC owe a duty of responsibility in respect of Keys provided to storage areas within the university. No Club Key shall be copied without the prior written permission of the key issuer (E-mail mail correspondence is sufficient) and full consultation with the Club committee.

A record of all keys in Club possession should be made annually and all changes updated. Climbing wall keys issued to the club are the responsibility of the Club President, Club Gear Officer and Club Wall Officer. Boathouse Keys are the responsibility of the Club Caving Officer.

2.4 Equipment Maintenance

2.4.1 Club Equipment

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

2.4.2 Emergency Communications Equipment

In the event of an emergency communication is vital. Club leaders should be familiar with emergency call out procedures for the activities that the club is involved in. when reporting an incident the club member must provide all required details to the emergency services and remain in contact by phone with the services.

2.4.3 Mobile Phones

Mobile phones should always be carried by trip leaders and be well charged and usable in the event of a callout. Mobile phones do not negate the necessity of club

groups to be self sufficient and to observe all precautions when running trips. (i.e. to have adequate first aid supplies and a trained first aider)

2.4.4 Walkie Talkies

In remote locations where separate groups are out on the same day walkie talkies should be used to maintain communication between independent groups. It is essential that these are fully charged and that users are familiar with their use. Users should also pre-define communication protocol.

2.6 Alcohol and Drugs

The OPC is bound to comply with the Clubs and Societies alcohol policy in all of its activities.

Alcohol misuse by members is strictly prohibited such that: No member may partake in a club activity under the influence of alcohol in such a manner as to endanger themselves or others or consume alcohol during a club activity.

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 partake in a club activity under the influence of drugs.

Drugs misuse is strictly prohibited as it risks the safety and comfort of members and will be regarded as a disciplinary matter.

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.

3 <i>Reporting of accidents</i>

Accidents that occur as a result of the club activities or while a member is participating in the club, activities must be investigated, recorded on the SU accident report form ([Appendix 1](#)) and a copy sent to the SU, Clubs & Societies Development Officer or Clubs & Societies Liaison Officer within 5 days of the accident occurring.

Members are insured against personal injury while participating in club activities. Non members are not. The SU will deal with claims that may arise. Officers must ensure members are signed up and in full compliance with the Clubs & Societies on-line membership registration process www.registercs.ul.ie

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).

3.1 Serious accidents and fatalities

Serious accidents or fatalities must be reported to the Clubs & Societies Development Officer, Paul Lee as soon as possible. If the C&S Development Officer is not available the General Manager must be notified or the President of the Students' Union or the Clubs & Societies Liaison Officer

4 *First aid*

For activities where there is a risk of minor injury an officer of the club must be designated to maintain a suitable first aid kit. For activities where there is a higher risk of injury the club should have a designated trained first aider with each group. It is recommended that the ULOPC should have a trained first aider.

Clubs/Societies should contact the Development Officer to arrange to participate in a first aid course. The first aid kit must be brought on trips away. The recommended contents of a travel first aid kit are given below however certain activities may require specialized contents. If your club has specific first aid kit contents requirements please

Materials	First Aid Travel Kit Contents
Adhesive Plasters	12
Individually wrapped Triangular bandages	2
Safety Pins	2
Large Individually wrapped sterile Unmediated 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 Club leaders with First Aid Training

The officers in charge of the first aid kit are Gear officer and safety Officer

First aid kit contents can be purchased from the SU.

5 *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.

6 *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

- 1 [See Appendix 3 Forms Re C&S Vehicles 1 -Vehicle Protocol](#)
- 2 [See Appendix 3 Forms Re C&S Vehicles 2- Committee Letter of Endorsement](#)
- 3 [See Appendix 3 Forms Re C&S Vehicles 3 - Additional Drivers Form](#)
- 4 [See Appendix 5 Clubs & Society Vehicle Information](#)

6.1 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.

6.2 Travelling abroad

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

6.3 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.

7 *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 ULSU Ents Committee should be consulted.

The club officer should also request the venue manager to sign the declaration set out in the form ([Appendix 2](#)). This form is a fire safety declaration of compliance with the relevant legislation and provides assurance to the club 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.

8 *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.

