Maynooth University Club / Society Safety Statement Template

*Departmental/Debating/Political/Religious/Miscellaneous

Name of Club / Society: Debating Society

Name of Club / Society President: Lara Romero-Hentrich

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SECTION 1

SAFETY POLICY STATEMENT
AND
CLUB/SOCIETY DETAILS

1.1 HOW TO USE THIS TEMPLATE

Every Club / Society must set out how they ensure the safety of their members and anyone else who might be affected by their activities.
This Safety Statement template must be used to describe how you manage safety and should also be used as a guide on how to do the right thing to secure everyone's safety.

To complete this safety statement please fill in the sections below as outlined:

Yellow highlighted sections = Mandatory Completion
Blue highlighted Sections = Optional Completion if Required

This Safety Statements must be updated annually and uploaded to the Club / Society MU Life webpage.

Every club or society must complete the following steps;	☑
1. Fill in the front cover.	
2. President to sign the Safety Policy Statement (1.1) *After they are satisfied that what is set out in the document is correct*	
3. Complete a short description of the Club or Society (1.2)	
4. Insert First Aiders Names (1.4)	
5. Insert your plan for emergencies if required (3.3)	
6. Insert training requirements if required (3.4)	
7. Complete Club / Society General Risk assessment (5.3)	

NOTE:
Make the Safety Statement available to all members on the Club/Society webpage, upload onto MU Life and tell members what they must do to stay safe and how to mind the safety of other members.

1.2 SAFETY POLICY STATEMENT

The purpose of this Safety Statement is set out how the officers and members of this Club / Society manage safety so that the health and safety of our members or others who may be affected by our activities is not compromised.

This Safety Statement is based on hazard identification and risk assessment, specifies the controls, resources and names of responsible persons designated to carry out activities on behalf of the Club / Society.

We will identify the activities that the Club / Society is responsible for and will determine what activities have a significant risk to the Safety Health and Welfare of the members or people affected by our activities.

The Officers of the Club / Society will ensure:

- That Policies and Procedures are kept updated.
- That first aid and emergency procedures related to indoor and outdoor activities are in place
- That activities are suitably planned, organized and controlled to ensure the safety of the members when carrying out Club / Society activities.
- The Club / Society will consult with competent person(s) for high risk activities or where the officers do not have the appropriate experience or training.

The Club / Society asks that all its members cooperate with the implementation of this Safety Statement to ensure that the Safety, Health and Welfare of all is safeguarded.

Signed
_Lara Romero-Hentrich_____
Club / Society President

Date: __20/11/2026_____

1.3 DESCRIPTION OF CLUB /SOCIETY

Insert an outline of what the Club / Society does

To encourage all students of Maynooth University to become members of the Society ("Members") and engage with the art of debating.

To maintain a welcoming and progressive society that respects all, and to foster a positive and accepting atmosphere within the Society.

To develop and maintain strong links with the community, in both the local and wider sense, through collaborations with community groups, secondary schools, third-level institutions, and other such relevant parties.

To promote the training and development of Members who wish to improve their expertise and talent in the fields of public speaking and debating.

1.4 USEFUL CONTACT NUMBERS

A list of the Club / Society officers is available on MU Life. This is to be kept up to date by the Club / Society.

USEFUL CONTACT NUMBERS	
NAME	**CONTACT NUMBER**
Security number	01 708 3929
Ambulance	999 OR 112
Gardai	999 OR 112
Maynooth University Medical centre	01 708 3878 (09:30 – 13:00 and 14:00—17:00)
Clubs and Societies Office	01 474 7288
Health and Safety Office	01 708 4720
Connolly hospital Blanchardstown	01 646 5000
Garda station Maynooth	01 629 2380
Samartitans	116 123

CLUB / SOCIETY FIRST AIDERS
NAME

SECTION 2

RESPONSIBILITIES

2.1 MAYNOOTH UNIVERSITY CLUBS AND SOCIETIES COMMITTEE

The Maynooth University Clubs and Societies Committee is responsible for the following matters:-

- Oversee the activities of Clubs / Societies
- Assign financial resources as required to Clubs / Societies. Where required, funding may not be provided to Clubs or Societies that do not produce and disseminate an up to date Safety Statement or act in an unsafe manner.
- Ensure that each Club / Society has a written Safety Statement in place at the start of the academic year.
- That all Clubs and Societies have Emergency Plans and Procedures in place in the event of an emergency arising.
- That relevant training is provided to leaders and members where appropriate.

2.2 PRESIDENT AND CLUB / SOCIETY OFFICERS – EXECUTIVE RESPONSIBILITIES

The President and Club / Society Officers are responsible for the following matters:-

- That the Safety Statement is updated annually or when there is a significant change in activity. If amended, these are to be approved by the Clubs and Societies Office and is brought to the attention of each member on joining the Club / Society.
- Risk assessments are carried out in relation to Club / Society activities, where there is a potential of accidents or ill health. Additional task specific risk assessments may be required to be completed based on the risk profile of an event / activity.
- Each member of the Club / Society will be made aware of the Risk Assessments.
- Where it is established and the need is identified, appropriate training will be provided to Club / Society members before undertaking any of the Club / Society activities.
- Ensure, where appropriate, that Emergency Plans and Procedures are in place in the event of an emergency arising.
- Ensuring that all accidents are reported to the Clubs and Societies Office as soon as possible, including any emergency that arises on trips away.
- All trips off Campus must be notified and approved by the Clubs and Societies Office. Trip Away form is to be completed on MUlife.ie a minimum of two weeks prior to overnight trips and four weeks prior to international trips. Failure to provide adequate notice could result in the trip not being approved.
- For trips away, names and phone numbers of participants must be held by each trip organizer / leader prior to the trip away.

- Officers should have the names and phone numbers of the Safety Officer and Campus Security to hand and provide same to all members.
- Approval is sought from the Clubs and Societies Office, and additional University offices where required, for any official Club / Society event that is taking place. An event management plan is to be developed and submitted to the relevant University Offices for approval a minimum of two weeks prior to the event.
- Ensure that Club / Society members are made aware of the University Club / Society rules and University Code Of Conduct.
- Club / Society Officers are to take appropriate action against members for failing to follow / adhere to University rules including removal from the Club / Society. Any action is required to be discussed and pre-approved with the Clubs and Societies Office.
- Club and Society Officers are to partake in any University investigation, as required, including accident investigations.

2.3 CLUB / SOCIETY – RESPONSIBILITIES OF MEMBERS

- Individual Club / Society members have a responsibility to comply with the Club / Society Safety Statement and the practices and procedures it sets down in relation to its activities.
- Any member of a Club / Society who has a medical condition must advise the activity organiser of the condition. This will be treated in a strictly private and confidential manner by the trip organiser, unless due to an emergency, he/she has to inform other members of the group of the condition in order to get help or assistance.
- Members of Club / Society must be provided with all information in relation to the proposed trip including the trip destination, the activities to be undertaken, the duration and any specific safety precautions which must be undertaken.
- In all circumstances Club / Society members must accept the instructions of trip leaders/ Club / Society Presidents where they are given.
- In the event of a dispute in relation to an activity, the President of the Club / Society is to consult with the Clubs and Societies Office for advice on required action to be taken.
- No member of a Club / Society should be under the influence of alcohol or drugs while participating in the Club / Society activities where it may impact on their own safety or that of other members.
- Club / Society members are to follow all relevant University Rules. Failure to do so could result in disciplinary action as per University regulations.
- Club / Society members are to partake in any University investigation, as required, including accident investigations.

