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Health & Safety

8.1 Insurance

All clubs affiliated with the Athletic Union Council have Public Liability cover through Allianz of up to €6.5 million for any one event and Employers liability cover in respect to coaching in affiliated clubs. Liability insurance protects the Club and its members in the event that they are sued for damages by a third party.

In addition, the AUC has in place a Personal Accident insurance cover for UCD sports club members engaged in sporting activities with their UCD clubs. Club members should be made aware that **this policy is designed to provide a basic and limited level of cover for medical expenses in the event that they are injured whilst engaged in sporting activities with their UCD club.**

- The first €500 medical expenses incurred by the club member are not covered by this policy, and the policy will only pay out a maximum of €3,000 to any one person in a year.
- Dental expenses will only be covered up to a maximum payout of €1,500 per member in any one year, again with the first €500 cost being paid by the club member.
- The maximum number of physiotherapy visits that can be claimed for by any one person in a year is six, again with the first €500 being paid by the club member.
- It is not a health insurance programme and it does not cover any loss of earnings that may be incurred following any injury nor will it cover the full cost of any surgery if required following serious injury.
- A limited payout is provided by the policy in the event of death, total disablement or loss of sight, speech or limbs.

Students are strongly advised to consult the terms and conditions of the cover to ensure that it is adequate for their needs. Please be advised that the UCD Rugby Club players and the UCD Women's Rugby Club players have a separate personal accident policy arranged through the IRFU. Club members should contact their Club for further details.

Equipment insurance needs to be in place for a number of Clubs due to the value of their equipment. It is important that an up to date inventory (via the Grant Form) is submitted to the AUC every year.

Despite public liability insurance and personal accident insurance being in place, clubs must take due care to ensure that incidents do not occur. See the Risk Management section below for further details.

8.1.1 UCD Sports Clubs Insurance Protocols

Certain types of club activities may necessitate seeking confirmation of insurance cover in advance, and in some cases purchasing additional insurance. These include:

- Club Events Involving Non-UCD Members: Events where non-UCD club members participate or volunteer.
- Events Beyond Core Club Activities: Fundraisers, charity events, and similar activities falling outside typical club operation.
- International Travel Insurance: Travelling abroad (outside the island of Ireland) for club-related purposes.
- Large Events.

Clubs with high value equipment will also need to ensure that insurance is in place for this equipment. In cases where equipment is borrowed for events, is used by non-club members, or is taken abroad then additional insurance cover may be required.

8.2 Risk Management

Queries regarding any of the above situations should be directed to Paula Cashman at paula.cashman@ucd.ie, with a minimum notice of 14 days before the event. In cases where additional insurance is necessary, the AUC, acting on behalf of the club, will liaise with UCD Insurance. This involves determining the feasibility of obtaining insurance, assessing associated costs, or exploring coverage options.

Additionally, UCD sports clubs may be asked to provide a letter of indemnity when participating in competitions or events hosted by third parties. To obtain this letter, clubs must email Paula Cashman with event details at least 14 days in advance.

Failure to provide the required advance notice may result in insufficient time to fulfil insurance requirements, potentially jeopardising the club's participation in the event.

Furthermore, in situations where clubs borrow equipment from third parties or utilise non-UCD venues (e.g. Surf School, School Hall, Equestrian Centre), insurance documentation must be obtained. This documentation must be sent to Paula Cashman at least 14 days before usage.

Clubs who engage coaches directly (Soccer and Men's Rugby), without payment via the AUC/Mazars, must have their own insurance in place, evidence of the same must be submitted to suzanne.bailey@ucd.ie in advance of any coaching taking place.

Changes in our society, to sport and recreation have provided opportunity, and also an increased exposure to risk. This risk must be assessed and therefore managed in order for a club to be efficiently run. But what is risk?

Risk can be defined as "the chance of something happening which will impact upon objectives". That is: what problematic things may happen, what is the likelihood of them happening and what will be the consequences if they do happen? By first assessing and then managing these risks we therefore eliminate the impact on our objectives.

All clubs may be exposed to a number of risks including: theft, vandalism, bad weather, bad exposure in the media, breaches of contract, embezzlement etc. But how do you go about minimising or eliminating a risk, which may be presented to your club?

Risk Management involves a number of steps to be effective, most importantly – identification, evaluation and finally management. Section 8.2.1 is a guideline for all clubs to follow in order for you to firstly identify your risks.

