

UL Student Life
Clubs and Societies
Safety Handbook
Safety Management System

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1. Introduction

This safety handbook is designed to set out the control measures that the club/society must put in place and maintain to reduce the risks associated with its activities to the minimum level that is reasonably practicable.

The duties for each officer role are as outlined in the [constitution](#) and this document sets out the role of the Club's & Society officers with respect to safety, health and welfare of their members and others whom may be impacted by a club or society activities. It also sets out the standards that UL Wolves require the club/society to adhere to in the form of links to the UL Wolves Standard Operating Procedures (SOPs). This handbook should be read in conjunction with the associated UL Wolves SOPs and the UL Wolves Constitution.

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, associated risks and to be responsible for their own health and safety.

The requirements for the management of your members and your Club/Society is documented in SOP-03 Managing your members; SOP-04 The Administration Seminar; SOP-05 Clubs & Societies Council Meetings; SOP-06 Clubs and Societies Executive, SOP-08 Special Application Fund Process. SOP019: Competency requirements for Club & Society Committee members and the provision of training to maintain same.

1.1 Competency, communication and consultation on health and safety matters

The officers of each club and society have overall responsibility for ensuring health and safety standards are maintained at a high level and that all members are aware of these standards. To support officers in this role training is provided as outlined in SOP-19 'Competency requirements for Club & Society Committee members and the provision of training to maintain same'.

The training will include modules on:

1. The UL Wolves SOPs
2. Basic health and safety training is required for all Core Officers
3. Completing risk assessments (for the safety officer and one other committee member)
4. Completing Event Management Plans and Trip Management Plans for those planning events or trips.

In a nutshell:

- Basic health and safety training is required for all Officers
- Risk assessment training is required for the safety officer and one other Officer to enable risk assessments to be completed effectively

- Event Management Plan and Trip Management Plan training is required for clubs & societies planning on hosting events or going on trips.

An annual administration seminar is held (in two separate meetings in the first semester). Please reference SOP004: The Annual Administration Seminar for Clubs and Societies for more details on the seminar.

The seminar is vital to the successful running of your club or society each year and covers areas such as finances, insurance, health and safety, time management, the election of your clubs and societies executive and more. Because of the importance of the administration seminar, a policy has been approved by Clubs and Societies Council that a financial penalty applies for missing these seminars (see SOP004: The Annual Administration Seminar for Clubs and Societies).

Two core committee members must be in attendance at each of the administration seminars, though you may encourage more committee members to attend if you wish.

See SOP-19 'Competency requirements for Club & Society Committee members and the provision of training to maintain same'.

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.

Members should be aware that there can be a level of risk associated with activities in clubs and societies which the members need to accept to this end Officers should bring the H&S handbook and risk assessments to the attention of their members. Officers must communicate to members the safety practices that they must adhere to when participating in club/society activities as outlined in the Club/Society Handbook, risk assessments and the suite of UL Wolves SOPs.

1.2 Safety Handbook requirements and risk assessments:

Officers are responsible to make this safety handbook specific to their own club/society requirements. Each club or society must carry out a risk assessment of its activities in writing to determine the foreseeable risks associated with their activities.

Risk assessment training is provided along with a template detailing the requirements for risk assessments. Risk assessments should include an estimation of the likelihood of something going wrong and the severity of the impact (injury or ill health) that may occur should something go wrong. The club/society must then set out the effective controls that need to be implemented to eliminate or minimise the risk. If the club is affiliated to a governing body the safety standards of the governing body must be referenced in the risk assessment and adhered to.

1.3 Description of Club/Society Activities

- Working to make the university more environmentally friendly through projects like promoting recycling programs, reducing single-use plastics, and improving energy efficiency

UL Wolves Clubs and Societies Handbook for UL Environmental Society

- Raising environmental awareness among the student body through workshops, film screenings, awareness campaigns, and educational events about topics like climate change, conservation, and sustainable living.
- Connecting with local environmental groups, schools, and community organizations to extend environmental initiatives beyond campus boundaries and build broader environmental networks.
- Supporting student research projects and collaborating with academic departments on environmental studies.

