

# University College Cork



## Safety Statement

**Society name here**

Completed by:	
Position on Committee:	
Date:	


		 <b>UCC SOCIETIES</b>
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**1.0 Record of Amendments**

Revision	Date	Description	Completed by

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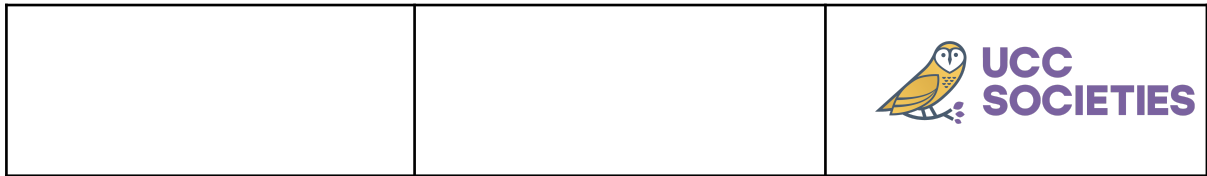
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## 2.0 INTRODUCTION

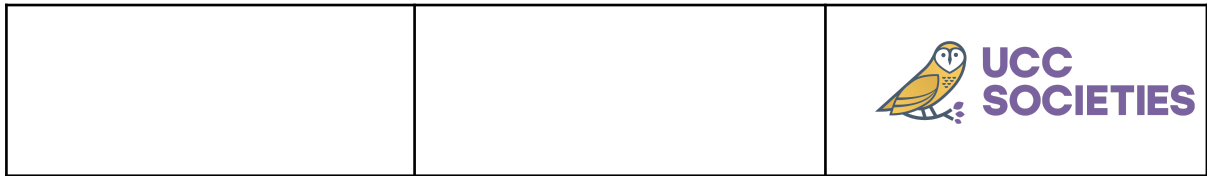
### 2.1 Overview of the Society

Description of Society and approximate membership

The frequently used locations for society activities are given below:

Location	Activity	Assembly Point	Eircode (For calling Emergency Services)

Assembly points for UCC buildings can be found at;  
<https://www.ucc.ie/en/build/roombookings/building-info/assembly-areas/>



### 3.0 SAFETY POLICY STATEMENT

The purpose of this Safety Statement is to outline how Scribble will manage the activities of the society to promote the safety, health and wellbeing of all society members, as well as any third parties who may be affected by the activities of the society as far is reasonably practicable.

This document has been produced in order to be compliant with the University College Cork Student Activity requirements and legislation relevant to society activity. This Safety Statement is based on hazard identification and risk assessment, and specifies the controls, resources and names of responsible persons designated to carry out activities on behalf of the society.

This Safety Statement is part of the plan to minimise the risk of injury and ill-health and is the corner stone of our safety management system.

In the signing of this document, the Chairperson recognises that they have a key role to play in the health and safety of members and are responsible for ensuring that that the society operates in a safe manner.

The 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.

- The society safety statement must be submitted to the Societies Office on an annual basis, or where there is change to society activity or equipment used.
- There will be a compulsory Health & Safety Workshop for all Chairpersons at the beginning of the academic year.

Health & Safety documentation is now a mandatory feature of UCC society activities, in line with current best practice across 3rd level institutions. Therefore, it is necessary that it be completed, submitted, **and approved** within the given time frames;

- Safety Statements (including generic Risk Assessment) – by 30th September each year\*
- Event Management Plan (including Specific Risk Assessment) – 1 week\* before event
- Trip Away Plan (domestic) -including Specific Risk Assessment - 3 weeks\* before event
- Trip Away Plan (foreign) -including Specific Risk Assessment - 5 weeks\* before event

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SIGNED:

#### 4.0 SAFETY RESPONSIBILITIES

Please provide the names, student numbers, e-mail addresses and mobile telephone numbers of all officers. Note that, in the event of any emergency, UCC may use these details to contact officers.

Position	Name	Student Number	Email Address	Phone Number

#### 4.1 Specific duties of the Committee

The day to day responsibility of safety management within the society will be the responsibility of the chairperson, while specific duties will be delegated through the committee.

##### **Some of the committee responsibilities with regard safety include:**

- Completing, reviewing and endorsing the Safety Statement.
- Ensuring the committee are actively involved in the management of health and safety.
- Promoting communication in terms of commitment to health and safety.
- Ensuring legislative & University requirements are achieved.
- Including health and safety on meetings when required and in the annual general meeting.
- Ensure accidents, incidents, near misses and dangerous occurrences are reported to the Societies Office and the Health and Safety Officer for Student Activity and are fully investigated.
- Ensuring the safety statement will be brought to the members attention following any amendments and at least annually.
- Sourcing advice if needed on all general matters relating to health and safety.
- Ensure first aid supplies are restocked as required.
- Ensure all equipment within their control is safe to use and properly maintained.
- Ensure that good housekeeping standards are maintained and in particular, that fire exits are kept unobstructed.
- Listen to safety concerns from members and take appropriate actions based on these.
- To provide appropriate training to members before undertaking any Society activities. Particular attention must be paid to beginners. Adequate supervision must be provided at all times during any hazardous activity.
- To follow the guidelines outlined in the UCC Alcohol Policy (<https://www.ucc.ie/en/media/currentstudents/documents/AlcoholPolicy-approved-ac-nov13.pdf>) , UCC Social Media Policy (<https://www.ucc.ie/en/media/support/itpolicies/policies/SocialMediaPolicy.pdf>) and the Executive Policy.
- To ensure First Aid is supplied and kept in good order where identified as required by risk assessment.
- To hand in copies of first aid certificates to Societies' Office in cases where the personnel have not completed the course through the Societies' Executive (If first aider required).