8.2.1 Risk Management Checklist

Item	Tick
We have a Constitution.	<input type="checkbox"/>
We have effective methods of communication with our members.	<input type="checkbox"/>
We have appropriate and effective financial controls.	<input type="checkbox"/>
We have policies that guide our decision making.	<input type="checkbox"/>
We implement appropriate and effective planning processes to implement our goals.	<input type="checkbox"/>
We have position descriptions for executive positions and paid employees.	<input type="checkbox"/>
We observe all laws and regulations that apply to:	<input type="checkbox"/>
Employment of personnel	<input type="checkbox"/>
Operations of bars and food stalls	<input type="checkbox"/>
Fundraising	<input type="checkbox"/>
Selling of merchandise, products or services	<input type="checkbox"/>
Organising public events	<input type="checkbox"/>
Child protection	<input type="checkbox"/>
Operation and maintenance of facilities	<input type="checkbox"/>
GDPR - data collection, retention and disposal	<input type="checkbox"/>
We fulfil the terms of our contract with venue owners.	<input type="checkbox"/>
We have appropriate insurance cover for our organisation and its activities.	<input type="checkbox"/>
We have coaches/instructors/leaders/managers with appropriate training, vetting, accreditation, contracts/Volunteer Coaching Agreements and insurance.	<input type="checkbox"/>
We monitor and evaluate the performance of our coaches/instructors/leaders/managers.	<input type="checkbox"/>
We follow established safety inspection and maintenance procedures for our facilities and equipment.	<input type="checkbox"/>
We follow the recommended rules of play and protocols for our activity.	<input type="checkbox"/>
We endeavour to prevent injuries in our activity through:	<input type="checkbox"/>
Pre-participation screening.	<input type="checkbox"/>
Injury surveillance.	<input type="checkbox"/>
Modified programmes and equipment for juniors.	<input type="checkbox"/>
Policies on pregnancy, infectious diseases, UV protection, alcohol and personal protective equipment.	<input type="checkbox"/>
The encouragement of suitable warm ups/downs.	<input type="checkbox"/>
Attention to fluid replacement.	<input type="checkbox"/>
We manage injuries by:	<input type="checkbox"/>
Sports injury response procedures.	<input type="checkbox"/>
Suitably trained and qualified first aiders.	<input type="checkbox"/>
We have completed a club safety statement.	<input type="checkbox"/>
We have a UCD AUC Sports Club Safety Manual or Adventure Sports Safety Manual	<input type="checkbox"/>

Clubs should keep an up to date record of all their equipment, the date purchased, cost and maintenance record. In respect to coaches/instructors/leaders/managers, they should seek copies of the coaches qualifications and details of their accreditation, insurance etc. Where clubs transport equipment, they should ensure that appropriate insurance is in place, for not just the vehicle, but also the trailer and driver. Details of such arrangements should be provided to the Executive Secretary to ensure that appropriate insurance is in place. Should you have any queries with regard to insurance please contact the Executive Secretary at suzanne.bailey@ucd.ie.

8.3 Safety Audit

8.3.1 Pre-participation screening

- Are participants screened by a health professional if there are concerns about their health or an injury?
- Are the athletes followed up after screening to ensure that they are fit to play?
- Are coaches aware of pre-existing medical conditions of the participants, such as asthma or diabetes?
- Are coaches aware of medication that athletes may require, e.g. ventolin?
- Are any participants under the age of 18?

8.3.2 Injury surveillance

- Does your club/facility maintain injury records?
- Are these records securely stored and in a format that is accessible for those requiring access as part of their role?
- Are these injury records used in directing prevention activities?
- Are these records used to produce reports?
- Does your club/facility use the injury figure to improve safety practices?
- Are injury records reviewed?
- Does your club/facility contribute to other data collections?
- Is injury data collected with reference to the number of participants and level of competition?

8.3.3 Physical Preparation

- Are adequate skill lessons provided to participate in the sport?
- Are skills taught to target injury prevention?
- Is flexibility training provided?

