

# Publication and Literary Society



## General Societies\* Safety Statement Template

\*Departmental/Debating/Political/Religious/Miscellaneous

**Name of Society:** Publication and Literary Society

**Name of Society Co-Presidents:** Emma Daly / Éabha Puirseil

**Revision Date:** 18/10/2023

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**SECTION 1**

**SAFETY 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. Fill in the highlighted sections plus Appendix B & D. It must be updated annually and uploaded to the Club / Society MU Life webpage.

**Every club or society must complete the following steps;**



<b>1. Fill in the front cover.</b>	
<b>2. President to sign the Safety Policy Statement (1.1)</b> <i>After they are satisfied that what is set out in the document is correct</i>	
<b>3. Complete a short description of the Club or Society (1.2)</b>	
<b>4. List the Officers (1.3)</b>	
<b>5. Insert your plan for emergencies (3.3)</b>	
<b>6. Insert first aiders names &amp; amend kit list if necessary (3.3)</b>	
<b>7. Insert training requirements (3.4)</b>	
<b>8. Complete Appendix B Risk assessment.</b> <i>If the Club/Society activities could lead to an injury you must identify that activity, state what could go wrong and set out what must be done to eliminate or minimise the risk of injury. The controls listed must be realistic and not just aspirational. All the members must be made aware of the controls.</i>	
<b>9. If the Club/Society is going on a trip a separate risk assessment must be drawn up each time on MU Life (See Appendix A). This must be given to the Club and Societies office, the Student Activities Officer or Sports Officer or all in good time before the trip.</b>	
<b>10. 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.</b>	

## 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

Emma Daly

Eoin Riegal

Society Co-presidents

Date 18/10/23

### **1.3 DESCRIPTION OF CLUB /SOCIETY**

Expand the literary opportunities available to members of the society and wider community of students at Maynooth University by organising and providing events, workshops and whatever may be deemed necessary as to complete this goal. Continue to foster the pursuit of learning in the field of journalism and publication for members. This includes but is not limited to: running the Silver Hand Journal and continuing to maintain a fair, diverse, inclusive and honest publication; hosting workshops, classes, panels, and other events to achieve this goal. Maintain its key functions and events such as Book Club and News Room which facilitate the achievement of all goals. These events are to run at intervals of no less than bi-weekly. Help students engage with key areas of publication and literature. Write and publish articles of all genres, subject to approval processes; have these published on our official website, [silverhandjournal.com](http://silverhandjournal.com). Establish a recurring Poetry/ Open Mic Night to encourage members as well as the wider student community to share their creative prose and poetry. Encourage members to get to know each other by going on literary-themed trips e.g., Museum of Literature in Dublin

#### 1.4 LIST OF SOCIETY OFFICERS AND USEFUL CONTACT NUMBERS

Insert the names of the Club / Society Officers
Emma Daly - Co-President
Éabha Puirseil -Co President
Hannah Kiernan- Vice President
Maeve Byrnes- Secretary
Grace McKeon – Treasurer
Terri Malone - Publit PRO
Jake Feeney - Silver Hand PRO
Leah Farrelly McFadden – Events Officer
David Naughton - 1st Year Rep
Elisabeth Koopal – International Rep

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
Clubs and Societies Office	01 474 7288
Health and safety Office	01 708 4720



## MU General Societies Safety Statement Template 2023/2024

University Doctor, Dr Gaffney, Glenroyal Shopping Centre	(01) 629 1169
CONNOLLY HOSPITAL BLANCHARDSTOWN	(01) 646 5000
GARDA STATION MAYNOOTH	(01) 629 2380

## **SECTION 2**

### **RESPONSIBILITIES**

## **2.1 DIRECTOR OF CAMPUS & COMMERCIAL SERVICES RESPONSIBILITIES**

The Director of Campus & Commercial Services is responsible for the following matters:-

- Ensuring that each Society has a written Safety Statement in place.
- 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.
- That funding is not provided to Clubs or Societies that do not produce and disseminate an up to date Safety Statement.