2.0 ROLES AND RESPONSIBILITIES

2.1 Role of the President of the Society.

Our President is: James Organ

The President's role with respect to arrangements for health and safety involves the following:

- Ensuring that this safety handbook is tailored to meet the club/society's specific needs, is finalised, amended as needed and approved by signing it in ink
- overseeing that risk assessments are completed in writing to determine the foreseeable risks associated with all activities that are carried out by the club/society and that these risk assessments are kept up-to-date and controls therein implemented in a timely manner
- ensuring that Event Management plans are completed as per SOP-22 C&S Event Management
- ensuring that Trip Management Plans are completed as per SOP-25 Management of Domestic Trips or SOP-26 Management of International Trips
- ensuring that all committee members are competent to complete their functions as per SOP-19 Competency requirements for Club & Society Committee members and the provision of training to maintain same.
- ensuring that there are competently trained first aiders and adequate supply of emergency equipment available as required as per section 3 of this handbook
- that trip leaders are competent in their role, which is mainly an organisational and communicational role as per SOP-25 Management of Domestic Trips or SOP-26 Management of International Trips
- that novices are included in the risk assessments as required,
- that relevant training of members is provided where necessary and proof is held on file as per SOP-35 Member activity specific training (where required)
- that any accident, incident or near misses are appropriately managed as per SOP-13 Management and reporting of an incident
- ensuring that absolutely no person is permitted to take part in the activities of the Club/Society no matter how risk free you perceive the activity to be, without the membership process being completed in full as per SOP-03 Management of Members
- and that everyone is aware of the action to be taken in an emergency as per SOP-13 Management and reporting of an incident and as per section 3 of this handbook
- that equipment owned by the Club/Society is fit for purpose and maintained in a safe manner as per manufacturer's instructions or statutory requirements where they apply.

2.2 Role of Safety Officer.

Our Safety Officer is: Julie Murphy

The Safety Officers role with respect to arrangements for health and safety involves working with the President/Chairperson and the other committee members to ensure the following:

- that risk assessments are completed for all activities that are carried out by the club/society and that these risk assessments are kept up-to-date
- that this Safety Handbook is reviewed and amended as changes occur that could impact H&S and the changes communicated to the President/Chairperson and the committee members in a timely manner
- that there are competently trained first aiders and emergency equipment available as required,
- that equipment owned by the Club/Society is fit for purpose and maintained in a safe manner as per manufacturer's instructions or statutory requirements where they apply.
- to work with the President/Chairperson and other Committee members to ensure that relevant training is provided where necessary and proof is held on file as per SOP-19: Competency requirements for Club & Society Committee members and the provision of training to maintain same or SOP-35 Training for members.
- to work with the President/Chairperson and other Committee members to ensure the appropriate management as per SOP-13, of any incidents such as accidents, near misses, road traffic accidents and behavioural based incidents such as harassment, sexual harassment, violence etc. which occur while taking part in or as a result of club/society activities even if the incident appears trivial at the time. SOP-13 describes the requirements for reporting and managing such incidents and must be read, understood and adhered to. It is imperative that incidents are reported to the C&S Team in a timely manner as per SOP-13.
- and that everyone is aware of the action to be taken in an emergency.

2.3 Role of Secretary

Our Secretary is: Daragh Ryan

The Secretary's duties shall include

- attendance at basic health and safety training and any other training required as per SOP-19 Competency requirements for Club & Society Committee members
- the maintenance of all necessary documentation including the minutes of all general meetings and committee meetings,
- to work with the President/Chairperson and other Committee members to ensure the appropriate management as per SOP-13, of any incidents such as accidents, near misses, road traffic accidents and behavioural based incidents such as harassment, sexual harassment, violence etc. which occur while taking part in or as a result of club/society activities even if the incident appears trivial at the time. SOP-13 describes the requirements for reporting and managing such incidents and must be read, understood and adhered to. It is imperative that incidents are reported to the C&S Team in a timely manner as per SOP-13.
- responsibility for the Handover of Documents for the incoming Committee as per SOP-14 Start of year and end of year handover procedures