8.4 Club Safety Policy Documents

All clubs will be required to complete a UCD Sports Club Safety Manual or Adventure Sports Safety Manual. These manuals have a number of sections that clubs must complete:

- General Information
- General Risk Assessment
- Sports Club Child Risk Assessment.
- Standard Operating Procedures. (Adventure Sports only)
- Safety Procedures from your National Governing Body. (Adventure Sports only)
- Standard Operating Procedures from any Non-UCD Sports Facilities your club uses. (Adventure Sports only)

UCD Sports Club Safety Manual and Adventure Sports Safety Manual templates are available to download from the UCD Sport website. For most clubs this template can be completed following completion of the online Safety Session. Details will be sent to your club email account. Please note that completion of this course is mandatory and it must be completed by October 11th 2024. For those clubs who engage in high-risk activities a greater level of time will be required when completing the template. These clubs will be highlighted in the online safety training course. Only clubs that have complied with the requirements of the University with regard to safety in their sport, will receive grant payments from the AUC.

8.5 Club First Aid Kit and First Aider

It is a requirement of the AUC that each club team must possess a complete first aid kit, managed by the Safety Officer and/or Equipment Officer. The kit should remain fully stocked at all times. When club members travel off-campus for training or competition, they must bring the first aid kit with them. Similarly, the kit must be accessible during on-campus activities. A full inventory of what items should be included in your first aid kit is attached to the annual grant application.

All clubs must have one member who is a qualified first aider and acts in that capacity at club activities. At a minimum this qualification must be an Emergency First Aid Certificate (or equivalent), qualifications that cover only AED and CPR administration are not sufficient. For some clubs the minimum requirement is Remote Emergency Care 3 (REC3). Details of the Emergency First Aid course, organised by the AUC, and details of the subsidy available to UCD sports clubs for REC3 courses will be emailed to the clubs at the start of the year.

Code of Practice for the University Sports Grounds i.e. pitches, incorporating Emergency Procedures

- All pitch bookings for natural grass pitches are to be made by the associated sports officer i.e. Gaelic Games Executive, the Director of Rugby and the Soccer Executive respectively. These bookings are to be communicated to UCD Sport (sport@ucd.ie) who shall advise UCD Sport Facilities Management, UCD Grounds Dept. and UCD Services. Use of these pitches by other clubs and groups is strictly forbidden unless permission is secured from the relevant sports officer and/or the Development Manager.
- All pitch bookings for synthetic grass surfaces are to be made with the UCD Sport Facilities Booking Officer. Booking requests are to be made in writing/email to sportfacilities@ucd.ie. A booking form (in the case of an event) and/or email will be returned to confirm the booking. Please note that each club must designate one person to liaise with UCD Sport Facilities in relation to their club bookings. Bookings will only be accepted from this person.

On the day of the game / training:

- A club member e.g. sports officer, captain or coach should contact the UCD Sport Facilities reception to verify that the pitches are playable. In the case of the Superleague, team captains should contact the Superleague hotline.
- All clubs should have key items for games / training e.g. flag poles, mobile phone, first aid kit and important contact numbers.
- The club will be allocated a pitch and changing facilities (where possible) by UCD Sport Facilities.
- The club is responsible for the security of their personal belongings. The club should advise the UCD Sport Facilities reception when they are leaving the changing room so that the room may be locked.
- UCD Sports Clubs and teams must have a first aid kit and First Aider in attendance at all training sessions and games.
- Please be advised that Automated External Defibrillator (AED) Units are located at the UCD Sport Facilities reception, UCD Sport Facilities changing pavilion entrance, on the athletic running track fence and in the office of the UCD Bowl changing pavilions.

Should you require an AED please phone the UCD Sport reception on the Emergency number tel. 01 716 3821 and commence CPR or send someone to get the AED and commence CPR.

8.6.1 Reporting of Accidents on pitches/ grounds:

- All teams playing on UCD pitches/grounds must have a mobile phone for emergencies and bring a first aid kit with them to provide first aid cover.
- If an ambulance is needed, one designated club member should call the UCD Sport Facilities reception at tel. 01 716 3821, stating the injury nature and location of the casualty.
- UCD Sport Facilities reception will inform the UCD First Response Room at tel. 716 7999, requesting an ambulance to be dispatched and met at the incident location by UCD Services.
- If unable to reach UCD Sport Facilities reception, contact the UCD First Response Room at tel. 716 7999 and then inform the UCD Sport Facilities reception.
- Due to the size of the campus and the possible restrictions of vehicular movement due to the barriers, it is also important that emergency vehicles are met by UCD Services to ensure that they reach the casualty as soon as possible.
- UCD Sport Facilities reception is responsible for completing an Accident Report Form, so it's vital to report the incident immediately.
- Unwell players should be accompanied to the changing rooms.
- Incidents/accidents occurring outside campus sports facilities require the club to obtain an incident/accident report form from the UCD Sports Office as soon as possible.