## **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 and is brought to the attention of each member on joining the Society.
- Risk assessments are carried out in relation to Club / Society activities, where there is a potential of accidents or ill health. The risk assessments are available in section 4 and Appendix B of this Safety Statement and are reviewed annually
- Each member of the 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.
- That the Society has Emergency Plans and Procedures in place in the event of an emergency arising.
- Ensuring that all accidents requiring medical attention are reported to the Clubs and Societies Office as soon as possible, including any emergency that arises on trips. (See Appendix D, Accident Incident Form)
- All trips off Campus must be notified to Clubs and Societies Office. Trip Away form to be complete on [MULife.ie](https://mullife.ie).
- Names and phone numbers of participants must be held by each trip organiser/leader.
- Officers should have the names and phone numbers of the Safety Officer and Campus Security to hand.

### 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 will make the final decision on the matter.
- 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.

### 2.4 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 ON BEHALF OF SOCIETY MEMBERS

In the event of a fatality or serious injury to any Society member/members, occurring while undertaking Club / Society activities, irrespective of location, the Safety Officer and the Clubs and Societies Office must be informed, immediately. In the absence of the Safety Officer, the Head of Security must be notified. Accidents must be reported online <https://forms.office.com/Pages/ResponsePage.aspx?id=zPVUFDW7hUa72YYhYBVyUuobl2Z8A1Oi0UmsUx-1I5UNIIGRENJVjFaNDc1MEFTOFhBUTNJWjk5Ui4u>

### 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.

All trips (day, overnight, international) must be notified to the Clubs and Societies Office via [MULife.ie](https://muli.ie)

If a Club / Society fails to notify a trip to the 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 the action in an emergency must be inserted here;

**INSERT EMERGENCY PLANS HERE**

Emergency scenario	
<b>Actions</b>	<b>Who is responsible</b>
1. First Aid	Emma Daly as a trained first aider
2. Society member feels sick/unwell for any reason	Student Medical Centre/ University Doctor
3. A society member's safety is threatened	Security
4. Other types of emergencies	Emergency Services
5.	

**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	112 or 999
Student Medical Centre (through switchboard)	(01) 708 3878
Security (24 hour radio)	(01) 708 3929
University Doctor, Dr Gaffney, Glenroyal Shopping Centre	(01) 629 1169

### **First aid**

Where there is a risk of an injury, an officer of the Club / Society must be designated to maintain a suitable first aid kit. For activities where there is a potentially higher risk of injury the Club / Society must have a designated trained first aider with each group. It is recommended that clubs / societies where there is a potential for injury have a minimum of one trained first aider

**The first aiders for this Club are;**

<b>Emma Daly</b>

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### **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 must 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
<b>Insert additional item requirements here if applicable</b>	

**The designated first aiders 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.

The 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.

**Training specific to this Society**

Insert specific training requirements here		
Type of training	Who needs it	Who provides it

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/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. This list of contact persons and their telephone numbers are available on the Human Resources section of the Maynooth University Webpage.

The Maynooth University Policy and Procedures for the Protection of Staff against Workplace Bullying, Harassment and Sexual Harassment is available at <https://www.maynoothuniversity.ie/human-resources>

Issues in relation to students are also dealt with in accordance with this policy – in this regard, all references to staff can be read as “student” and all references to Human Resources can be read as “Registrar”.

### **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 must be from companies approved by the University. All buses must be fitted with seatbelts. Insurance details must be verified annually to the club/society.

The hire of self drive minibuses must be approved by the Clubs and Societies Office and notified to the Health & Safety Officer before undertaking the trip.

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.

#### **Safety criteria to be used in the hiring of bus/coach for Society activities at home or abroad**

- Only named drivers with the appropriate licence will be authorised to drive the bus/coach.
- Each bus/coach must be fitted with safety belts.
- The bus/coach company must supply a Certificate of Road Worthiness and be in compliance with all Road Traffic Regulations.
- The bus/coach must have displayed an up-to-date NCT disc
- Copies of the appropriate insurance cover for the bus to be supplied to the Clubs and Societies Office annually.
- Only those buses/coach companies selected and listed by the University are to be used by the Society.

- Where a bus/coach is requested which is not on the University Supplier list, permission must be sought from the Clubs and Societies Office.
- When travelling abroad the above also applies or the equivalent.
- Insurance confirmation must be obtained from any bus/coach company being used abroad in advance of any travel being undertaken.

**Use of personal cars for travel to venues for Club / Society activities –**

The use of personal cars Club / Society activities is not encouraged. Where a member(s) of a Club / Society does use their own vehicle including the towing of loads and provides transport for other Club / Society members to travel, the following must apply:

- The owner of the vehicle must provide confirmation that they have “Occasional Business Use” cover from their insurers.
- An Insurance Certificate stating this provision must be lodged with the Clubs and Societies Office each year.
- 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 Certificate 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,
- 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,
- Societies 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) authorities are consulted.