9 *Hiring in 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/society 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, UL Buildings & Estates
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.

10 *Safety checks on equipment owned by the SU & club./society*

Equipment purchased by clubs/societies is the property of the SU and must be returned to the SU should the club/society cease to operate.

To ensure the safety of users the SU require club/society officers to carry out visual checks on all equipment whose use could have implications for health and safety, i.e. if the equipment was faulty or in poor condition it may adversely affect the health and safety of users. See Appendix 6

Checks must be carried out at the start of the first term before the equipment is used and the checks must be formally documented. A copy of the visual inspection must be sent to the Development Officer, Paul Lee.

11 *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.

12 Using electrical equipment

12.1 Risks

There are a number of risks associated with electrical equipment.

- If you damage electrical equipment, for example a cable, then bare live wires may be exposed.
- Apparatus may be wrongly connected so that outside metal parts become live.
- Even 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 overheats can cause fire.

12.2 Precautions

- Maintenance, inspection and repair should only be carried out by someone who is suitably qualified.
- 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 to instruments, audio equipment and any other equipment which club 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 get the fault fixed by a competent person.

13 Slipping and Falls

RISK ASSESSMENT

LOW to MEDIUM

PEOPLE AT RISK

Everyone

CONTROL MEASURES

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.

14 Cash Handling

HAZARDS

Violence to members in a robbery situation

RISK ASSESSMENT

MEDIUM

CONTROL MEASURES

ULOPC 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 President and Treasurer should also be notified.

15 Manual handling

Hazards

Manual Handling Injuries

Risk Assesment

Medium

People at Risk

Members

Control Measures

All members will lift correctly

Stand close to the box or bag
Bend your knees and keep your back straight
Grasp the box or bag firmly
Lift with your legs and not your back
Never lift a box or bag that is too heavy – get help

Heavy equipment on high racks or shelves must not be removed by oneself.

(No climbing on racks)

Only lift items of equipment that are within your lifting capacity.

16 Training of leaders/instructors and ratio of experienced persons to novices

Where the club is affiliated to a national body, governing body or federation the requirements of that body must be adhered to.

17 Trips in Ireland (day and longer) where club members may be involved in potentially hazardous activities
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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 that a problem arises the designated person should be instructed to contact the appropriate authorities and the SU. A risk assessment in writing must be produced for trips involving hazardous activities.

18 Foreign Trips (Outside the island of Ireland)

It is MANDATORY to inform the Clubs and Societies Development Officer (Paul.Lee@ul.ie) and the Clubs & Clubs & Societies Coordinator (Michelle.Whyte@ul.ie), in the case of a foreign trip AND the UL Sports Administrator (Neasa.odonnell@ul.ie) with regard to a Club trip

An itinerary is required in advance of all trips outside of the island of Ireland. The itinerary must include

- 1. Flight/Ferry information, and accommodation phone numbers and a daily schedule of the planned activities*
- 2. The contact details of the Event coordinators while abroad and the person/people designated to be responsible for First Aid (where possible)*

3. *In Case of Emergency (ICE) contact details must be provided by every participant to the Event Co-Coordinator, and provided to the CSDO (and Sports Administrator where applicable) at least a week in advance of the planned trip*
Ensure the Clubs & Societies Travel Insurance Policy Number is brought which is available from CSDO, Clubs & Societies Liaison Officer or ULSU Secretary General in advance of the trip

As per the Health & Safety Statement ensure contact details are available to Event Coordinators for the following

<i>ULSU Clubs and Societies Development Officer</i>	<i>086-0435307</i>	<i>ULSU Secretary General,</i>	<i>086-0435306</i>
<i>ULSU President,</i>			<i>086-0435300</i>
<i>ULSU Clubs & Societies Liaison Officer</i>			<i>086-0435308</i>
<i>AND the UL Sports Administrator (in the case of a Club event)</i>			<i>086-8524938</i>