- Club / Society members are to treat all members with respect and dignity.

2.4 UNIVERSITY CLUBS AND SOCIETIES OFFICE AND SPORTS OFFICE

The Clubs and Societies Office and Sports Office are responsible for the following matters:-

- Providing assistance to Club / Society Presidents, Officers and Members including health and safety arrangements and insurance requirements.
- Advise on health and safety arrangements for trips away and events.
- Review and approve trips away and events.
- Advise the University Health and Safety Office on any high risk activities.
- Seek assistance from the Health and Safety office where required.
- Arrange health and safety training as required and requested by Club / Society members.
- Review and advise Club / Society on their health and safety statements and risk assessments.
- Advise on booking and arranging of event spaces.
- Report accidents and incidents to the University Health and Safety Office.

2.5 UNIVERSITY HEALTH AND SAFETY OFFICE

The University Health and Safety Office are responsible for the following matters:-

- Providing assistance to Clubs and Societies Office and Sports Office on Club /Society activities as required.
- Providing assistance to Club / Society on health and safety arrangements.
- Review Health and Safety Statement and risk assessments on Club / Society Activities.
- Deliver and/or arrange health and safety training in agreement with Clubs and Societies Office and Sports Office.
- Review Club / Society trips away and associated risk assessments and provide feedback where required.
- Investigate accidents and incidents as required.

2.6 DISSEMINATION OF THE SAFETY STATEMENT

At the beginning of each Academic Year, the Clubs and Societies Office will hold a workshop to inform the Club / Society Presidents of their responsibility for the activities of the respective Club / Society.

Society members workshops

Workshops/Health and Safety Seminars will be held to inform members of their responsibilities, identify training needs and to identify those with the required competencies who may be involved in Club / Society high risk activities.

SECTION 3

ARRANGEMENTS / GUIDANCE

3.1 REPORTING ACCIDENTS AND INCIDENTS ON BEHALF OF CLUB / SOCIETY MEMBERS

In the event of an accident occurring while undertaking Club / Society activities, irrespective of location, the University Clubs and Societies Office and /or Sports Office are to be advised. In the event of a serious injury or fatality occurring the University Safety Officer must be informed, immediately. In the absence of the Safety Officer, the Head of Security must be notified.

If required an investigation will be completed by an office of the University and Club / Society members are to partake as required.

Incidents including property damage and Near Misses are also required to be reported to the University. This is to ensure that no unsafe conditions are present and/or have been created.

All Accidents and Incidents must be reported online via the link below:
Accident/Incident Report Form

3.2 INSURANCE

All Club / Society members are insured against personal injury while participating in Club / Society activities on Campus. However, each Club / Society member has a duty of care to ensure that others are not adversely affected by their acts or omissions i.e. members of the public.

All trips (day, overnight, international) must be notified to the Clubs and Societies Office via MUlife.ie a minimum of 28 days prior to the trip.

NOTE: If a Club / Society fails to notify a trip as per above, this may have the effect of invalidating any personal injury insurance cover and the Club / Society President or Officers may face disciplinary action from the Clubs and Societies Committee.

Travel insurance is covered under the Clubs and Insurance Policy.

Please refer to Section 3.7 regarding Insurance for use of personal cars on Society trips.

3.3 EMERGENCIES & FIRST AID

The Club / Society must identify the various emergency scenarios that may occur for the members and to have a written plan in place for those scenarios.
An outline of actions to take in a standard emergency scenario are outlined below.

Emergency Scenario	Control Measures
Person sustains minor injury	• First Aid kit available to use • Contact first aider if available and required. • Report accident to relevant University office i.e. Clubs and Societies.
Person sustains serious injury	• First Aid kit available to use. • Contact first aider if available and required. • Advanced treatment required Contact ambulance 999 or 112 if required. • Monday to Friday 9:00 – 17:00 contact MU Health Centre 01 7083878 if on campus. • Report accident to relevant University office i.e. Clubs and Societies.
Fire	• If you observe a fire Sound Fire Alarm using break glass unit. If on campus contact security 01 7083929. If off campus contact Fire brigade 999 or 112. • If safe to do so and trained attempt to extinguish fire with extinguisher. Do not put yourself in danger. • Evacuate the area immediately and do not return to collect belongings. • Go to nearest assembly point. • Wait for instructions from fire personnel.
Gas Leak	• Instruct all personnel to leave the building / area immediately. If on campus contact security 01 7083929. If off campus contact building owner and/or Bord Gais Emergency 1800 205020 • Go to nearest assembly point. • Wait for instructions from fire personnel.

For an additional emergency scenario not outlined above i.e. person falling into water; person suspended at height, please detail the “Scenario” and “Control Measures” similar to above.

Emergency Scenario	Control Measures
	•
	•
	•
	•

An Officer of the club / society must take charge in case of an accident or emergency.
If there is a medical emergency or first aid is required while on campus the emergency numbers are;

Emergency Services (24 hour)	112 or 999
Monday to Friday 9:00 – 17:00	(01) 708 3878
Security (24 hour)	(01) 708 3929

First aid

Where there is a risk of an injury, an officer of the Club / Society must arrange a suitable first aid kit. This can be arranged through the Clubs and Societies Office or Sports Office.

For activities where there is a potentially higher risk of injury the Club / Society must have a designated trained first aider with each group. This should be detailed in a risk assessment or event management plan. It is recommended that for a club / society with the potential for injury should have a minimum of one trained first aider.

First aid training can be arranged through the Clubs and Societies Office or Sports Office. Trained first aiders within a Club / Society are to be identified in section 1.4.

Dispensing of Drugs

First Aiders are not authorised to dispense any form of medication to members. Supplies of such items must **not** be kept in first aid boxes. Persons who require medication are responsible for their own prescribed medication and frequency of use.

A first aid kit should be brought on trips and also be available to the club / society on campus during matches or events. The recommended contents of a travel first aid kit are given below however certain activities may require specialized contents. If a Club / Society has specific first aid kit requirements please insert them below:

Materials	First Aid Travel Kit Contents
Adhesive Plasters	20
Sterile Eye Pads (No. 16) (bandage attached)	2
Individually Wrapped Triangular Bandages	2
Safety Pins	6
Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10x8cms)	1
Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cms)	1
Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (no. 3) 28 x 17.5cms)	1
Individually Wrapped Disinfectant Wipes	10
Paramedic Shears	1
Examination Gloves Pairs	3
Sterile Water or sterile normal saline (0.9%) for eye irrigation	2x20mls
Pocket Face Mask	1
Water Based Burns Dressing Large	1
Crepe Bandage (7cm)	1
Insert additional item requirements here if applicable	

Officers and/or trained first aid members are responsible for the maintenance of First Aid Kits.

3.4 TRAINING

Club / Society officers are required to attend training provided by the Clubs and Societies Office in regard to Safety, Health & Welfare. By liaising with the Clubs and Societies Office the Club / Society can avail of training in First Aid, Fire Safety and other relevant courses.

In conjunction with University Offices, the Club / Society President and Officers must identify what training is required to ensure the safety of members. This may be provided internally by a competent person (a person with experience and knowledge), e.g. use of hand tools or may be formal training provided by an external body, e.g. AIST Stagepass 1 day training for those involved in theatre production, work at height/ladder/access tower training for those using ladders, rigging, manual handling training for those lifting and shifting scenery.