### **3.9 HIRING OF VENUES FOR 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, Appendix B, must be carried out to ensure the facilities are safe and suitable and Appendix D Fire Safety Declaration must be completed by the venue owner.

### **3.10 USING SERVICE PROVIDERS**

Where a Club / Society uses the facilities of a service provider or equipment belonging to a service provider, insurance covers 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 Student Activities Officer/Sports Officer.

### **3.11 ORGANISING TRIPS FOR SOCIETY MEMBERS**

When organising travel the trip must be notified through [MULife.ie](https://mulife.ie). 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](https://mulife.ie) at least **21** 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 club member travelling abroad be required to download and register with the Department of Foreign Affairs through the Travelwise App.

It is recommended that all members travelling to EU countries get a European Health Insurance Card (E111).

Prior to travelling abroad the MU Clubs & Societies International Travel Emergency Contact Details (See Appendix E) 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 must 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 C 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 Student Activities Officer/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 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 Health & Safety Officer.

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 COVID

Guidance to staff and students relating to Covid -19 is available on the staff web page and the Health and Safety Web page.

[coronavirus](#)

### 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.**

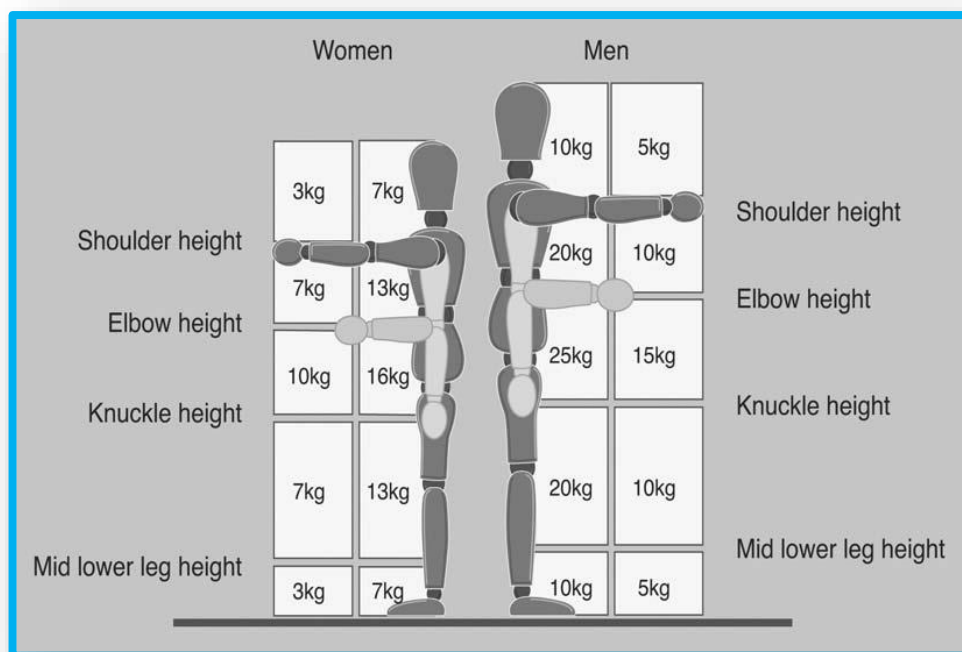
**DO NOT RETURN TO THE BUILDING FOR ANY REASON UNLESS AUTHORISED TO DO SO.**

**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.
- Security should contact the Powerhouse to alert them of the leak.
- **Powerhouse will take control** by carrying out the following actions:

Open doors and windows and leave them open until the leak has stopped and any build-up of gas has dispersed.

Do not turn the gas back on until the fault has been traced.

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: 1850205050.

## 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 7083929.

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 following should be considered when dealing with cash.

