

University of Limerick SU

Clubs and Societies Safety Statement

Academic Year 2026-2027

UL Swim Club

1. Introduction

This safety statement is designed to set out the control measures that the club/society 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 & Society officers with respect to safety.

It also sets out the standards that the Students Union requires the club/society 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/society activities.

Officers should customise the Safety Statement to their own club/society requirements. If the club or society 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/society 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.

1.1 Role of the President of the Club/Society

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,
- 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/society 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 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.

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/society officer must attend the seminar and inform other officers of the content as per the ULSU requirement for Clubs & Societies

2. Reporting of accidents

Accidents that occur as a result of the club/society activities or while a member is participating in the club/society, 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/society 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 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 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

Contact details

- Paul Lee, Clubs & Societies Development Officer, (w) 061-213477-(m) 086-0435307
- Philip Mudge, General Manager (w) 061 202325 - (m) 086-0435306
- Eva McCormack, UL Student Union President studentpresident@ul.ie

3. First aid

For activities where there is a risk of minor injury an officer of the club/society 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 following clubs have a trained first aider;

1 American Football
2 Archery
3 Boxing (NEW)
4 Drama
5 Fencing
6 GAA
7 Hockey (Ladies)
8 Judo
9 Karate (Shotokan)
10 Kayak
11 Krav Maga
12 Mountain Bike
13 Outdoor Pursuits
14 Parkour
15 Rugby (Ladies)
16 Rugby (Men)
17 Rowing
18 Sailing
19 Skydiving
20 Softball
21 Soccer
22 Sub-Aqua
23 Tae Kwon Do
24 Trampoline
25 Waterpolo
26 Windsurfing

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.

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

The designated first aiders are Shaun Kilkenny

The officer in charge of the first aid kit is Shaun Kilkenny

First aid kit contents can be purchased from the SU.

4. Hiring of transport

When hiring minibuses or other vehicles for club/society 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.

4. 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

What to do if the C&S vehicle breaks down

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

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

Travelling abroad

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

What Drivers Must do at an accident or in an Emergency

- If you are involved in an accident, you must stop your vehicle and remain at the scene for a reasonable time. If vehicles are blocking the roadway or posing a danger to other road users, the roadway should be marked and the vehicle should then be removed as soon as possible.
- If you are asked by a Garda, you must give your name and address, the address where the vehicle is kept, the name and address of the vehicle owner, the vehicle's registration number and evidence of insurance, such as the name of your insurance company or a disc or motor insurance certificate. If there is no Garda at the scene, you must give this information to any person involved in the crash or, if requested, to an independent witness.
- If you or another person is injured and there is no Garda at the scene, the accident must be reported to the nearest Garda station. If the accident damages only property and there is a Garda in the immediate vicinity you must report it to the Garda. If there is no Garda available you must provide this information to the owner or the person in charge of the property. If, for any reason, neither a Garda nor the owner is immediately available you must give all relevant information at a Garda station as soon 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.

5. Hiring of venues

If a venue (external to UL) is to be used by the club/society for its own activities or for events a club/society 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/society 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/society 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.

6. Purchase of services

Where a club/society uses the facilities of a service provider (e.g. windsurfing school, dive centre, outdoor pursuits centre) or equipment belonging to a service provider 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.

7. 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.

8. 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.

9. Loaning of equipment

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

10. 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 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.

11. 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.

12. 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 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.

13. 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 & 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-Coordinators, 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

14. Bullying & Harrassment

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)

15. Annual Review of Safety Statement

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

If the club/society is participating in additional activities that may have safety implications the officers should draw up a policy to state how the club/society 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.

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/Society:
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 off-road in a field)
6. The "Driver Checklist of Clubs & Societies Vehicles" book must be returned with the keys and completed in full to the Clubs & Societies Development Officer or the Students Union before close of business or within the first two hours of start of business (9am-11am).
7. In the event of damage to the vehicle the Clubs & Societies Development Officer must be notified in person or via email immediately on return
8. The fuel tank must be returned full
9. Failure to comply with all points (3), (4), (5),(6) & (7) will result in an automatic disqualification of your club/societies very next booking and that date will be made available to other Clubs & Societies
10. Notice of Cancellation of bookings requires a minimum of a full working days notice failure to comply will incur a fine of €50 on each occasion
11. Failure to return the bus to campus after an event will incur a fine of €50 on each occasion, except where prior permission from CSDO has been obtained.
12. Vehicles must be returned to the Schrodinger Car Park or the staff car park immediately opposite the Schrodinger and placed as close to CCTV camera as possible. Do NOT park the Vehicles in obscure area's and/or behind obstructions
13. Expulsion/Suspension/Annual approval of drivers and or clubs/societies will be determined by the Clubs & Societies Executive. Speeding and/or reckless driving and/or persistent poor driving may result in Expulsion or Suspension of driver and/or club/society. The Clubs & Societies Executive will determine on a case by case basis.
14. Proficiency Letter Provided by Nessan 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; David Duane 21 / 09 / 2026

Appendix 3 Forms Re the C&S Vehicles 2

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

Date 06-10-2025

To the Clubs & Societies Executive:

The University of Limerick UL Swim Club committee wish to endorse the following person(s) as our nominated drivers for the Academic Year 2026/2027 to drive on behalf of our CLUB.

Mr DAVID DUANE – Mercedes Sprinter – Ford Transit

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

Names Title of Core Committee Position

David Duane – Co-Chairperson



Shaun Kilkenny – Health And Safety Officer



Appendix 3 Forms Re the C&S Vehicles 3

Additional Drivers Form

Additional Drivers Form

IBA IRISH BROKERS ASSOCIATION

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: David Duane - Dromdowney, Mallow, Co.Cork
2. Date of Birth: 29/05/2004 3. Occupation (include. part time): Student
4. Do you hold a full or provisional driving licence?: Full ROI License
   State class(es) of vehicle(s) covered by licence: B. W
   Date of issue of licence: 07/02/2022 Issuing Authority: ROAD SAFETY AUTHORITY
5. Date on which Driving Test was passed: 07/02/2022
6. Date of issue of first licence: 07/02/2022
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: David Duane Date: 21/09/2026

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 persist, 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	Provide evidence of 2 years insurance	See above	See above

					C&S liaison 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	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

	greater than 750kg.							

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

Towing a Trailer Legislation

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

Trailers

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

Trailer categories:

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

Driving Licence requirements

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

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

With an ordinary category B licence, a person can

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

With an EB license, a person can

- tow a trailer exceeding 0.75 tonnes DGVW, with a vehicle with a DGVW of up to 3.5 tonnes and seating for up to eight passengers (apart from the driver) provided that the manufacturer's rated towing capacity for the towing vehicle is not exceeded.

Brake requirements

For O1 Trailers (DGVW not exceeding 0.75 tonnes)

O1 trailers with a single axle are not obliged to have brakes provided that their DGVW is less than half the DGVW of the towing vehicle.
O1 trailers that have a DGVW greater than half of the DGVW weight of the towing vehicle or that have two or more axles must have brakes fitted.

For O2 Trailers (DGVW between 0.75 & 3.5 tonnes)

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

Towing a trailer with the Ford Transit Minibus 02 LK 2256 (Representative Vehicle if registered before 01/01/2004)
A combination made up of a category ED1 test vehicle with a trailer, capable of a speed of at least 80km/h. The trailer used shall have a gross vehicle weight of at least 1,400 kg. and have internal dimensions of at least 2.4metres by 1.2 meters

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)

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.