In the table below, please identify what training needs are required as part of your Cub / Society operation:

Training specific to this Society

Insert specific training requirements here		
Type of training	**Who needs it**	**Who provides it**
e.g. Manual Handling	**All Members**	**Maynooth Safety Office**

Workshops/Health and Safety Seminars will be held to inform members of their responsibilities, identify training needs and to identify those with the required competencies who may be involved in Club / Society high risk activities.

3.5 BULLYING/HARASSMENT & SEXUAL HARASSMENT

The University is committed to the protection of all personnel in the University, and to the principle that every staff member and student is entitled to work and study in an environment free from harassment.

As part of the procedures adopted by the University, a staff member or a student who believes that he/she has been the subject of harassment by whatever means, including the use of social media, may discuss the alleged harassment in an informal manner with his/her Head of Department or the Clubs and Societies Office or with any one of a number of contact persons appointed by the University. Contact persons have been provided with training in relation to their roles as contact persons.

The Maynooth University Policy and Procedures for the Protection of Staff against Workplace Bullying, Harassment and Sexual Harassment is available at Microsoft Word - Policy & Procedures for the Protection of Staff Against Workplace Bullying, Harassment & Sexual Harassment.doc

Information regarding student beahviour can be found in the General Rules of the University which is available at General Rules of University Feb 2018 V2_0.pdf

3.6 CHILD PROTECTION

Members under 18 years of age are to be treated the same as members over 18 years of age with the exception of the serving of alcohol and travel abroad. Where nonmember children are involved in activities the MU Child Safeguarding Statement and Child Protection Policy must be adhered to. Advice should be sought from the Clubs and Societies Office.

3.7 TRANSPORT FOR SOCIETY ACTIVITIES

All buses hired by a Club / Society should be from companies approved by the University and on the University framwwork. All buses must be fitted with seatbelts. Insurance details must be verified annually to the club/society.

Where a bus company is required to be used that is not present on the framework (e.g due to Geographical location), the Clubs and Societies Office is to be advised prior to hiring the bus. Extra actions may be required.

Where public transport is utilised the Society needs to co-ordinate the activity to ensure all persons travel safely.

Where private cars are utilised it is the responsibility of the owner to ensure the car is roadworthy and adequately insured. The drivers must have a driving licence in accordance with current Road Traffic legislation and is used at their own risk.

Use of personal cars for travel to venues for Club / Society activities –
The use of personal cars for Club / Society activities is not covered under the University insurance and use is at the owners own risk. Where personal cars are used the following are recommended to apply:

- The owner of the vehicle must provide confirmation that they have "Occasional Business Use" cover from their insurers.
- Drivers must have a full driving license appropriate to the vehicle being driven including for the towing of trailers.
- Vehicles must be roadworthy and where required a current NCT Cetificate must be displayed.
- The driver must carry out a visual inspection of the vehicle before starting the journey.
- The driver must take rest breaks in line with the Road Safety Authority recommendations.
- When towing trailers due regard to the nature, size and weight of the load must be taken into account.
- If a trailer is in use it must comply with Road Safety Authority requirements for light trailers.

3.8 PLANNING & ORGANISATION OF EVENTS

Clubs & Societies organise a number of events during the academic year. In doing so it is necessary to plan and organise the event in such a manner as to ensure the safety and health of those in attendance.
It is mandatory that clubs/societies submit a plan and a risk assessment of the event at least two weeks but a minimum of 7 days prior to the event taking place.
This includes the following information to be submitted to the Club and Societies Office:

- The proposed number of persons in attendance.
- The layout of the venue and special equipment.
- Set up and cleaning arrangements.
- Traffic control, parking and signage, if necessary.
- As Permit parking is in use on Campus and parking for cars/coaches is limited, liaise with the Traffic Management Department, Campus Services.
- Security and liaison with the Gardai and Emergency Services, if necessary.
- Insurance cover.
- Cash handling procedures must be put in place. It is preferable that events, where a large number of people may attend, should be a pre-paid ticketed event only. Retain only sufficient cash as is necessary and surplus cash must be stored safely.
- Provisions for persons with disabilities.
- Fire, first aid and emergency procedures.
- Catering arrangements.
- Liaison with Departments who may be affected by the event.
- Liaison with media.
- A Club / Society should also advise Security where special guests are visiting the event. This is primarily to ensure that protocol and security matters are addressed.

However, it may also be necessary to carry out a risk assessment of the proposed event to identify potential hazards. During the planning process consultation must take place between Student Activity Officer/Sports Officer, the Head of Security and the Safety Officer.

Should a major event be planned by a Society on Campus it is important to ensure that the University and St. Patrick's College (if held on south campus) management are consulted.

3.9 HIRING OF EXTERNAL VENUES FOR CLUB / SOCIETY ACTIVITIES

If a venue (external to University) is to be used by the Club / Society for its own activities or for events, the Clubs and Societies Office must be consulted. A risk assessment and event management plan must be carried out to ensure the facilities are safe and suitable.

3.10 USING SERVICE PROVIDERS

Where a Club / Society uses the facilities of a service provider or equipment belonging to a service provider, insurance coverage must be clarified. This means that the service provider must have Public Liability Insurance that specifically states that the provider is insured to carry out that specific activity with members of the public. A copy of that insurance certificate or a letter from the service providers broker to that effect must be obtained.

The activity must be approved by the University Clubs and Societies Office or Sports Officer.

3.11 ORGANISING TRIPS FOR CLUB AND SOCIETY MEMBERS

When organising travel the trip must be notified to the Clubs and Societies Office through the completion of Risk Assessment Form for trips away MUlife.ie (Appendix A). It is important to produce a list of participants with emergency contact details, including

- Name and address of participant.
- Emergency contact details.

Travel abroad must be notified through MUlife.ie at least 28 days prior to commencement of trip.
Students under 18 years of age are restricted from travelling abroad in line with the university's Child Safeguarding Statement.

In the event of a serious incident arising, the Leader must contact the Health and Safety Officer/Head of Security.

It is recommended that all members travelling to EU countries get a European Health Insurance Card and in some cases may require personal travel .

Prior to travelling abroad the MU Clubs & Societies International Travel Emergency Contact Details (See Appendix C) should be completed and issued to all members in the travelling party.

3.12 CLUB / SOCIETY EQUIPMENT

Clubs / Societies may be in possession of equipment which will be used by Club / Society members. Depending on the risk assessment carried out by the club / society, it may be necessary or mandatory to carry out safety inspections of the equipment to ensure that it is safe to use.

This may be a simple exercise involving a visual inspection of the equipment or it may require formal testing to ensure that it is safe to use. Statutory inspections may be required in some cases.
Note: All equipment is to be inspected before use!

Where practicable, a simple check list can be used to record what checks are carried out and any faults must be recorded. Suitable procedures must be put in place to have all the faults corrected before the equipment is put back into use. The name of the person carrying out the check must appear on the Equipment Check List and be dated at the time of the check. See Appendix B Inspection Sheet for Club & Society Equipment.

Club / Society equipment or equipment belonging to the University **must not be loaned to third parties**. A club/society member **must not lend equipment for use by third parties** even if the club/society member is present or in the group using the equipment.

Where a club or society is hiring in equipment for use on campus the Club / Society officers must first obtain permission from the Clubs and Societies Office. A copy of the hirers/vendors insurance certificate must be sent to the Clubs and Societies Office. Activities of this nature can only proceed if the event is given clearance by the Clubs and Societies Office, Sports Officer and the Safety Officer.