Code of Practice for those using UCD Sport facilities (Indoor) (incorporating Emergency Procedures and Reporting)

In case of an injury or accident at UCD Sport Facilities:

- A club member should immediately seek First Aid assistance at the front reception desk, providing details of the injury's location and nature. If necessary, they should specify if an ambulance is required.
- The UCD Sport Facilities management will notify the UCD First Response Room for assistance.
- A club First Aider or another club member should stay with the injured person and wait for First Aid assistance from UCD Sport Facilities.
- The First Aider will assess the situation and determine the need for medical treatment and/or an ambulance. If an ambulance was not previously called, UCD Sport Facilities management will request one from the UCD First Response Room.
- If the club contacts Emergency Services directly, they must inform the UCD Sport Facilities reception to avoid duplicate ambulance calls.

- Automated External Defibrillator (AED) Units are available at the UCD Sport Facilities reception, UCD Sport Facilities changing pavilion entrance on the athletic running track fence, and in the office of the UCD Bowl changing pavilions. To use an AED, call the UCD Sport Facilities reception on the Emergency number (tel. 01 716 3821) and start CPR or send someone to get the AED and begin CPR.
- After treating the injured person, the UCD Sport Facilities reception should complete an Accident Report Form.
- If an incident or accident occurs outside of campus sports facilities, the club must collect the incident/accident report form from the UCD Sports Office promptly.
- If a club member needs to visit the hospital by car (e.g., Accident & Emergency), it is advisable for another club member to accompany them.

Please note that it is the responsibility of individual club members to ensure that they are medically fit to undertake their chosen sport.

8.8 Vehicle Use & Transportation

8.8.1 UCD Vehicle Rental Policy

All users of UCD vehicles must comply with the provisions of the **UCD Vehicle Rental Policy** (Appendix 15). With respect to the use of UCD vehicles by sports clubs, the AUC will act as the designated Unit and the Sports Development Manager /AUC Executive Secretary as the Head of Unit in the context of the aforementioned policy.

8.8.2 Driver Authorisation

In order to use a UCD vehicle on behalf of a sports club the following will apply:

- In the first instance the driver must be over the age of 25 and must have at least two years of experience in the class of vehicle operated under a full licence. Usage of a vehicle on behalf of a club must be authorised in writing by the Sports Development Manager. The Sports Development Manager will detail the types of driving to be undertaken, the nature of the vehicle required and whether or not permission to tow trailers is being sought.
- The Sports Development Manager must send the request to the UCD Estate Services.
- The driver must present evidence of a full clean EU driving licence (no penalty points) to the UCD Estate Services or his / her nominee. The licence must cover them for the types of vehicle they

wish to drive from UCD Estate Services.

- The driver may be required to pass an in-house UCD driving assessment administered by the UCD Estate Services. The nature of the test will be determined by the UCD Estate Services following an assessment of the types of driving likely to be undertaken by the person seeking approval (including the towing of trailers).
- The provisions of the UCD Vehicle Rental Policy will apply to all authorised sports club drivers. Failure to adhere to the policy will result in immediate removal of driver and club access to UCD fleet vehicles.
- The list of authorised sports club drivers shall be reviewed on an annual basis by the Sports Development Manager and the UCD Estate Services.

8.8.3 Insurance

Operating UCD fleet vehicles will be insured under the university's motor policy. Unapproved drivers and passengers will not be covered by this policy, whilst unauthorised usage of a vehicle may result in the voiding of all non-third-party covers. The university reserves the right to recover the cost of any damage repairs from the relevant club in the event of same.

8.8.4 Towing of Trailers

- All club trailers must be indelibly marked and identifiable in some way. In the absence of a serial number an indelible club identifying number can be used.
- Club trailers must be subjected to at least an annual maintenance inspection with records of same retained for review if required. Arranging such annual maintenance inspection is the responsibility of the respective club.
- When trailers are being left unattended in an open unsecured area they must be secured via a tow hitch lock or wheel lock or similar. This applies even if the trailer is unloaded and when it is in the open on campus.
- Each club must provide a register of trailers to the Sports Development Manager which must be updated in 'real time' as trailers are inspected or decommissioned.
- Any club considering the purchase or use of a club trailer for the first time must get approval in advance from the Sports Development Manager. Only those persons approved by the Sports Development Manager and UCD Estate Services may tow trailers using UCD vehicles.
- In the event that a third party trailer is to be towed by a UCD vehicle the club must satisfy the Transport Pool Manger as to its suitability.

