University of Limerick SU

Clubs and Societies Safety Statement

2026/27



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 members and explain to them the basic safety rules that all members must adhere to when participating in club activities.

1.1 Role of the Captains of the Club

The Captains 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.

1.2 Role of the club member

- Clubs and Societies endeavor 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 and also ad hear to the security personal hired by the venue.
- 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.

1.3 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.

2. Reporting of accidents

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.

Members are insured against personal injury while participating in club activities. **Nonmembers are not**. The SU will deal with claims that may arise. Officers must ensure members are signed up in the membership book provided by the Students Union. As each membership book is completed it must be returned to Paul Lee. Officers must also submit an electronic copy of the membership list.

Accidents are defined as incidents were a person is injured to such an extent that they require first aid or other medical treatment (doctor, nurse, hospital visit).

2.1 Serious accidents and fatalities

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

Contact details

- Paul Lee, Development Officer 061-213477
- Secretary General 061 202325
- President 061-202326

3. 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.

Clubs 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.

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 aider is Eoin Kenny

The officer in charge of the first aid kit is Jack hickey.

4. Hosting Events

If UL Track 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). An ambulance will be present on site; this is usually supplied by the Sports Department in UL.

Officials for the track and field events will complete a training day prior to competition day so everyone is aware of their duties. High visibility jackets will be provided to all officials at the event.

Insurances as part of UL C&S will cover UL athletes taking part in a UL Athletics Club event, other athletes participating should have their own personal insurance and other college will have similar insurance to UL.

A code of conduct will be drawn up for event hosted by UL Athletics Club, any one in breach of this will be asked to leave the event area.

An equipment audit will take place prior to the event to make sure equipment is in proper working order. Preceding the event another audit will take place to assure all equipment is returned to its designated storage area.

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. 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.

7. 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.

8. Hiring in equipment to be used on campus

If a club 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.

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

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

To ensure the safety of users the SU require club 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.

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
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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.

11. Using electrical equipment

Risks

There are a number of risk associated with electrical equipment.

- If you damage electrical equipment, fro 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 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.

12. Training of leaders/instructors and ratio of experienced persons to novices

The Athletics Club must adhere to the requirements set out by Athletics Ireland.

13. Trips in Ireland (day and longer) where club members may be involved in potentially hazardous activities

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.

14. 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.

15. Bullying

Clubs and societies of the Student's Union operate 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 Welfare Officer for assistance on this issue.

16. 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 society/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.

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.

Appendix 1
SU Safety Statement Forms

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?

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:Yes/No Date:* *Signed:*

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 __/__/__

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)

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.