3.13 CATERING FOR CLUB / SOCIETY EVENTS

Official University catering facilities and providers must be used to provide catering for Club / Society events. If ordering in take away from external vendors only reputable, providers who are registered with the HSE are to be used. You must seek proof of registration. Also approval to be sought to consume food in a non-restaurant environment.

The use of class halls , lobbies, atriums or public areas is not permitted for catering purposes without the prior approval of the Estates Office.

All Clubs and Societies must comply with the University Alcohol Policy. The consumption of alcohol is not permitted on the grounds of the University.

The use of alcohol must not impinge on other people's ability to enjoy the use of the facilities. Excessive drinking may not be used as an excuse for behaviour which contravenes the University's Disciplinary Code.

Clubs and Societies who wish to organise receptions or functions involving alcohol must adhere to the following guidelines:

- If free alcoholic drinks are available at any function, free soft drinks must also be provided;
- No more than two free drinks must be made available to any member;
- Advertising for events must not over emphasise the availability of alcohol.

Breaches of the Alcohol Policy will be addressed using the University's Disciplinary Code.

3.14 USING CONTRACTORS

Where a Club / Society uses contractors they are required to provide the Club / Society with a safety statement, insurances and RAMS (Risk Assessment Method Statement) for the work being completed. These are to be sent to the Clubs and Societies Office and the Health and Safety Office for review and approval prior to work commencing. Where possible a contractor PRE-approved and vetted by the University is the preferred contractor to be used. If completing work on Maynooth University campus, the contractor is required to adhere to Maynooth University rules and regulations.

3.15 ANNUAL REVIEW OF SAFETY STATEMENT

At the start of the first term the Officers of the Club / Society must review the contents of its own Safety Statement and Risk assessments 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 must draw up a Risk Assessment to apply the necessary controls which minimises the risk associated with the new activities.

The revised copy of the Safety Statement must be signed off by the President of the relevant Society and dated with the current academic year clearly printed on the cover. A copy of the revised Safety Statement must be uploaded to MU Life Committee Page.

The receipt of funding from the Clubs and Societies Committee is contingent on the receipt of an up-to-date Safety Statement which must be uploaded to MU Life as part of the opening of the Society Committee Page at the start of year.

SECTION 4

GUIDANCE DOCUMENTS AND EMERGENCY PLANNING

4.1 FIRE SAFETY

The University has a fire management program in place which caters for the maintenance and inspection of fire alarms, fire extinguishers, emergency lighting, fire doors, fire exits, fire hydrants, assembly points. All Club / Society members must comply with the University fire and evacuation procedures and must leave the premises by the nearest fire escape immediately in the event of a fire alarm being activated.

When organising an activity the following must be considered:

- Activity leaders/co-ordinators must familiarise themselves with the means of escape from the building and assembly points in the event of an emergency.
- Make an announcement about the location of the exits
- Ensure that all fire exits are kept clear at all times,
- Do not block the fire exit routes with chairs/tables or other materials,
- Don't overcrowd a room – check the maximum allowable capacity before the event starts (contact Safety Officer), have a means to count them & to turn away if necessary.
- Do not bring in flammable liquids or materials into the building,
- Adhere to No Smoking Regulations,
- Remove all waste before and after the event is finished,
- Report any defects in the room, damage to buildings or security issues to Clubs and Societies Office.
- Publicity material, e.g. posters, must not be placed on walls in corridors or passageways. Such notices must be placed on the official noticeboards provided in University buildings.
- Prior permission must be sought from the Health & Safety Officer if planning to bring in/hire any electrical equipment e.g. catering equipment.

4.2 ACTION IN THE EVENT OF FIRE

Any person discovering a fire should:

1. Raise the Alarm by activating the break glass unit at the nearest fire point, which are found in the corridors and on the exit routes.

2. Inform the Fire Brigade
   The Fire Brigade must be notified of any fire - Emergency No. 999 or 112 (mobile). Give your address and clear directions. Switchboard or University Security Staff must also be alerted - Emergency Number: Security Mobile Unit: 01 708 3929

3. Deal with the Fire if safe to do so and you have been trained
   Attack the fire using the nearest suitable extinguisher or fire hose reel where appropriate. DO NOT TAKE PERSONAL RISKS OR PUT LIVES IN DANGER

4. OTHERWISE EVACUATE FROM THE PREMISES

   ON HEARING THE FIRE ALARM
   The evacuation of the building must commence immediately.

   1. Ensure that all equipment is left in a safe condition within the time available, prior to evacuating.

   2. Leave the building by the nearest safe exit, closing all doors behind you.

   3. Do not delay to collect personal belongings or for any other reason.

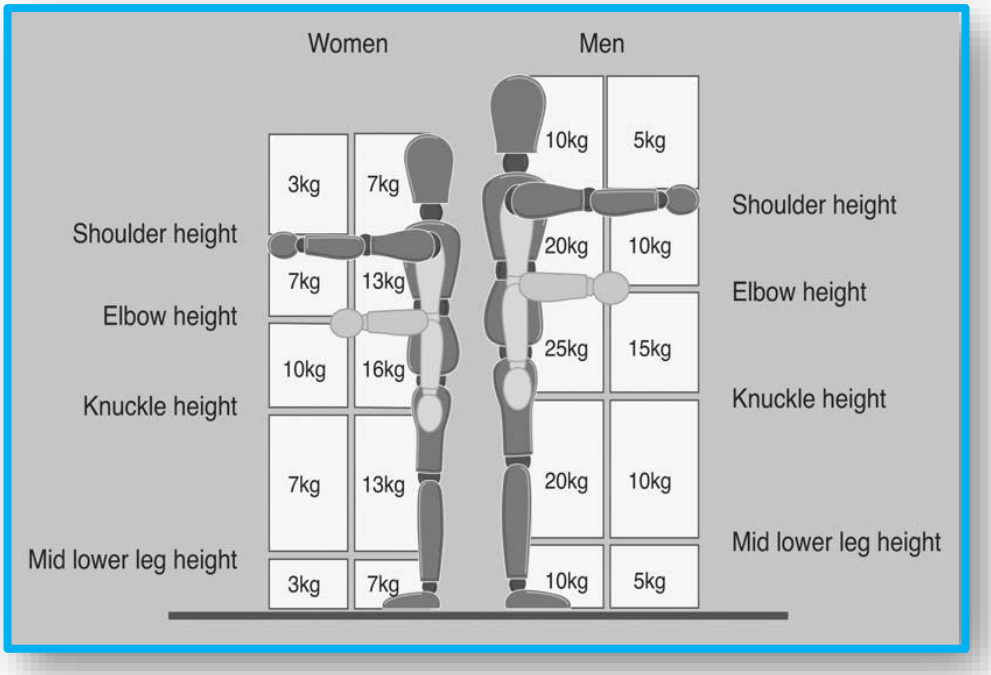
   4. Assemble at the prescribed assembly point(s)

DO NOT TAKE RISKS.
DO NOT RETURN TO THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO.
DO NOT USE LIFT(S)

4.3 GUIDANCE ON MANUAL HANDLING

Some Club / Society may be involved in the moving of equipment, stacks of chairs or tables, for the purpose of carrying out their activities. In some cases this may involve the lifting, putting down, pushing and pulling of equipment or loads.

A risk assessment must be carried out of manual handling tasks in order to identify the associated risks. Use the diagram below as a guide when assessing the manual handling activities of your Society. The diagram sets out guide weights for both men and women above which it is considered there is a potential risk of injury. Club / Society Presidents are invited to discuss the issues of manual handling with the Safety Officer who will advise them as to whether or not training is necessary. Do not be afraid to ask for assistance if you can not carry out the manual handling task safely.