2.4 Role of the Treasurer

Our Treasurer is: Aine Hogg

The Treasurer's duties include

- Attendance at basic health and safety training and any other training required as per SOP-19 Competency requirements for Club & Society Committee members
- maintenance of the Society/Club's accounts and the Society/Club's budget submission
- ensuring transparency in the accounts
- to work with the President/Chairperson and other Committee members to ensure the appropriate management as per SOP-13, of any incidents such as accidents, near misses, road traffic accidents and behavioural based incidents such as harassment, sexual harassment, violence etc. which occur while taking part in or as a result of club/society activities even if the incident appears trivial at the time. SOP-13 describes the requirements for reporting and managing such incidents and must be read, understood and adhered to. It is imperative that incidents are reported to the C&S Team in a timely manner as per SOP-13.

2.5 Role of the Public Relations Officer (PRO)

Our PRO is Noel Lijo

The PRO's duties include

- Attendance at basic health and safety training and any other training required as per SOP-19 Competency requirements for Club & Society Committee members
- Building up and maintaining the social media presence of the club/society on the chosen platforms
- Using social media to promote events, shows and the club/society itself
- to work with the President/Chairperson and other Committee members to ensure the appropriate management as per SOP-13, of any incidents such as accidents, near misses, road traffic accidents and behavioural based incidents such as harassment, sexual harassment, violence etc. which occur while taking part in or as a result of club/society activities even if the incident appears trivial at the time. SOP-13 describes the requirements for reporting and managing such incidents and must be read, understood and adhered to. It is imperative that incidents are reported to the C&S Team in a timely manner as per SOP-13.
- Ensuring the content of the club/society media posts does not breach any UL Wolves policy and that it is the opinions/views of the club/society and not one member

2.6 Role of the club/society member

- Members should be aware that there can be a level of risk associated with activities in clubs and societies that members need to accept.
- 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.
- 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, associated risks and to be responsible for their own health and safety.
- Members must not jeopardize the health and safety of other members through their own actions or omissions
- Members are required to follow instructions given by Officers and Trip leaders
- Members should attend relevant training courses provided for them as per SOP35 Member activity specific training (where required)
- Members should raise any health or safety concerns that they have with an Officer or trip leader in a timely manner
- Members should inform an Officer or trip leader of any relevant medical conditions that might impinge on their ability to participate or which may negatively impact any emergency first aid treatment which they may need. Members are obliged to declare any changes to their health that may impact their ability to participate or which may negatively impact any emergency first aid treatment which they may need.
- Members must commit to reporting to an Officer or Trip leader any incidents such as accidents, near misses, road traffic accidents and behavioural based incidents such as harassment, sexual harassment, violence etc. which occur while taking part in or as a result of club/society activities or breaches of the constitution that occur during club/society activities even if the incident appears trivial at the time. SOP-13 describes the requirements for reporting and managing such incidents and must be read, understood and adhered to.

3.0 EMERGENCY RESPONSE

3.1 Reporting of accidents and incidents including near misses

SOP-13 Management and reporting of an incident contains all the relevant information needed to address accident and incident management including road traffic accident.

This SOP relates to the method in place to report and manage incidents such as accidents, near misses, road traffic accidents and behavioural based incidents such as harassment, sexual harassment, violence etc. which occur while taking part in or as a result of club/society activities.

Accident Investigations must be completed to enable the Committee to:

- identify why your existing control measures failed and what improvements or additional measures are needed
- plan to prevent the incident from happening again
- point to areas where your risk assessments need reviewing
- improve risk control in the future

An investigation is not an end in itself, but the first step in preventing future adverse events.

Monitor the effectiveness of the measures you put in place to control the risks. As part of your monitoring, you should investigate incidents to ensure that corrective action is taken, learning is shared with the C&S Office Team and any necessary improvements are put in place including updating the risk assessments as required.