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

**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.

See Appendix B – risk assessment template and guide

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)

When completing the Hazard Identification and Risks Assessment in relation to Club / Society activities and equipment the follow aspects must be considered;

- a) Managing and conducting Club / Society activities to ensure the safety, health and welfare of Club / Society members.
- b) Managing and conducting Club / Society activities to prevent any improper conduct or behaviour likely to put the safety, health and welfare of Society members at risk.
- c) The design, provision and maintenance of facilities in a condition that is safe and without risk to the Club / Society members.
- d) The design, provision and maintenance of safe means of access to and egress from facilities used by the Club / Society.
- e) The design, provision and maintenance of equipment in use in the Club / Society.
- f) Ensuring the safety and the prevention of risk to the health, safety and welfare of Club / Society members relating to the use of any article or substance.
- g) Providing Club / Society activities that are planned, organised, performed, maintained and revised as appropriate to be safe and without risk to the members health, safety and welfare.
- h) Provide information instruction, training and supervision on Society activities to members either collectively or individually.



- i) Identify any hazards and the associated risk with any activity at present and any activity in the future organised by the Club / Society.
- j) Where risks cannot be completely eliminated, a hierarchy of controls must be put in place to reduce the risks to as low as reasonably practicable. This may also include the use of protective equipment/clothing as deemed necessary by the Club / Society.
- k) A Risk Assessment, Appendix A, for Society trips must be completed on MU Life as part of the Trip Away application.
- l) The preparation of adequate plans and procedures to be followed in the case of an emergency, imminent danger, serious accident or fatality occurring as a result of the Society activity. The plan must include the names of the persons to be notified and their contact numbers in any of the above circumstances.

The form in appendix B of this document sets out the risk assessment and controls for all potentially hazardous activities carried out by club/society members.

### 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.

<b><u>High:</u></b>	Probability of death, serious and or irreversible injury. Significant damage to NUIM Society property.
<b><u>Medium:</u></b>	Probability of significant injury, damage to property.
<b><u>Low:</u></b>	Probability of minor injury, minor damage to property.

Each Society is committed to continuously examining hazards, assessing the risks they may present and implementing appropriate arrangements to reduce the risks identified. All 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.


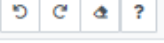
The following section deals with some of the issues that can impact on health and safety and states the arrangements that must be put in place to ensure the safety, health and welfare of all members who may be affected by the activities.

## **APPENDICES**

## Risk Assessment Form for Trips Away

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

 Trips Away

TRIP TITLE			
DEPART DATE	<input type="text"/>	CONTACT NAME	<input type="text"/>
DEPART TIME	Select Time	CONTACT EMAIL	<input type="text"/>
RETURN DATE	<input type="text"/>	CONTACT PHONE	<input type="text"/>
RETURN TIME	Select Time		
MEETING POINT			
DESTINATION			
<p>GIVE A DETAILED DAILY ITINERARY OUTLINING EXACTLY WHAT YOU WILL BE DOING DURING THIS TRIP</p>		<div>  </div> <div>  </div> <div> <p></p> </div>	
		<p>Text: 0 / HTML: 11</p>	

### Travel Insurance

IS TRAVEL INSURANCE REQUIRED?	<input type="radio"/> Yes <input type="radio"/> No
-------------------------------	----------------------------------------------------

## Hazards/Risks

HAZARDS IDENTIFIED WITH THE TRIP	<div></div>
RISK LEVEL	<input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low
MANAGEMENT CONTROLS INCLUDING SPECIALISED TRAINING / ANY SPECIAL EQUIPMENT REQUIRED FOR THE TRIP	<div></div>

## First Aid

NUMBER OF QUALIFIED FIRST AIDERS	<div></div>
----------------------------------	-------------

## Where are you staying?

HOTEL/HOSTEL NAME(S) <div></div>	HOTEL/HOSTEL ADDRESS(ES) <div></div>	HOTEL/HOSTEL PHONE(S) <div></div>
-------------------------------------	-----------------------------------------	--------------------------------------

## How are you travelling?

<input checked="" type="checkbox"/> CAR(S)	<input type="checkbox"/> BUS(SES)	<input type="checkbox"/> 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?