However, each member involved in lifting/pulling equipment must take care not to cause a back injury to themselves or by failing to observe proper lifting techniques cause an injury to another member(s) who are helping or assisting with the task.

4.4 GUIDANCE ON THE SAFE USE OF ELECTRICITY

Electricity has the potential to cause electric shock, fire and explosion if improperly used or interfered with by untrained persons.

Club / Society members are not permitted to carry out repairs, modifications to electrical panels/sockets, switches or any other form of electrical equipment on Campus. In the event of an emergency, or power outage, the person in charge should contact the Powerhouse (01 708 3871) or Security (01 708 3929) and advise them of the power failure. Where electrical work is required or extra power sources are needed, clubs and societies office may be able to arrange a solution through the power house
Sufficient notice may be needed, except in an emergency.

There are a number of risks associated with electrical equipment:

- A cable, may be bare and live wires may be exposed.
- Equipment may be wrongly connected up so that outside metal parts will become live.
- 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 excessively overheats can cause fire. In such cases special controls must be put in place.

Precautions

- Maintenance, inspection and repair must only be carried out by suitably qualified person(s).
- 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 for instruments, audio equipment and any other equipment which Society 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 have the fault fixed by a competent person immediately.
- All portable appliances used by the Society members must be inspected and tested at least once a year by a competent person. (PAT Testing – further information from Health & Safety Office).
- Avoid, where practicable, the use of extension leads and multi-plug sockets. Where the use of extension leads is unavoidable uncoil them completely to avoid overheating.

- Avoid trailing cables across floors where access and egress has to take place as these present a hazard of slips, trips and falls
- Only 110v equipment may be used outdoors. Do not run cables from indoors to outdoors.

4.5 GUIDANCE ON GAS LEAKS

IF YOU SMELL GAS INSIDE OR OUTSIDE A BUILDING:

- Do not use naked lights.
- Do not switch the lights or any other electrical equipment on or off, do not use mobile phones or radios.
- Evacuate the building immediately and advise Campus Security from a safe location 01 708 3929.
- Security should contact the Powerhouse to alert them of the leak.
- **Powerhouse will take control** by carrying out the following actions:
  1. Open doors and windows and leave them open until the leak has stopped and any build-up of gas has dispersed.
  2. Do not turn the gas back on until the fault has been traced.
  3. If gas continues to escape after the supply has been isolated by the Powerhouse or person in charge they will contact the Emergency Services immediately.
     BORD GAS EMERGENCY PHONE NO: 1850 205050.

4.6 GUIDANCE ON POWER OUTAGE

In the event of a power outage all Club / Society areas must be cleared as soon as possible. The emergency lighting systems are designed to provide lighting for a limited period to aid safe egress and to provide lighting for the emergency services.

The standby generator, located in the power house, can only provide a limited output and will be utilised to provide power to essential buildings and services.

4.7 SECURITY ISSUES

In the event of coming into contact with a suspicious package inform the person in charge who will in turn inform Security 01 708 3929.

Do not touch or attempt to move any suspicious package or bag.

In the event of intruders/suspicious activities by persons on Campus do not confront the individual, contact Security immediately 01 708 3929 if able to do so. Under no circumstances are you to apprehend the intruder. Move to a safe area and observe if possible.

Cash Handling – Careless handling of cash and insufficient attention to security increases the likelihood of robberies and personal attacks. The use of card payment systems are encouraged to minimize the use of cash. The following should be considered when dealing with cash.

- Retain only sufficient cash as is necessary.
- Surplus cash must be stored away safely.

Maynooth University may request the presence of additional security prior to an event, This is to be discussed with MU Clubs and Society Office at the planning stage of an event and is to be detailed in any Event Management Plan.

Non MU personnel are not permitted to attend an event organised by a MU Club / Society unless this has been agreed and approved by the Club and Societies Office (exception for organised games). Intervarsity events are permitted and a detailed event management plan is to be completed and approved by MU Offices.

SECTION 5

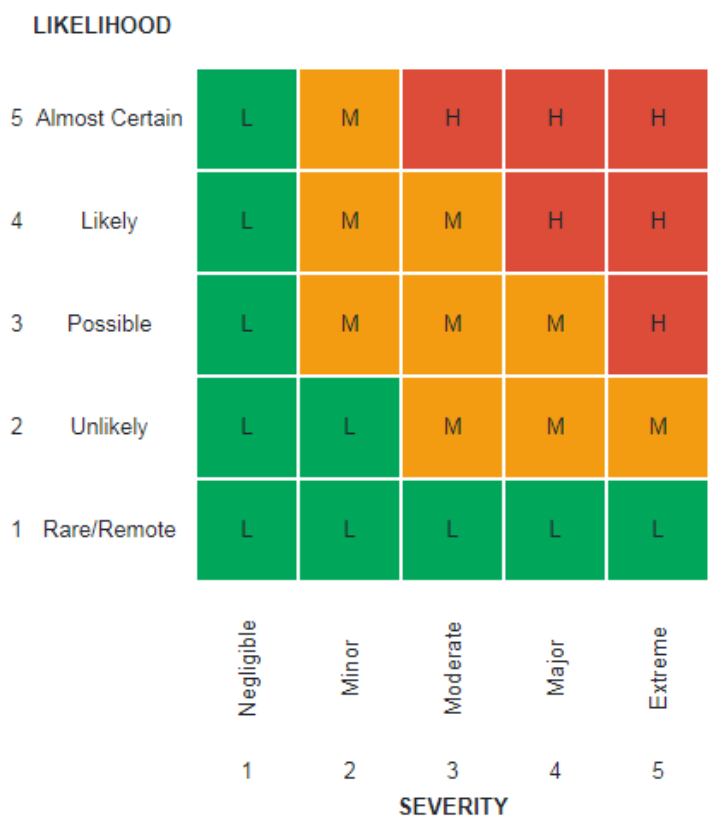
HAZARD IDENTIFICATION – RISK ASSESSMENTS

5.1 HAZARD IDENTIFICATION OF CLUB / SOCIETY ACTIVITIES

Each Club / Society must identify the hazards associated with their activities and document the controls they have to ensure risk is eliminated or minimised.

Risk assessment is carried out in three stages. Once a hazard is identified the likelihood of the event and the severity of the injury as result of the hazard must be assessed. Then to identify and put control measures in place to reduce the risk of these hazards causing harm.
The likelihood and severity must then be combined to provide an overall assessment of the hazard.
The risk associated with each hazard can be described by a Rating Number calculated using the following equation:

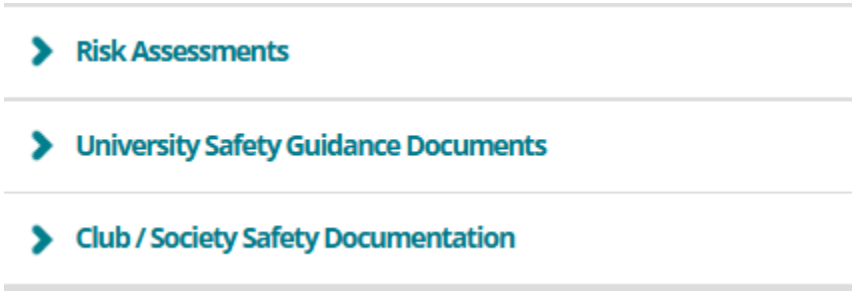
Rating = Severity x Likelihood (SxL)



Low Risk = 1 – 5
Medium Risk = 6 – 12
High Risk = 13 - 25

There are two types of risk assessments required to be completed by a Club /Society:

1. Club / Society General Activities – part of this safety statement
2. Club / Society Task specific risk assessment (e.g. event; trip away; kayaking) – see link below under "Club / Society Safety Documentation": https://www.maynoothuniversity.ie/health-safety/University-Safety-Documents



Additional Task specific risk assessments are to be stored in agreed location with Club / Society Committee and is available for inspection as required.