18.1 Additional Foreign Trip checklist information

1. Check if a visa is required and make the necessary arrangements with your members
2. Check if vaccinations are required and make the necessary arrangements with your members
3. Collect passport details for all participants and check if all passports are valid until at least 3 months after the trip. Some countries may require passports to be valid for e.g. 6 months after the planned return date.
4. Certain activities require separate insurance to Clubs & Societies main insurance policy for the activities to be undertaken i.e. skydiving, sub-aqua, and the details of these policies must be known to members and CSDO in advance of trips.
5. To avoid unnecessary complications arising from theft and loss of passports while abroad members should have a backup record of their passport either via a photocopy or scanned copy of their passport and that could be left with a family member. In the event of theft or loss this record should assist greatly in and ability to repatriated members

18.2 First Aid Criteria:

1. Ensure adequate First Aid Kits and/or supplies will be present.
2. Ensure First Aid Kits are fully stocked.
3. Ensure competent, certified First Aider(s) will be present if required as per Health & Safety Statement.

4. Ensure First Aid incidents are recorded, and an incident report is completed as per the Health & Safety Statement for future reference and risk management. All incident reports must be provided to the CSDO
5. Inform all participants of who is responsible for First Aid for the trip/event.
6. Ensure that in case of emergency contact details for local and/or appropriate emergency services are known to all participants.

18.3 Safety Criteria:

1. Ensure adequate Safety Equipment will be present if applicable to the activity.
2. Ensure all Safety Equipment is in good working order.
3. Ensure competent, certified Safety person/people will be present.
4. Ensure only qualified members use specialist equipment
5. Inform all participants of who is responsible for Safety for the trip/event.
6. Perform a risk assessment for the locations of all activities

18.4 Annual OPC Scotland Training Trip Safety

The following procedure should be followed each day that ULOPC groups will be hiking and climbing on the mountains in Scotland.

Written notice shall be left in the bunk house (accommodation) detailing:

- *The members going out,
- *The location where they intend going,
- *The route and activity they intend pursuing,
- *The technical equipment they have with them ropes ice axes, harnesses etc
- *The safety equipment that the group shall carry.

Under no circumstances should any group leave the accommodation without leaving this information. This information should also be used as a check list that nothing has been left behind.

19 <i>Bullying & Harrassment</i>
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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, and 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 Clubs & Societies Development Officer for assistance on this issue. (See Bullying & Harassment Policy [Appendix 4](#))

20 Annual Review of Safety Statement

At the start of the first term the officers of the club should review the contents of its own safety statement and ensure that the contents are still relevant to the activities of the club.

If the club is participating in additional activities that may have safety implications the officers should draw up a policy to state how the club is going to minimize the risk associated with those activities.

For example if the Windsurfing Club decided to branch out into kite surfing then the additional activity should be dealt with.

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

21 HAZARD AND CONTROL MEASURES FOR CLUB ACTIVITIES

21.1 Hill Walking /Mountaineering

Hazards:

Falling
Hypothermia
Injuries resulting from falls or slips
Getting lost
Weather related problems
White Outs

RISK ASSESSMENT HIGH

PEOPLE AT RISK All involved

Control Measures:

All participants must wear suitable clothing. This includes clothes to keep the person warm and rainproof but also adequate footwear outlined by the OPC leaders and when it is necessary a head torch. The footwear will not be provided by the OPC and it is at their discretion whether or not to allow a certain type.

All people on the trips will be split into groups depending on the size of the group and then assigned a mountain leader who they will listen to and be led by.

While on the mountain the mountain leader will have responsibility over his/her group but also report to the overall trip leader in cases of emergency and on any problems they encounter

The mountain leader is responsible for any decisions that are needed to be made while on the mountain. For example in the case of the weather turning while on a mountain making the end of a climb dangerous it is the responsibility of the leader to turn back with the group.

The leader is responsible for taking control of emergency situations including contacting mountain rescue, administering first aid or delegating it, contacting the other groups for help and ensuring the safety of the rest of the group.