<b>Trip Participants (0)</b> <div></div>	<b>Select Members</b> <table border="1"> <tr><td></td><td>Add</td></tr> <tr><td></td><td>Add</td></tr> <tr><td></td><td>Add</td></tr> </table>		Add		Add		Add
	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

**RISK ASSESSMENT FOR CLUBS & SOCIETIES ACTIVITIES AT MU**

NAME OF SOCIETY	NAME OF CONFEDERTION AFFILIATED TO (IF ANY)	NAME OF PERSON COMPLETING THE RISK ASSESSMENT	POSITION IN MU	DATE COMPLETED
LOCATION OF EVENT / EVENT	NUMBERS ATTENDING	NAME & NUMBER TO CONACT IN EMERGENCY	NAME AND CONTACT NUMBER OF FIRST AIDERS	

**Event plan attached (Y/N)**

Select and tick the hazards listed below that would be associated with your activity / Event. Ensure that you comply with controls identified. Add additional Hazards to this assessment if they have been identified and also identify controls to reduce

Hazards	Who could be harmed	Controls	Rating (after controls are implemented)	✓ If applicable to event
Organise transport for society activities Using a unreputable company leading to injury or death	Society members	<ul style="list-style-type: none"> <li>All buses hired by a Society must be from companies approved by the University.</li> <li>All buses must be fitted with seatbelts. Insurance details must be verified annually to the club/society.</li> </ul> <p>Ref to guidance in section 2.6 of the Safety Statement</p>	L	
Planning & organising events Injury to persons attending	Persons attending	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>Ref to section 2.7 of the Safety Statement</p>	M	

## MU General Societies Safety Statement Template 2023/2024

Hiring of venues Injury / Death to persons attending	Persons attending	<ul style="list-style-type: none"> <li>If a venue (external to university) is to be used by the Society for its own activities or for events, the Clubs and Societies Office must be consulted.</li> <li>A risk assessment of the venue must be carried out to ensure the facilities are safe and suitable and Appendix C Fire Safety Declaration from the safety statement must be completed by the venue owner.</li> </ul>	M	
Catering for society events Food poisoning	Persons attending	<ul style="list-style-type: none"> <li>Official University catering facilities and providers must be used to provide catering for Society events.</li> <li>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</li> <li>The use of classrooms, lobbies, atriums or public areas is not permitted for catering purposes without the prior approval of the Health &amp; Safety Officer.</li> <li>All Clubs and Societies must comply with the Campus Alcohol Policy.</li> </ul>	L	
Electrical – injury / Death	Persons attending	<ul style="list-style-type: none"> <li>Society members are not permitted to carry out repairs, modifications to electrical panels/sockets, switches, or any other form of electrical equipment on Campus.</li> <li>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.</li> <li>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.</li> </ul>	M	
Fire – Death / injury	Persons attending	<ul style="list-style-type: none"> <li>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.</li> <li>All 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</li> </ul> <p>Ref to Section 3.1 of the Safety Statement</p>	M	
Slips / trips / falls	Persons attending	Before the event carryout an assessment of the venue / location	M	

Injuries arising from slips, trips & falls from uneven ground or obstructions & debris in access /egress routes & pedestrian		<ul style="list-style-type: none"> <li>o ensure that the area is suitable to hold the event and significant risks will be addressed prior to event proceeding</li> <li>o Adequate lighting in place</li> <li>o Emergency routes to be of adequate width and kept clear at all times.</li> <li>o Any uneven or damaged surfaces must be appropriately highlighted</li> <li>o All working at height must be avoided wherever possible; where not it must be risk assessed.</li> <li>o Slippery surfaces will be identified and rectified.</li> <li>o advised to wear footwear suitable for the event</li> <li>• Ensure equipment is set up close to eliminate trailing leads that present trip hazards</li> </ul>		
Manual handling risks - E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects	Persons attending	<ul style="list-style-type: none"> <li>• Members who are involved in manually handling heavy items should be physically capable of lifting the item.</li> <li>• 'ask for help' if necessary</li> <li>• Assess loads before handling and minimise repetitive bending wherever possible and ensure they take regular breaks.</li> </ul>	M	
Lack of first aid for any event	Persons attending	<ul style="list-style-type: none"> <li>• If there is a medical emergency or first is required while on campus call security on 7083929</li> <li>• Familiar yourself with the emergency numbers 999 /112</li> </ul>	L	
Access/ egress Risk of injury at public entrance / exit Emergency access	Persons attending	<ul style="list-style-type: none"> <li>• Check Entrance / exit to ensure they allow easy access for disabled people.</li> <li>• Entry supervised by identifiable marshals where appropriate</li> <li>• Do not store or set up equipment at entry or exit points</li> <li>• Procedure in place for emergency evacuation as per event plan</li> </ul>	M	
Adverse weather Wind/ lightning /sun / heat/cold, snow flooding Risks specific to your event	Persons attending	<ul style="list-style-type: none"> <li>• Monitor weather to decide if event can go ahead safely</li> <li>• Advise to wear suitable clothing for the conditions e.g., suitable footwear</li> </ul>	L	
Overcrowding – pushing – injury	Persons attending	<ul style="list-style-type: none"> <li>• Monitor numbers</li> <li>• Stewards to manage crowds and queues.</li> <li>• Entrances and exits wide enough to accommodate numbers safely</li> </ul>	M	