3.2 First aid

For activities where there is a risk of injury an officer of the club/society must be designated to maintain a suitable first aid kit.

Based on the club/society’s risk assessment of activities there may be a need to have a designated trained first aider with each group.

Our designated first aiders are

Name	Mobile number
N/A	
N/A	

The person in charge of our first aid kit is _____

Name	Mobile number
Julie Murphy	0892409869

If your club/society has specific first aid kit contents requirements please insert them below, otherwise the recommended contents of a first aid box are:

Materials	First Aid Travel kit contents	First aid box contents		
		1-10 persons	11-25 persons	26-50 persons
Adhesive Plasters	20	20	20	40
Sterile Eye Pads (No 16) with bandage attached	2	2	2	4
Individually wrapped triangular bandages	2	2	6	6
Safety pins	6	6	6	6
Individually wrapped sterile unmedicated wound dressings medium (No 8) 10x8cms	1	2	2	4
Individually wrapped sterile unmedicated wound dressings Large (No 9) 13x8cms	1	2	6	8
Individually wrapped sterile unmedicated wound dressings Extra Large (No 3) 28x17.5cms	1	2	3	4
Individually wrapped disinfectant wipes	10	10	20	40
Paramedic shears	1	1	1	1
Pairs of examination gloves	3	5	10	10
Sterile water where there is no clear running water	2x20mls	1x500mls	2x500mls	2x500mls
Pocket face mask	1	1	1	1
Water based burns dressing small (10x10cms)***	1	1	1	1
Water based burns dressing large ***	1	1	2	3
Crepe bandage (7cm)	1	1	2	3

Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed containers should be provided. Each container should hold at least 20ml and should be discarded once seal is broken. Eye bath/ eye cups/refillable containers should not be used for eye irrigation due to the risk of cross infection. The container should be CE marked.

*** Where mains tap water is not readily available for cooling burnt area.

3.3 Fire:

Please refer to SOP-13 Management and reporting of an incident relates to the methods in place to report and manage incidents such as accidents, near misses, road traffic accidents and behavioural based incidents such as harassment, sexual harassment, violence etc. which occur while taking part in or as a result of club/society activities.

Fire Safety must be included in all Event Management plans as per SOP022: Event Management by Club & Society Committees. Controls must be put in place to ensure fires are prevented and a system is in place to manage safe evacuation should a fire occur.

4. Hazard control measures

4.1 Purchase/Hire of goods and 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 complies with the requirements in SOP020: Purchasing of Goods and Services and Management of Suppliers.

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 as per SOP-20: Purchasing of Goods and Services and Management of Suppliers.

4.1.1 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 UL Student Life. 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

Telephone: 061-202496

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

4.1.2 Hiring of transport

When hiring minibuses or other vehicles for club/society outings only those named as drivers (with the appropriate driver's license) are insured to drive the vehicle. Other club members must not drive a vehicle on behalf of a club or society. Only minibuses fitted with seat belts should be hired, check with the hire company beforehand. Only use hire companies that meet the requirements of SOP-20: Purchasing of Goods and Services and Management of Suppliers and provide the necessary documentation to prove compliance with the requirements therein.

4.1.3. Hiring of venues

SOP-22 C&S Event Management relates to the planning and running of events by a C&S. All aspects of the event must be documented and risk assessed in the Event Management Plan to ensure adequate controls are put in place.

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 committee must clarify whether the venue will provide these or if they need to be supplied by the club or society. If there is any doubt about numbers of

security the Entertainment Coordinator should be consulted. Security is included as a heading in the SOP-22 Event Planning by C&S.

4.1.4 Purchasing of equipment by C&S.

Equipment purchased by clubs/societies is the property of Student Life and must be returned to Student Life should the club/society cease to operate as per SOP023: Management of equipment.

