

Dance UL Safety Statement

Hazards which members may or may not encounter in dance UL are as follows:

- Slippery floor surface
- Insufficient room

Risks which are involved:

- Pulling a muscle
- Spraining a bone in the body
- Fracturing a bone in the body

Actions which should be carried out to prevent accident outcomes:

- Club members should notify committee members of any medical conditions. If a Dance UL committee member is in any way worried that the medical condition will interfere with Dance ul activities a committee member should ask the club member to visit their GP and ask them if activities in dance ul would worsen their medical conditions. If Dance UL activities would harm their health the club members membership would be deactivated.
- Dance UL committee members should ensure all members who take part in Dance UL activities are registered as they will be then and only then insured against personal injury.

The outcome will generally not be too serious and accidents are very unlikely to be life threatening.

The actions which will be taken in event of these accidents are as follows:

- A committee member of dance UL will be notified by the club member
- The committee member will use any equipment from the first aid kit if it is necessary.
- The committee member will use their knowledge and perform immediate first aid with the use of an ice pack or a first aid kit
- If immediate first aid is not sufficient for the accident a local doctor/physiotherapist/health care professional will be called and the injured member will be assisted to a clinic or office as soon as they possibly can be.
- A committee member will notify the student union about the accident and it will be investigated and recorded on the SU accident report form and will send a copy to the SU, Clubs & Societies Development Officer or Clubs & Societies Liaison Officer within 5 days of the accident occurring
- If the accident is very serious a committee member will contact the Clubs & Societies Development Officer, Paul Lee as soon as possible.

Contact details:

- Paul Lee, Clubs & Societies Development Officer, (w) 061-213477-(m) 086-0435307
- Philip Mudge, General Manager (w) 061 202325 - (m) 086-0435306

- Derek Daly, UL Student Union President (w) 061 202326 - (m) 086-0435300
- Liz Gabbett, Clubs & Societies Liaison Officer (w) 061-234891 – (m) 086-0435308

The designated first aiders are Jessie O'Brien and Hannah Buckley.

The officer in charge of the first aid kit is Hannah Buckley.

Trips off campus or abroad:

- Dance UL committee members 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.
- The risks involved are those stated above along with the risk of transportation and other activities the club may not normally part take in.
- To reduce the risk of accident when travelling Dance UL will only hire buses with seatbelts and adequate seating for each person.
- The health and safety officer will devise a plan of action if any member gets in an accident.
- They will locate nearest hospitals, pharmacies and clinics in the area the club is visiting. The health and safety officer will also have a plan for emergency transport to the hospital or back to UL.
- If a venue (external to UL) is to be used by Dance UL for its own activities or for events a committee member will ensure that there are sufficient trained security persons at the venue for the duration of the event (if required).
- A dance ul committee member will also request the venue manager to sign a fire safety form. This form is a fire safety declaration of compliance with the relevant legislation and provides assurance to the dance ul committee members that the venue is safe from a fire safety perspective.

Dance UL will inform the Clubs and Societies Development Officer (Paul.Lee@ul.ie) and the Clubs & Societies Liaison Officer (Liz.Gabbett@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-ordinators, 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

ULSU Clubs and Societies Development Officer 086-0435307

ULSU Secretary General,086-0435306

ULSU President,086-0435300

ULSU Clubs & Societies Liaison Officer 086-0435308

AND the UL Sports Administrator (in the case of a Club event) 086-8524938

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

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.

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

Equipment usage:

- A committee member of dance UL will notify the student union when hiring equipment or performers from outside of UL and will ask to receive permission for doing so. Once permission is obtained a committee member 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.

Using electrical equipment:

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.

Precautions:

- Maintenance, inspection and repair will only be carried out by someone who is suitably qualified.
- 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.

Bullying & Harassment:

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

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systematic and on-going should be regarded as bullying. Sanctions will be taken against those found to be in breach of the policy. Dance UL members would contact the Clubs & Societies Development Officer for assistance on this issue.