Additional Task specific risk assessments are to be shared with relevant members prior to commencement of the activity.

5.2 DEFINITIONS

Definition of Hazard(s), Risk assessment and Control(s)

A hazard is the resulting action of carrying out the activity with the potential to cause harm to Society members.

A risk assessment is an analysis to evaluate the likelihood of injury caused during the activity.

Control(s) - The procedures to carry out the activity in a safe manner.

In ranking the hazards associated with the activity the following system can be used.

High: Probability of death, serious and or irreversible injury. Significant damage to Maynooth University property or personnel. If risk rating cannot be reduced to Medium or Low consult with Clubs and Societies Office or Sports Office.

Medium: Probability of significant injury, damage to property.
Low: Probability of minor injury, minor damage to property.

Each Club / Society is committed to continuously examining hazards, assessing the risks they may present and implementing appropriate arrangements to reduce the risks identified. All Club / Society members are encouraged to identify hazards in their activities and to report them to their Society President.

All Club / Society members must report accidents, near misses and dangerous occurrences to their Club / Society President, Clubs and Societies Office and ensure that such incidents are recorded. The Health & Safety Officer must be advised of all accidents, near misses and dangerous occurrences. When an accident or near miss happens the risk assessment associated with the activity must be revisited and refreshed and the results brought to the attention of all members.

The following section deals with some of the issues that can impact on health and safety and states the arrangements that must be put in place to ensure the safety, health and welfare of all members who may be affected by the activities.

5.3

MU Club / Society General Risk Assessment

1. Review the Risk assessment below and update as required. Mark ✓ if applicable to the Club / Society activity.
2. Review the assigned Risk Rating and update as required.

Name(s) of Person(s) Reviewing: Lara Romero-Hentrich

Club / Society Name: Debating

Date of Review: 20/11/2026

Hazards	Who could be harmed	Controls	✓ If applicable	Risk Rating (after controls implemented)
Manual Handling	C/S Members	• Members who are involved in manually handling heavy items should be physically capable of lifting the item. • Members to 'ask for help' if necessary • Assess loads before handling and minimise repetitive bending wherever possible. • Ensure members take regular breaks from physical activity. • Use aids such as trolleys where possible. • Personnel to be advised on how to complete safe manual handling. • Tasks to be assessed to determine if training is required.	Yes	LOW
Slips, Trips and Falls	C/S Members; MU Students; MU Staff; Public	• Prior to any meeting / organised event, the area is to be assessed to ensure no slip or trip hazards are present. • If required Clubs and Societies Office or Sports Office are to be advised of any significant housekeeping issues. • Where possible, Trailing leads are to be kept from access and egress routes. • If trailing leads are present in a walkway, they are to be taped/secured to the floor.	Yes	LOW

		• Spillages are to be cleaned away immediately. If required contact MU helpdesk to arrange cleaners to clean an area. • If spillage occurs, warning signage is to be erected in the area until it is clean. • Area is to be cleaned after use and waste is to be disposed of as per MU waste management system. • Entrance / exit routes to be checked to ensure they allow easy access for disabled people		
Fire	C/S Members; MU Students; MU Staff; Public	• Club / Society are to adhere to the MU Fire Safety arrangements on campus including evacuation of a building during fire alarm activation. • Fire safety arrangements maintained and Serviced by MU. • Capacities of rooms on campus are not to be exceeded for an event. • Prior to any meeting / organised event, the area is to be assessed to ensure access and egress routes are kept clear of materials. • Access and egress doors are to be kept clear and are not to be locked when in use. • Where required fire marshals are to be provided to assist with evacuations. • Personnel to receive training in fire awareness where required. • No naked flames are permitted at any club / society event. • Contractors engaged with Club /Society are to apply for hot work permit from MU Safety Office where applicable. • Smoking including e-cigarettes is not prohibited in any building. • The building fire system is not to be impacted on i.e. removal of fire extinguisher or covering smoke detectors.	**Yes**	MEDIUM
Personal Security and Health	C/S Members	• Use of cashless payment systems is encouraged to minimise use of cash at an event. • Where cash is used it is to be stored in a secure area	**Yes**	MEDIUM

		where possible. • Where required, security are to be provided at events. This may be a requirement of MU offices (Clubs and Societies, Sports, H&S) on review of event management plan. • Prior to any trips including abroad Clubs / Societies officers are to advise members on steps to follow to ensure personal safety on trip away. • MU Campus security on campus 24/7. • First aid arrangements to be organised where required (e.g. physiotherapist for games). • Members are required to confirm fitness to participate prior to joining a Club / Society. Medical confirmation may be required to be provided.		
Use of Campus Facilities	C/S Members; MU Students; MU Staff; Public	• Rooms / spaces are to be booked through the MU booking facility – discuss with Clubs and Societies Office or Sports Office. • Club / Society are to adhere to the MU Fire Safety arrangements on campus including evacuation of a building during fire alarm activation. • Club / Society are to follow MU rules on use of food and drinks in rooms on campus. • Capacities of rooms on campus are not to be exceeded. • Antisocial behaviour not accepted and could result in disciplinary action being taken. • MU Campus security on campus 24/7. • Noise levels to be controlled to ensure minimal disruption on campus operations. • Licensed on campus facility to be used if alcohol to be served at event. • Area is to be cleaned after use and waste is to be disposed of as per MU waste management system. • Property damage to be reported as soon as possible. • Non MU personnel are not permitted to attend an event unless approved by MU Clubs and Societies Office or	Yes	LOW

		Sports Office (matches/competition/approved intervarsity events exempted).		
Use of External Facilities	C/S Members; MU Students; MU Staff; Public	• Club / Society to discuss use of external facilities with MU Clubs and Societies office or Sports Office prior to booking. • Contracts are to be shared with and approved by MU Clubs and Societies office or Sports Office prior to booking • Facility insurances to be requested prior to event and approved by Club and Societies Office or Sports Office. • Officers are to ensure External Facilities are fire compliant. • Additional security to be agreed and arranged with External Facility management. • A risk assessment of the venue must be carried out to ensure the facilities are safe and suitable prior to use.	**Yes**	MEDIUM
Use of Equipment	C/S Members	• Club / Society equipment to be inspected prior to use. • Register of equipment to be maintained on MU Life. • Club / Society equipment to be stored in agreed location with Club and Societies Office or Sports Office when not in use. • Damaged equipment to be removed and disposed when found. • Only trained and competent personnel to use specific equipment.	**Yes**	MEDIUM
Use of Electrical Equipment	C/S Members	• Only trained and competent personnel to use specific electrical equipment. • Damaged electrical equipment to be removed when found. • Damaged equipment to be inspected by trained and competent personnel only i.e. electrician. • Electrical equipment to be stored in designated location. • Electrical equipment not to be left charging overnight. • Where required, portable equipment to be PAT Tested.	**Yes**	MEDIUM
Completing activities off campus	C/S Members; MU Students;	• Club / Society to request permission to attend/complete activities off campus with Clubs and Societies Office or	**Yes**	MEDIUM