21.1.1 Hill walking Gear List

21.1.1.1 Essential Personal Gear List

- Waterproof outer-jacket with hood.
 - Hillwalking boots with ankle support (not runners and not hillwalking shoes)
 - For a bottom layer wear walking trousers or tracksuit bottoms (not jeans!)
 - For top layers include a fleece or a warm sweater. Bringing several thinner warm layers instead of one bulky layer is better as you have more options to add or remove layers throughout the day.
 - Thick socks
 - Day rucksack
 - Water to drink
 - A packed lunch for the day (plus some spare food in case of an emergency). High energy foods are recommended.
 - Dry Clothes to leave in the bus for after the walk.
- Other Useful Gear Items

21.1.1.2 Other Recommended Personal Gear

- Gaiters
- For a top layer, a dri-flow top, which wicks perspiration away from your skin, is very useful.

- A flask
- A windproof fleece.
- Foil Blanket.
- A platypus type drinking apparatus.
- Warm gloves (preferably waterproof)
- Warm hat
- First Aid Kit (to include plasters and blister pads)
- Torch (preferably a head torch)
- Bivy Bag (survival bag)
- Whistle
- Sun Protection Cream

21.1.2 Equipment

Equipment can be purchased in Limerick at River Deep Mountain High where members are entitled to a 10% discount with valid proof of membership to the OPC.

In an emergency

The emergency signal is six blasts on the whistle or six flashes of the torch.

To call Mountain Rescue dial 112 or 999

If possible get the group to a safe and sheltered place

Keep any casualties warm and as comfortable as possible

If possible, leave somebody to care for the casualty while others in the group descend to get help

21.2 Rock Climbing

21.2.1 Indoor Rock Climbing

Hazards:

Injuries from falling
Scrapes from the slab
Wear and tear of fingers
Tendonitis
General bumps and bruising from grips and dynamic moves

Risk Assessment:

Medium

People at Risk:

All involved

Control Measures:

It is the role of the Climbing wall supervisor to ensure that all climbers are aware of the rules at the climbing wall. Nobody but the supervisor is allowed to belay unless the person can prove they are proficient in belaying and very capable. This is at the discretion of the supervisor.

All Fire safety procedures must be obeyed for the climbing wall facility and strictly followed. Only Club supervisors may take groups of OPC members climbing in the climbing wall. When climbing at the climbing wall the smallest group allowed at the wall is three people. In the case of an accident one person would remain with the casualty while the other can summon help.

21.2.2 Outdoor Rock Climbing

Hazards:

Injuries from falling, loose rock, badly placed gear, broken bolts, rope tears, mistakes in knots or procedures
Finger damage from rock and use of bolts (broken fingers)
Tendonitis
General injury from falling **Risk**

Assessment:

High

People at Risk:

All involved

Control Measures

All participants whether climbing or belaying must wear a helmet. There are no exceptions to this and anyone who does not wear a helmet will not be the responsibility of the OPC, FULL STOP!!! None wearing of helmets can result in anything from a mild cut to serious injury and brain damage if a fall is taken and the seriousness of not wearing one cannot be underestimated.

When bouldering, a bouldering mat should always be used and also a person to spot when possible.

Any person lead climbing should have the necessary training to do so and this must be verified by an experienced member as gear could pop or anchors not set right could lead to major falls and injury.

Anyone belaying on a trip should be verified as able to do this alone or under the teaching and supervision of an experienced member. This is a vital aspect of climbing and any mistakes when belaying, belaying from the top or lead belaying can result in serious injury.

All knots should be correctly tied and then checked again by either or both parties before the climber can begin. All screwgate carabiners should always be locked when belaying regardless of belay device (reverso or atc).

All harnesses, ropes and gear should be checked for any wear or tear before use on outdoor trips.

A belayer should stand under the climber when they are a sufficient distance above them to reduce the impact of a possible fall.

Upon knocking anything off a route or throwing ropes down for abseiling the climber shall roar "below" to make anyone aware of possible danger.

The climber and belayer should both be aware and use all climbing calls necessary while on routes. For example: "On belay climb when ready, climbing, safe, off belay, below, on belay" etc

When sport climbing similar to indoor climbing the climber should be aware that they should never use a bolt as a grip as if they fall they will break or damage their fingers.

As already expressed, all participants must wear a helmet when doing any climbing with the OPC!!