4.2 Clubs & Society Vehicles Usage & Policy

UL Students Life'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 vehicle usage and management of drivers are governed by the following SOPs and the contents therein must be adhered to:

- SOP-10 Selecting and managing drivers for the UL Wolves Toyota Hilux or Mercedes Sprinter
- SOP-11 Selecting and managing drivers for the UL Wolves Minibus
- SOP-12 Vehicle booking, use and maintenance
- SOP-13 Management and reporting of an incident

What Drivers must do at an accident or in an Emergency

Reference

- SOP-12 Vehicle booking, use and maintenance
- SOP-13 Management and reporting of an incident

4.3 Safe use of equipment owned or used by Student Life & club/society

To ensure the safety of users Student Life 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 SOP-023 Management of Equipment.

Checks must be carried out before the equipment is used and the checks must be formally documented. A copy of the visual inspection must be sent to the Clubs and Societies Coordinator, Aisling Ryan.

Reference: SOP-023 Management of Equipment.

4.3.2. Lending of equipment

Club/Society equipment or equipment belonging to the University must not be lent to third parties who are not members of Student Life club. A club/society member must not borrow equipment for

use by third parties even if the club/society member is present or the club/society member is in the group using the equipment.

4.3.4. 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.
- The equipment may not be suitable for outdoor use which could cause it to conduct current on a wet day and cause a shock.
- 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.

4.4. Trips and Events

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 Student Life. A risk assessment in writing must be produced for all trips and events as outlined in:

- SOP025: Management of Domestic Trips
- SOP026: Management of International Trips
- SOP022: Event Management by Club & Society Committees

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

4.5 Bullying & Harassment

Clubs & Society's Bullying & Harassment Policy & Procedures:-

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 member 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 an 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 Societies 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, up to and 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 Students 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 any 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 Students 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. The Clubs and Societies Executive will not condone harassment of any kind. 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. The Clubs and Societies Executive prohibit sexual harassment. 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 including mediation 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.

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.

Resolution

When resolution is found through the informal procedure, both parties will be given support or periodical reviews, as appropriate. These may include counselling or other appropriate interventions. Where a complaint is found not to have been made in good faith, the complainant will be the subject of disciplinary action.

Resolving the Problem by Mediation

1. Mediation is an alternative method of resolving issues relating to bullying and harassment. Mediation involves the parties seeking to arrive at a solution through mutual agreement, rather than through an investigation and formal decision.
2. Mediation provides a confidential opportunity for the person who feels that he/she has been bullied or harassed, and the person accused of carrying out this inappropriate behaviour, to discuss the matter and to reach an agreement on their continuing working relationship.
3. Mediation is conducted in private, and is directly between the parties concerned and will be done individually & then collectively where appropriate in agreement, with the support of a mediator, who will act as an independent facilitator. Either party may withdraw from the process at any time by notifying the mediator, in writing, that they wish to do so.
4. If both parties agree to resolve the issue by mediation, the Manager who will be either Head of Student Engagement or if required in the absence of the Head of Student Engagement the General Manager (GM) will arrange the mediation process. An appropriate person, acceptable to both parties, from within or outside the Student Union will be assigned as mediator.
5. If the mediation process results in an agreement acceptable to both parties, the mediator will draw up a written record of the terms of the settlement for signature by both parties.
6. If the matter is resolved by mediation, no disciplinary action will be taken.
7. If mediation breaks down or fails to achieve its goal, the only other option is to have the matter resolved by investigation. The appointed mediator involved in the mediation process will not be involved in the investigation process. Resolving the matter by investigation may also be considered if the member (the complainant) concerned feels that it is inappropriate to resolve the matter by mediation.

Formal Procedure:

Procedure which will be followed

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

1. 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/harasser, 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.
2. 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.