8.8.5 Use of Private Vehicles

- Where club members are using private cars for club travel then they must ensure that their motor insurance is suitable for the same. Before a private car is used to tow a UCD owned trailer, permission must be obtained from the Sports Development Manager.
- It should be noted that when using a private car to tow a UCD trailer that the private vehicle's motor insurance is the primary instrument providing insurance cover in the event of an accident, including damage caused by the trailer or its load.
- If in the opinion of the Sports Development Manager, the UCD Estate Services or the University Safety Officer a club's usage of UCD vehicles or club trailers is inappropriate, permission to utilise UCD vehicles and to use the club trailers can be withdrawn.

8.8.6 Use of UCD Boat House at Islandbridge

Retrospective Declaration of Borrowing Boats at Short-Notice

In order to comply with the retrospective declaration, the club captains are required to confirm in writing to Suzanne Bailey (suzanne.bailey@ucd.ie) and the SIRC Office (sirc@ucd.ie) any boat borrowed by UCD for training or competition purposes. You will note that a 21 day maximum retrospective notice period applies. Please ensure that you communicate to any third party that you are borrowing boats from in this manner that this insurance cover is for marine liability purposes only and such boats are not covered under our property insurance.

In terms of using Old Collegians boats, UCD Boat Club accepts that they may borrow the boats of OC but that OC provides them without any implied or express warranties as to their condition. Note that this borrowing should also be advised by the captains retrospectively and only marine liability insurance will apply.

Insuring Third Party Boats in Advance

Where you have advanced knowledge of borrowing boats and need to insure for marine liability and property insurance you will need to provide details of the boat at least 7 days in advance to Suzanne Bailey (suzanne.bailey@ucd.ie) and UCD SIRC Office (sirc@ucd.ie). A quotation will be sought for the required insurance and the full cost passed on to the UCD club concerned.

Use & Storage of Personal Boats

Please note that where individuals are using their own boat for non-UCD activities e.g. training for an Irish squad, no insurance cover is provided by UCD.

With respect to individual boats being stored by club members in Islandbridge, clubs are required to get the owners to complete a waiver and furnish a copy of

valid insurance for the same. Copies of these waivers and insurance documentation are to be provided to Suzanne Bailey for record. Continual storage of personal equipment is based on the fact that the individual is compliant with the aforementioned documentation, is a student member of either UCD Boat Clubs and sufficient space is available for Club owned boats.

8.9 AUC Policy on Medicals & Medical Treatment Involving UCD Sports Club Members

8.9.1 Medicals

- Medicals required by National Governing Bodies for individual club members' sport participation must be conducted on-site with advance written permission from UCD SIRC Office and UCD Sport.
- Medicals must take place in a suitable facility approved by UCD Sport, conducted by qualified medical personnel familiar with the sport's requirements and following Medical Council Guidelines.
- The above provisions do not apply where the medicals are being carried out in Student Health by staff from same.
- The Club committee should provide full details of the required examination in advance.
- A completed Medical Policy Form, along with relevant documentation on medical personnel's qualifications, registration status, and insurance cover, must be submitted to UCD Sport at least seven days prior to the scheduled medical.
- Club members may request the presence of a third party during their examination, and this right should be made known to all members. Medical details should remain confidential, except for the decision on the member's fitness to participate and this should only be discussed between the member and the Club Captain.

8.9.2 Medical Treatment

- All club members must be informed that it is the norm for some UCD clubs may have physiotherapists, athletic therapists, or medical doctors on-site or travelling with teams during matches and training, acting as first responders.
- Clubs may offer physiotherapy or athletic therapy services pre/post-training in various locations (e.g. changing room, off the field of play etc)
- Club members have the right to request a third party's presence during service provision or choose not to receive the services.
- A completed Medical Policy Form, along with documentation on medical personnel qualifications and suitable insurance cover, must

be submitted to UCD Sport at least seven days in advance for approval.

8.9.3 Insurance

- Medical Personnel engaged by clubs must also have adequate insurance in place. A copy of their insurance and Medical Council registration details should be provided on the Medical Practitioner form submitted to suzanne.bailey@ucd.ie before the person commences in their role.