21.3 Orienteering

HAZARDS:

Getting lost
Injuries resulting from getting lost
General cuts and scrapes
Falling/slipping - twisted ankles, bruising etc
Weather affects
Fear of being lost

RISK ASSESSMENT: HIGH

PEOPLE AT RISK: All involved

Control Measures:

All participants must wear suitable clothing for any fixture they attend. As there are no set uniforms or kits for orienteering it is generally advised to wear warm clothing which is wind and rain protected. Running shoes are also advised as this is a high tempo sport. Often participants will wear running or other shorts with GAA type socks for practical reasons but I would advise to wear tracksuit pants (not jeans) to avoid any scrapes or cuts from briars

Any beginner member shall not compete in a fixture on behalf of the OPC if it can be avoided. Where possible an experienced member shall shadow or guide them during their event in a team format. At the risk of getting lost we would like to know the proficiency and safety of the person before allowing them to compete in any event. Beginners are advised to compete in the Short Course events with intermediate competing in the Middle Course events and expert in Long Courses.

If a member decides to travel alone to a fixture, their judgement on their level of proficiency will be made at their own risk and ULOPC cannot be responsible for a member attending a fixture alone and or an incorrect judgement being made on their level

All participants should provide a whistle for their own use. This is for injury or getting lost purposes. Should someone get lost during a race they should blow on the whistle to seek attention.

Orienteering races should never be conducted at night time to prevent injury. However a form of night navigation is acceptable provided there is necessary care an experienced member on hand.

First Aid will be administered by any other member with the necessary training or wait for course attendants for aid if possible.

21.4 Caving

HAZARDS:

Drowning
Slips, trips and falls
Weather and conditions
Hypothermia
Claustrophobia
Weather and temperature affects
Being Stranded

RISK ASSESSMENT HIGH

PEOPLE AT RISK All involved

21.4.1 Caving Introduction

As cavers we enter an environment that provides physical and mental challenges and the satisfaction of personal discovery. It is also an environment that can be unremitting in its hostility to the unprepared, incapacitated or injured. Emergency medical support that is readily available to participants in other regional activities may take many hours to get to a casualty in a cave. Getting such aid to the casualty is only the start of what can often be the long and difficult task of returning the injured person to the surface. Risks can be reduced to acceptable levels but can never be eliminated. The way to minimise risk is to undertake caving with an attitude of self reliance, responsibility and preparedness. In practical terms this means careful planning, competent organisation and thorough training.

21.4.2 Caving General

A Cave Leader is an experienced caver who has knowledge of first Aid, cave rescue and cave formation. Minimum independent group size is three. This is the smallest group that is able to muster sufficient physical resources for effective self-rescue and provide adequate care should a member become injured or incapacitated.

Every member of the party should know the correct procedure to follow in summoning help in an emergency.

It is preferable that at least one member of the group should hold an approved first aid qualification, or have attended a course / workshop in first aid.

A safe caving procedure of leaving a callout shall be observed upon all caving trips as detailed in section:

In the event of non return by the callout time the person who received the callout takes responsibility to investigate the situation further and contact ICRO if necessary as per procedure in Appendix 2.

To raise the alarm the emergency services are contacted and the Irish Cave Rescue Organisation (ICRO) is contacted through the Coast Guard services.

Further safety precautions required for caving trips include insuring that the caving trailer is roadworthy and that all lights are fully functional and in accordance with the road traffic acts.

Landowners and their stock shall be respected and protected at all times. Therefore group leaders shall take responsibility for all gates and access points to be closed, walls to be maintained and stock left undisturbed on all OPC caving trips. Any difficulties encountered shall be recorded and notified to the OPC committee and other relevant bodies if necessary.

21.4.3 Caving Trip Planning

- An accurate weather forecast should be obtained.
- Have appointed trip leader and deputy leader.
- Determine what known hazards exist in the cave(s) to be visited.
- Decide minimum equipment requirements, including emergency equipment and provisions, in the light of known hazards and what is expected to be done in the cave.
- Ascertain the level of knowledge, skill and physical abilities of all intending group members.
- Decide under what circumstances the party will split (injured member) and what factors would mean abandoning the trip (claustrophobic member, adverse weather conditions).
- Decide on the route to be followed in the cave.
- Decide on the expected time for the completion of the cave. Add a factor for unexpected delays and nominate a realistic return time. Nominate a time for "commence search and rescue" (callout time).
- Make a callout for the trip leaving this with a responsible person, preferably with caving experience