	MU Staff; Public	Sports Office. • Trip away form to be completed prior to attending event. • MU Travel Insurance to be obtained for any international travel. • Approved transport to be arranged to off campus event where required. • First aid facilities to be arranged where required.		
Use of transport and vehicles including trailers	C/S Members; MU Students; MU Staff; Public	• Approval for trip off campus to be approved by MU Clubs and Societies Office or Sports Office. • MU Approved transport providers to be arranged for transport where required. • Where non MU approved transport provider to be used, confirmation of approval of use to be obtained from MU Clubs and Societies Office or Sports Office. • Where possible, public transport system to be used by members. • Private car usage is not covered by MU Insurance. If used for Club / Society business, car owner should have occasional business use insurance on their car. • Transport equipment such as trailers to be inspected before use to ensure in good working condition. • Where trailers are in use the loads are to be secured in position prior to commencing driving. • All buses must be fitted with seatbelts. Insurance details must be verified annually to the club/society	**Yes**	MEDIUM
Organising and hosting Events	C/S Members; MU Students; MU Staff; Public	• Events are to be approved by MU Clubs and Societies Office or Sports Office. • Event management plan to be completed prior to event and submitted to MU offices for approval at least two weeks prior to the event. • Any external facilities are to be approved prior to completing booking. • Additional security and first aid requirements to be examined as part of the event management plan.	**Yes**	MEDIUM

		• Approved food suppliers to provide food only. Homemade prepared food has to be approved by MU Clubs and Societies Office. • Alcohol not permitted to be supplied unless on licensed facility and/or has been approved by designated MU Offices. • Events to be inspected before use to ensure no safety hazards are present. • Weather to be monitored and measures taken for any adverse weather conditions.		
Use of Contractors	C/S Members	• Contractors to be approved prior to use. • Contractor to submit insurances, safety statement, Method Statements and Risk Assessments prior to commencing work. • Contractor is not to use MU equipment unless permission has been sought. • Permit to work to be obtained from MU Safety Office when completing work on the campus. • Contractor to follow MU contractor rules and regulations.	**Yes**	MEDIUM
Environmental – handling waste		• Area is to be cleaned after use and waste is to be disposed of as per MU waste management system. • Waste is to be segregated as required. • MU Estates to be contacted to arrange any additional cleaning.	Yes	LOW
Providing catering / food	C/S Members; MU Students; MU Staff; Public	• Official University catering facilities and providers must be used to provide catering for events. • If ordering in take away from external vendors only reputable, providers who are registered with the HSE are to be used. Proof of registration is required. • The use of classrooms, lobbies, atriums or public areas is not permitted for catering purposes without the prior approval of the Health & Safety Officer. • All Clubs and Societies must comply with the Campus	Yes	MEDIUM

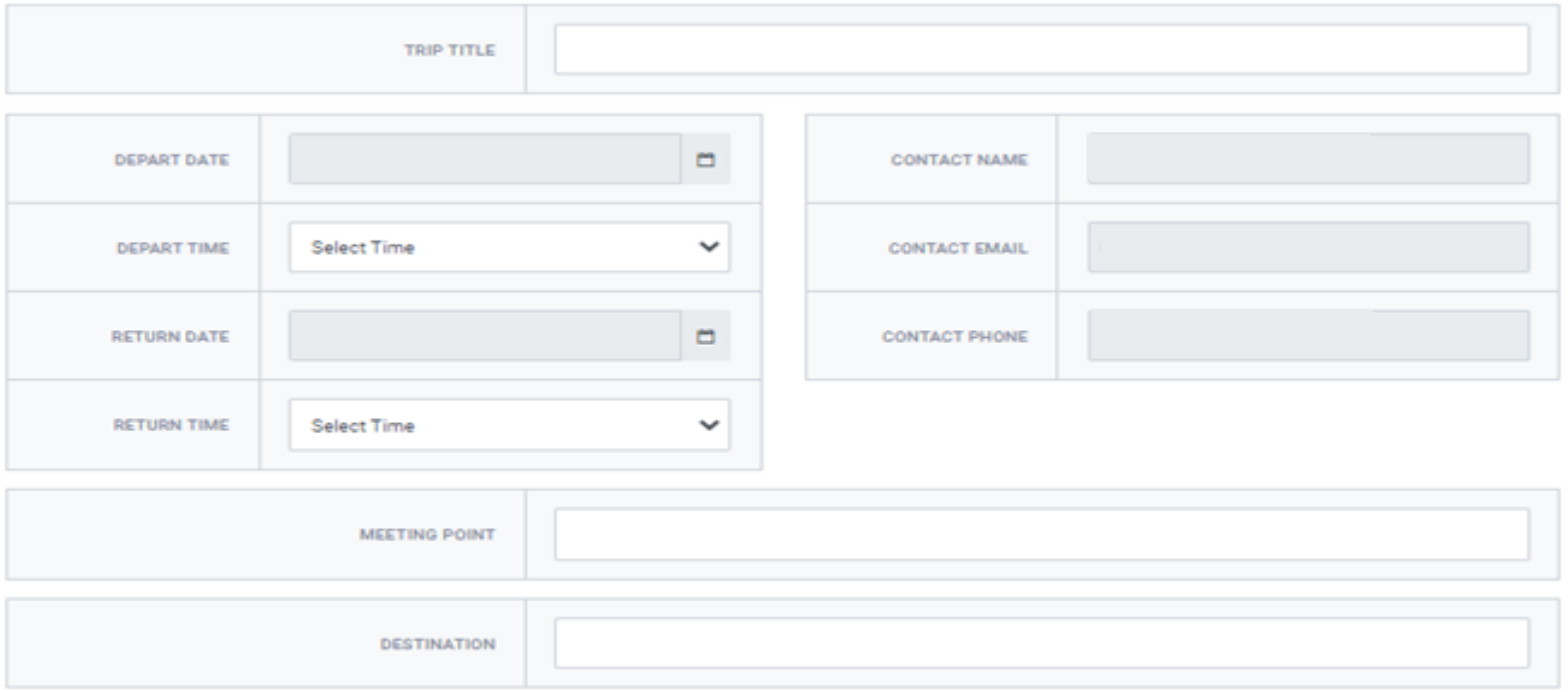
		Alcohol Policy.		
Electricity	C/S Members; MU Students;	• Society members are not permitted to carry out repairs, modifications to electrical panels/sockets, switches, or any other form of electrical equipment on Campus. • In the event of an emergency, or power outage, the person in charge should contact the Powerhouse (01 708 3871) or Security (01 708 3929) and advise them of the power failure. • Where electrical work is required or extra power sources are needed, clubs and socs office may be able to arrange a solution through the power house.	Yes	LOW
		•		
		•		
		•		

APPENDICES

APPENDIX A

Risk Assessment Form for Trips Away

The form below is an exert from MU Life. Please complete on MU life under Trips Away section and submit for approval.