3. Before commencing an investigation, the Club/Society committee may take the decision to exclude/suspend 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 alleged perpetrator but will be taken as a cautionary measure to prevent exacerbating the situation between the complainant and the alleged perpetrator.
4. The Club/Society committee will appoint two members from either the existing committee or former committee members 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.
5. The investigation will be governed by the terms of reference which will include the following provisions:
 - A provision to the effect that the investigation will be conducted in accordance with this policy
 - An indicative time-frame for the completion of the investigation. (*We will take into account the academic calendar and exam times as this will affect the time frame for the procedure to be carried out.*)
 - Provisions relating to the scope of the investigation, indicating that the investigator will consider whether the complaint falls within the definition of bullying or harassment at work and whether the complaint has been upheld
6. 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. The representative's role is to support and to take notes but not to partake in the meeting. . Hand written notes should be taken at the meeting. At the end of the meeting the hand written notes will be read out by the person who took the notes and all parties will sign off in agreement as a true and accurate reflection of the discussion.
7. Those investigating will prepare a report of their findings and submit it to the Clubs/Societies disciplinary committee for a final decision. The two committee members who have taken part in the investigation should not make a decision regarding the outcome.

Conclusion of Investigation

Once a decision has been made, the complainant and the alleged perpetrator must be informed as soon as is practicable.

Action where the Complaint is upheld

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.

Action where the Complaint is not upheld

- 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.
- 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.
- Retaliation of any kind against the member for complaining or by complainant 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 21 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 emailed to the Head of Student Engagement or GM where appropriate.

Upon receiving the appeal letter, the Clubs and Societies Executive Committee will appoint two members of their 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.

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.

DISCIPLINARY RULES & DISCIPLINARY PROCEDURE

Introduction

The rules set standards of performance and behaviour whilst the procedures are designed to help promote fairness and order in the treatment of individuals. It is our aim that the rules and procedures should emphasize and encourage improvement in the conduct of individuals, where they are failing to meet the required standards, and not be a means of punishment. Every effort will be made to ensure

that any action taken under this procedure is fair, with all members being given the opportunity to state their case and appeal against any decision that they consider to be unjust.

The following rules and procedures should ensure that:-

- the correct procedure is used when inviting a member to a disciplinary hearing
- The committee is fully aware of the correct procedure, the standards action and behaviour required.
- disciplinary action, where necessary, is taken speedily and in a fair, uniform and consistent manner
- Member(s) will only be disciplined after careful investigation of the facts and the opportunity to present their side of the case. On some occasions temporary suspension may be necessary in order that an uninterrupted investigation can take place. This must not be regarded as disciplinary action or a penalty of any kind
- other than for an "off the record" informal reprimand, all members have the right to be accompanied by a fellow member, who may act as a witness at all stages of the formal disciplinary process
- if a member is disciplined, they will receive an explanation of the penalty imposed and will have the right to appeal against the finding and the penalty.

Examples of breaches:-

- Serious or persistent breach of Health and Safety.
- Bringing the name of the Society/Club into disrepute.
- Acting against the aims and/or objectives of the Society/Club
- Misappropriation of any funding relating to the Society/Club
- Discrimination & Harassment as defined in the Equal Status Act 2000
- Gross misconduct by any member.
- Bullying & Harassment as defined in Safety, Health & Welfare Act 2005
- Grossly indecent or immoral behaviour
- Dangerous behaviour, fighting or physical assault;
- Possession, supply or use of illicit drugs;
- Theft or unauthorised possession of money or property, whether belonging to the club/society, another member, or a third party;
- Destruction/sabotage of club/society property, or any property on the premises;
- Interference with or misuse of any equipment for use by relevant club or society that may cause harm;
- Gross insubordination and/or continuing refusal to carry out legitimate instructions; i.e. trip leader event/organiser.
- Not having the correct and/or required qualification to carry out activities

Please note this is not an exhaustive list

Initiation of Disciplinary Action

1. All complaints relating to alleged breaches of discipline shall be made in writing (including email) to a member of the Core Committee and to the CSE in reasonable

proximity to the date of the matter giving rise to the complaint. The member of the Core Committee shall submit that written complaint to the Committee, whose decision, subject to the provisions of this rule, shall be final and binding.