21.4.3.1 Caving Callout Procedures.

A safe caving procedure of leaving a callout shall be observed upon all caving trips (as recommended by the Speleological union of Ireland). This involves calling

another caver or a responsible person before entering a cave system and giving the following important information:

Name of Cave and Location

Number of people going Caving

Transport being used by the group

Expected duration of trip

Planned exploration route of the cave

Expected Time Out

Call out time if not contacted by the group

21.4.4 Caving Group Leader's Responsibilities

- The leader should not introduce novice cavers to trips which are extremely difficult and strenuous, or into systems with which he is unfamiliar. They must have a knowledge of the conditions, requirements and any possible dangers before entering a cave
- Ascertain that each member of the group has the knowledge, abilities, skill and equipment to safely attempt the cave.
- It is the responsibility of the leader to ensure that during the trip the group remains as an interconnected group. The leader should be aware of each member's position and condition (including Medical).
- The leader should check novice for signs of claustrophobia, adverse reactions to wet, or cold, etc.
- Ensure that members do not get into situations beyond their capabilities.
- Check all equipment for suitability and serviceability before the trip.
- It is the responsibility of the trip leader with the deputy leader to plan the trip according to guidelines above.
- Accept that the Club Caving Officer/ President /Safety Officer have the final say as to whether or not the trip should be commenced.
- Be in contact with front and rear of the group with the assistance of the deputy leader.
- Know how to use the contents of his / her First Aid Kit (FAK).

21.4.5 Caving Group member's responsibilities.

Inform the party leader of any medical condition that may affect performance. If under medication, the group member must inform the group leader as to; dosages, times to be taken, location of medication among personal overground equipment and/or underground equipment (i.e. ammo-box), and effects if the medication is missed.

Go caving only in normal physical health. Do not enter a cave under the effects of alcohol or other performance-altering drugs or their after affects (i.e. hangover).

Ensure that you are properly equipped for the trip (i.e. warm clothing, light source, protective helmet, etc.).

Indicate any uncertainty about procedures or equipment use before entering a cave.

Accept that the party leader, vetoable by the club captain, has the final decision as to who is considered properly equipped; trained and physically and mentally fit to be included in the trip.

No beginner caver should go caving without an experienced member to lead them and the OPC will take no responsibility for any member who chooses to ignore this as a rule

21.4.6 Caving Equipment

21.4.6.1 To be carried underground by all party members:

- Helmet with rigid “Y” chin strap.
- Reliable primary light source which should be attachable to the helmet.
- Adequate clothing for the cave attempted.
- Adequate footwear.
- Chocolate or other source of energy (glucose).

21.4.6.2 To be carried by at least some party members:

- Secondary light source (i.e. petzel).
- A watch.
- Spare bulbs and batteries.
- To be carried by the group leader or deputy leader:
- Whistle and penknife.
- Sling (when required)
- Waterproof paper and pen.
- Water bottle with a squeezable spout.
- Food if the cave warrants it.
- Medical First Aid Kit (FAK).

21.4.6.3 To be left at cave entrance as part of a comfort sac.

- Waterproof bags

- Fully equipped FAK.
- Sleeping bag and sleeping mat.
- Kishu.
- Food, fuel, stove and drinkable water.
- Candles,
- Reading material

The club comfort sacs should be examined replenished and maintained on an annual basis. Responsibility of caving and Gear officers

21.4.7 Hazard Control Measures

All participants shall wear the clothing provided by the OPC for caving trips. This consists of a full body, yellow waterproof suits, wellies, helmet and head torch. Also necessary clothing underneath this to keep the person warm is a must. An experienced cave leader shall lead all caving trips and if there is not someone with the necessary standard as laid down by the Caving Officer there cannot be a caving trip. This is of huge importance as a trip in the absence of a cave leader could have terrible consequences including death and getting lost. If an injury is sustained, First Aid shall be administered by the person deemed to have the greatest proficiency and in the circumstance where one should not be moved two members will go out of the cave and contact the emergency services.