GIVE A DETAILED DAILY ITINERARY OUTLINING EXACTLY WHAT YOU WILL BE DOING DURING THIS TRIP	Text: 0 / HTML: 11

Travel Insurance

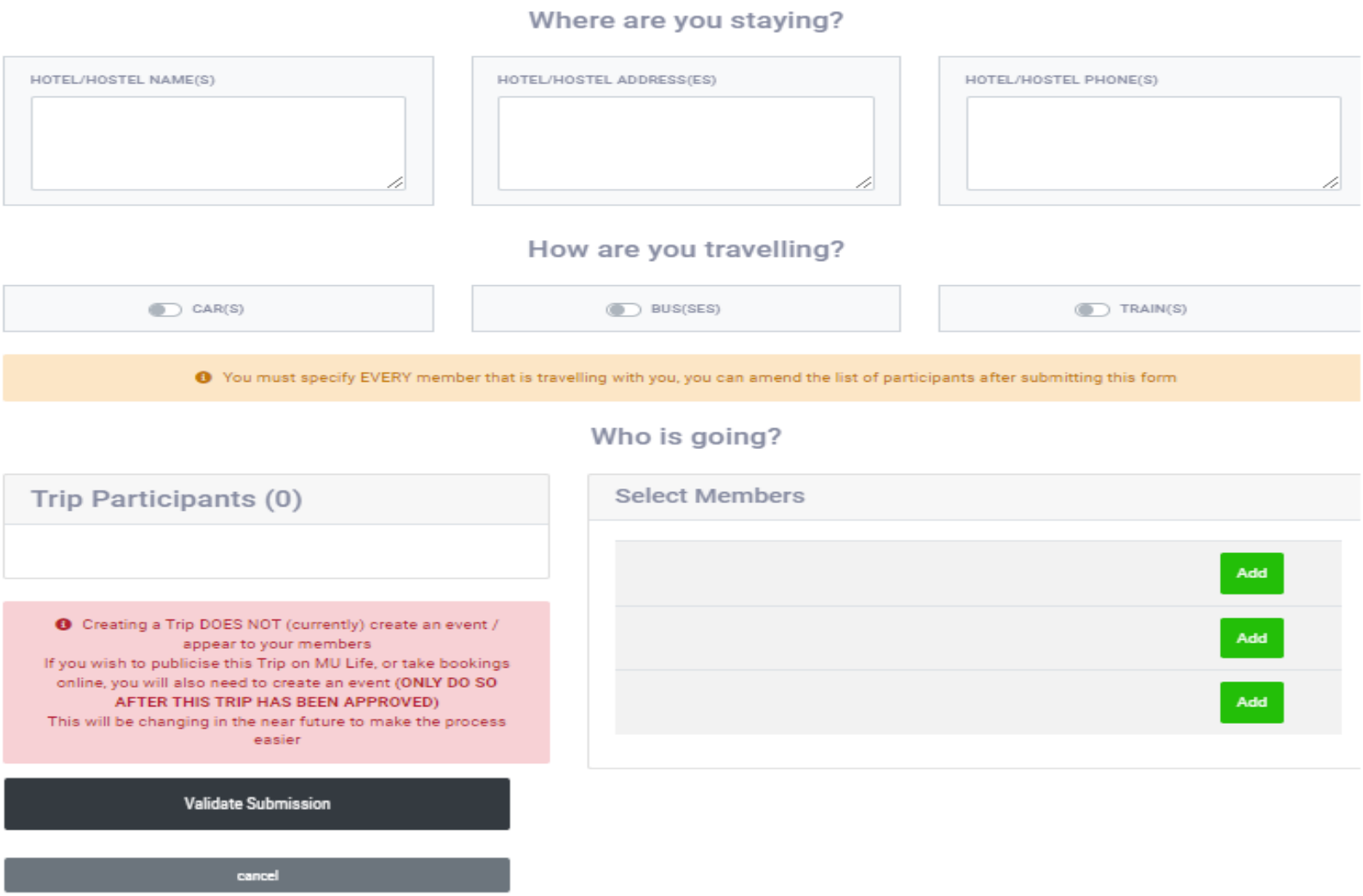
IS TRAVEL INSURANCE REQUIRED?	○ Yes ○ No

Hazards/Risks

HAZARDS IDENTIFIED WITH THE TRIP	
RISK LEVEL	○ High ○ Medium ○ Low
MANAGEMENT CONTROLS INCLUDING SPECIALISED TRAINING / ANY SPECIAL EQUIPMENT REQUIRED FOR THE TRIP	

First Aid

NUMBER OF QUALIFIED FIRST AIDERS	


Where are you staying?
HOTEL/HOSTEL NAME(S)
HOTEL/HOSTEL ADDRESS(ES)
HOTEL/HOSTEL PHONE(S)
How are you travelling?
CAR(S)
BUS(SES)
TRAIN(S)
You must specify EVERY member that is travelling with you, you can amend the list of participants after submitting this form
Who is going?
Trip Participants (0)
Select Members
Add
Add
Add
Creating a Trip DOES NOT (currently) create an event / appear to your members
If you wish to publicise this Trip on MU Life, or take bookings online, you will also need to create an event (ONLY DO SO AFTER THIS TRIP HAS BEEN APPROVED)
This will be changing in the near future to make the process easier
Validate Submission
cancel

APPENDIX B

Maynooth University
National University of Ireland Maynooth

INSPECTION SHEET FOR CLUBS & SOCIETY EQUIPMENT AT MU

LIST EQUIPMENT AND ANCILLARY ATTACHMENTS Use serial numbers if available	IN GOOD OPERATING CONDITION (Please tick)	CORRECTIVE ACTION REQUIRED	NAME OF PERSON RESPONSIBLE FOR ACTIONS TO BE CARRIED OUT	DATE	DATE ACTIONS/REMEDIAL WORK COMPLETED
	YES ☐ NO ☐				
	YES ☐ NO ☐				
	YES ☐ NO ☐				
	YES ☐ NO ☐				
	YES ☐ NO ☐				
	YES ☐ NO ☐				
	YES ☐ NO ☐				

NOTE: Items identified as a risk to Health & Safety of the person or damage to property must be addressed immediately and such activity will cease until the corrective action is completed and reassessed to be in good order

Appendix C

MU Clubs & Societies International Travel Emergency Contact Details

Group Name:				
Group Contact Name:		**Group Contact Number:**		
Location of Travel				
Dates of Travel	**From**		**To**	

Chubb Insurance Emergency Medical Contact Number	+353 (1) 440 1761 Option 1
Chubb Insurance Emergency Security Contact Number	+353 (1) 440 1761 Option 3
MU Policy Name	Maynooth University Clubs and Societies
MU Policy Number	IEBOPA06585
Maynooth University 24 hour contact	+353(1) 7083929
Local Emergency Contact number Medical e.g. 999 / 112 (Input Contact Number)	
Local Emergency Contact number Police e.g. 999 / 112 (Input Contact Number)	
Local Nearest Medical Centre (Input Address and Contact Number)	

Travel Tips:

- Request any personnel within the group travelling to identify medical requirements e.g. diabetes, with group leader prior to travelling.
- Recommend personnel travelling in Europe hold a European Health Insurance Card.
- See link - https://www2.hse.ie/services/ehic/ehic.html
- Avoid sole journeys during travel. Always bring a group companion and advise a group member of intentions.
- Familiarise group with any health or environmental risks of travel destination prior to travel – Check advice from the Department of Foreign Affairs.
- Ensure required visas and vaccines are obtained prior to journey.
- Prior to trip, advise personnel to take pictures of passport and visa and save on email / cloud.
- Please note excess of €250 is to be paid in non medical incidents.
- No insurance cover for personal electronic equipment including mobile phones or laptops.
- Insurance policy contains an exclusion in respect of hazardous activities and excessive use of alcohol and drugs.
- Insurance policy does not cover extreme sports unless identified to insurance company prior to trip. Discuss with MU clubs and societies.