Vehicles: Risk of being run over by traffic on	Persons attending	<ul style="list-style-type: none"> <li>Stewards to manage queues</li> <li>Stewards to wear hi vis clothing where appropriate,</li> <li>Stewards to manage traffic if appropriate</li> </ul>		
		•		
		•		

### Likelihood X Severity

LIKELIHOOD					
5 Almost Certain	L	M	H	H	H
4 Likely	L	M	M	H	H
3 Possible	L	M	M	M	H
2 Unlikely	L	L	M	M	M
1 Rare/Remote	L	L	L	L	L
	Negligible	Minor	Moderate	Major	Extreme
	1	2	3	4	5
	SEVERITY				

### PLEASE ENSURE

Where Equipment is used for a Society activity Inspection Sheet for Club Society Equipment at NUIM must be completed and any necessary corrective actions identified must be addressed before any activity can proceed. See Appendix D.

YOU **WILL NOT** BE PERMITTED TO CARRY OUT ANY ACTIVITIES IF YOUR SOCIETY HAS NOT SUBMITTED AN ADEQUATE "RISK ASSESSMENT FOR CLUBS & SOCIETIES ACTIVITIES IN NUIM", APPENDIX C AND "INSPECTION SHEET FOR SOCIETY EQUIPMENT AT NUIM" APPENDIX D. CAPITATION GRANTS FOR SOCIETY WILL BE AT RISK IF RISK ASSESSMENT ARE NOT SUBMITTED TO THE STUDENT ACTIVITIES OFFICER/SPORTS OFFICER BY 1<sup>ST</sup> NOVEMBER OF THE ACADEMIC YEAR. THE STUDENTS UNION/SPORTS CENTRE IS COMMITTED TO ENSURING THAT ALL ACTIVITIES PURSUED BY SOCIETIES ARE SAFE AND RISKS INHERENT IN THESE ACTIVITIES ARE ELIMINATED.

The Risk Assessment will be reviewed and updated each academic year by the Society Officers and saved on to the Club's/Society's Webpage



# APPENDIX C

## 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 <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				
	YES <input type="checkbox"/> NO <input type="checkbox"/>				

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 D**



**Fire Safety Declaration of Compliance to be signed by owners of premises used for events organised by a club/society**

I declare on behalf of \_\_\_\_\_ that the venue is in compliance with Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985 and with the Code of Practice for the Management of Fire Safety in Places of Assembly. Numbers entering the premises will be controlled by the venue management.

\_\_\_\_\_  
Manager or authorized person of the premises

Date \_\_/\_\_/\_\_

Copy and number of Fire Certificate  
Date of issue:  
Location:

## Appendix E

### 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)	

<p><b>Travel Tips:</b></p> <ul style="list-style-type: none"> <li>• Request any personnel within the group travelling to identify medical requirements e.g. diabetes, with group leader prior to travelling.</li> <li>• Recommend personnel travelling in Europe hold a European Health Insurance Card.</li> <li>• See link - <a href="https://www2.hse.ie/services/ehic/ehic.html">https://www2.hse.ie/services/ehic/ehic.html</a></li> <li>• Avoid sole journeys during travel. Always bring a group companion and advise a group member of intentions.</li> <li>• Familiarise group with any health or environmental risks of travel destination prior to travel – Check advice from the Department of Foreign Affairs.</li> <li>• Ensure required visas and vaccines are obtained prior to journey.</li> <li>• Prior to trip, advise personnel to take pictures of passport and visa and save on email / cloud.</li> <li>• Please note excess of €250 is to be paid in non medical incidents.</li> <li>• No insurance cover for personal electronic equipment including mobile phones or laptops.</li> <li>• Insurance policy contains an exclusion in respect of hazardous activities and excessive use of alcohol and drugs.</li> </ul>
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## MU General Societies Safety Statement Template 2023/2024

- Insurance policy does not cover extreme sports unless identified to insurance company prior to trip. Discuss with MU clubs and societies.

Revision 25/05/2022