21.5 In Summary all Activities of the OPC require the following criteria:

An Appropriate standard of equipment & adequate safety equipment to provide group cover

The skill level of the participant & the dynamics of the group shall be considered when planning any activity session. The environmental conditions and potential changes shall also be taken into account when planning sessions (i.e weather forecast, avalanche risk, flood risks, tidal risks etc)

ULOPC 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. ULOPC. Must be informed of all disabilities/illnesses prior to the commencement of the activity.

In the event of lightening all water activity must be terminated immediately and safe procedures followed to minimise risk to Club members.

Much of the OPC activities can depend on the honesty of its members in relation to skill levels. The OPC cannot tell the level of one of its members straight away and rely on that person to know whether or not they are capable of doing a particular activity.

The OPC committee and leaders will do its best to set an example for those who attend the activities and ensure the safety of its members.

All activities are done under strict safety guidelines and done in the safest manner an extreme sport can possibly be done. First Aid kits are brought on every trip and also kept at the climbing wall.

Trusted leaders will always be on hand in any activity and if not the activity will not commence.

21.5.1 Trips in Ireland (Evening, 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.

SECTION 4

ACTIVITIES – OFF SITE

22.1 Off-Site Activities

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

22.1.1 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.

22.1.2 Cave Ingress and Egress

When entering the cave members should do so from a safe position, that is a position where they can enter safely and using appropriate equipment where required.

When exiting the Cave members should do so from a safe position, that is a position where they can exit securely without posing a risk to themselves or others.

22.1.3 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. This is applicable to Mountaineering, hilwalking, rockclimbing and Caving scenarios.

22.1.4 Travel to and from Rock Face

Proper precautions should be taken by all club members when leaving all vehicles when making there was to rock climbing locations

Appendices:

Appendix 1 SU Accident Report Form

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:
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? Yes/No
14. State name and address of hospital.
15. Date patient attended if not day of accident.
16. What treatment was received?

How did accident occur? (to be completed by patient)

17. Witness 1 Name

18. Term Address

19. Home address

20. Phone

21. Witness 1 statement

22. Witness 2 Name

23. Term Address

24. Home address

25. Phone

26. Witness 2 statement

SU Use only

Insurance company notified: Yes/No Date:
Signed:

Appendix 2 Fire Safety Declaration of Compliance

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 __/__/__

Appendix 3 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 offroad 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; _____

_____/_____/_____

Appendix 3 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.

Appendix 3 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

Appendix 4 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.

Appendix 5 Clubs & Society Vehicle Information

Licence Category	Description	Minimum Age & Other Requirements	ULSU C&S insurance requirements	Full driving licence - required	History previous accidents, penalty points	Insurance	Proficiency lesson required.	Letter of endorsement from Club or society committee e
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	Must complete proficiency lesson or supply evidence of previous experience driving an automatic vehicle for approval to drive landcruiser or been insured to drive a similar sized vehicle to the sprinter.	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.
D1	Minibus, maximum passenger accommodation 16 seats	21 / Full B Licence	23 by ULSU insurers	YES	Full honest declaration – must inform C&S liaison	Provide evidence of 2 years insurance	See above	See above

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					officer Liz of any accidents &/or penalty points			
EB	Combinations of vehicles with drawing vehicle in category B and where the design gross vehicle weight of the trailer is greater than 750kg.	17 years	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	See above	See above
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 above	See above

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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 unladen weight of the towing vehicle, and the maximum combination weight does not exceed a total of 3.5 tonnes.

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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

Appendix 6 Equipment Check Form

Equipment Check Form (to be completed for equipment that may pose a health and safety risk if in poor condition, e.g. boats, trailers, protective equipment, harnesses etc)

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Club_____

Officer carrying out check: _____

Date check carried out:_____

Tick box if item is satisfactory (for each type of equipment there may be several items e.g.

Equipment description	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7	Item 8	Item 9	Item 10	Item 11	Item 12	Item 13	Item 14

Corrective actions required

Action taken

Signed_____

Date actions completed ____/____/____

If items are unsafe or pose a risk to health and safety please take them out of circulation and clearly mark on them that they are not to be used.

A copy of this checklist must be sent to the Development Officer, Paul Lee.