2. On being advised of a complaint of an alleged breach of discipline and being of the opinion that the matter is of a sufficiently serious nature, the Committee, acting with all reasonable haste, shall appoint a sub-committee (as per section 3.1), comprising of five full members to deal with and adjudicate upon the complaint. (For the purposes of this section 7, the sub-committee dealing with the complaint is hereinafter termed "**the Discipline Committee**".)
3. A written notice of a date, time and place of the meeting of the Discipline Committee at which such matters are to be considered and the nature of the complaints shall be given to the member concerned at least twentyone (21) days prior to the meeting.
4. The member shall be entitled to attend any such meeting and shall be afforded the opportunity to respond to the complaints
5. The Discipline Committee shall consist of 3 people. The Discipline Committee shall have power to caution, discipline, and sanction in such a manner as it considers appropriate. They may suspend the member's membership for such period as it considers appropriate, *or to expel* the member from membership of the Society/Club or of any committee thereof, or to impose such condition on members continued membership as the Discipline Committee considers appropriate.
6. During a period of suspension, a member shall be denied all rights and privileges of membership. In the event of suspension or expulsion the member shall not be entitled to a refund of the whole or any part of the Membership Fee for the year/s in which a suspension or expulsion occurs, and any Membership Fee falling due within the period of suspension shall remain due and payable.
7. A member desiring to appeal against the finding of the Discipline Committee and/or against the sanction imposed may within twenty-one (21) days of the decision request the CSE to consider the appeal. Such request must be made in writing. Upon the receipt of such an appeal the CSE shall appoint one of its members to hear the appeal, who will request written submissions from both the Discipline Committee and the member lodging the appeal and shall make their decisions based on those written submissions. In exceptional circumstances the CSE appointee may (at his or her sole discretion) convene a meeting with either or both of the Discipline Committee and/or the appellant, either alone or together.
8. In the event that a finding by the Discipline Committee of a breach of discipline is upheld, or in the event of an appeal against severity of sanction only, the CSE shall, inter alia, have power to reduce or increase the sanction.
9. Pending the decision of the CSE, the sanction imposed by the Discipline Committee shall not take effect.

10. The decision of the CSE shall be final and binding.

5. Improvement and Review

At the start of the first term the officers of the club/society should review the contents of its own safety handbook and ensure that the contents are made 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 include these new activities in their risk assessments.

For example if the Windsurfing Club decided to branch out into kite surfing, then the additional activity should be included in the risk assessments.

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

HAZARD IDENTIFICATION & RISK ASSESSMENT

This section deals with the identification of hazards under various headings and the methods of reducing risk. A Hazard identification and Risk Assessment was carried out by the committee, and forms the basis of the safety system. The Hazard Identification and Risk Assessment is intended as a guide by which the committee may reduce the possibility of accidents or ill-health occurring. Final decisions as to the control measures considered necessary for each risk lies with the Committee.

HAZARD: Anything that may cause harm.

RISK: The chance, great or small, that persons or the environment will be harmed by the hazard.

SEVERITY: Possible outcome of an accident/incident e.g. broken leg, fire, fatality

LIKELIHOOD: possibility of accident/incident occurring.

The Risk Assessment is based on the combination of SEVERITY and LIKELIHOOD associated with each risk.

In the risk assessment SEVERITY and LIKELIHOOD have been graded as follows:-

Severity	Rating	Likelihood	Rating
Cut, scratch bruise	1	Unlikely- little chance	1
Fracture of a minor bone/ temporary minor short illness	2	Not expected but could occur	2
Fracture of a major bone/ permanent minor illness	3	Likely – even chance	3
Loss of 1 limb or eye/ temporary serious illness	4	Probable	4
Loss of two limbs or eyes/ permanent serious illness or fatality	5	Certain	5

The **Risk Factor** is a multiple of **Severity and Likelihood** with the risks graded as follows:

GRADE OF RISK	SCORE	CHARACTERISTICS
High Risk	15-25	Possibility of a single fatality, serious injury or minor injury to a number of people. Possibility of significant material loss.
Medium Risk	6-12	Possibility of minor injury to a small number of people. Possibility of some material loss. Possibility of fatality, serious injury or significant material loss is unlikely although not inconceivable.
Low Risk	1-5	The possibility of injury or loss is unlikely, but conceivable.