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## 4.2 Responsibilities of Society Members

Must read Safety Statement and Risk Assessments applicable to their activity



Must Report Accidents/illness/incidents defects to equipment or any Health and safety related matters to committee



Not engage in horseplay, No member of the Society should be under the influence of alcohol or drugs while participating in day to day society activities.



Attend safety training where required



Comply with all UCC policies (<https://www.ucc.ie/en/students/policies/>) including the UCC Student Rules, Student Charter, and the Duty of Respect and Right to Dignity Policy.



Carry out society activity in a safe manner for you and others around you

Failure to comply with one or more of these may result in disciplinary procedures being carried out against the member.



## 5.0 MANNER FOR SECURING SAFETY

### 5.1 Communication

This safety statement will be communicated to all members by society Google Drive in documents. Hard copies of the safety statement are located at [Our Society's cubeyhole in the Hub](#).

Urgent safety messages (e.g. due to extreme weather conditions) will be communicated by social media and is the responsibility of Chairperson, Aoibh and PROs, Lin, and Pia.

### 5.2 First Aid

0 First Aiders have been appointed by our society. The First Aid personnel will be trained to ensure adequate response to injuries, which may occur in the activities of the society. First Aid training is required to be refreshed every two years.

First Aiders			
Name	Date of Training	Qualification	Student Number
xxx	xxx	xxx	xxx
xxx	xxx	xxx	xxx
xxx	xxx	xxx	xxx
xxx	xxx	xxx	xxx

Persons who sustain an injury during the societies' activities are to report it immediately to a committee member or to a trained first aider.

First aid supplies are available in the societies office. First aid kits must be restocked when required i.e., when depleted or if items expiry date has been reached. The trained first aider must monitor stocks as required. Personnel should contact the societies office if stocks need replacing.

- First Aid Kit is located in UCC Societies Office

The first aider is not empowered to dispense analgesics, pills or medications. Supplies of such items will not be kept in the First Aid box. Individuals who might believe they have a need for such items are responsible for their own supplies.

First aid training will be arranged by the Health & Safety Officer for Student Activity at the beginning of each semester.

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### 5.3 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 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 adhered to:

- Activity leaders/coordinators must familiarise themselves with the means of escape from the building and assembly points in the event of an emergency
- Ensure all persons participating in activities are made aware of assembly points
- 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 over crowd a room – determine the maximum allowable before the event starts
- Do not bring in flammable liquids or materials into the building
- Adhere to No Smoking Regulations.
- Report any defects in the room, damage to buildings or security issues to the 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 notice boards provided in University buildings.
- Prior permission must be sought from the Societies' office if planning to bring in/hire any electrical equipment e.g. catering equipment.

### 5.4 Manual Handling

Manual Handling is central to the process of Theatre Production and as such all members involved in set design, or other tasks involving manual handling must attend manual handling training.

Manual handling training can be arranged by contacting the Health and Safety Officer for Student Activity.

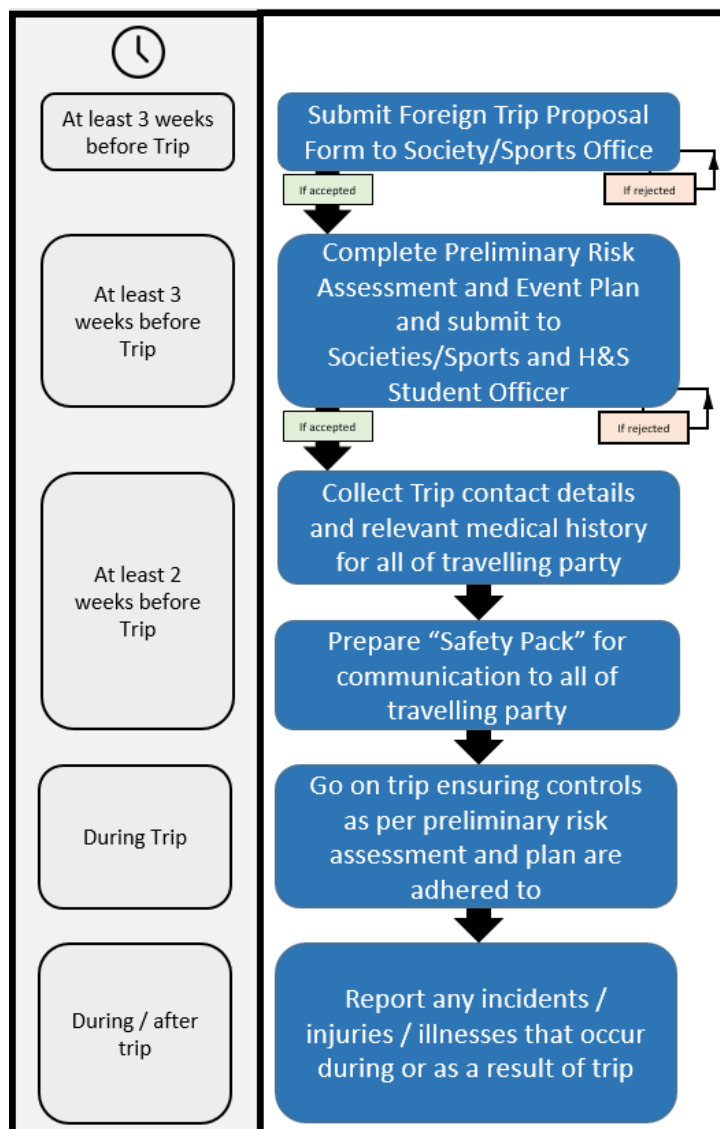
Members who have not received UCC student manual handling training are not permitted to engage in manual handling operations.

Manual handling training must be refreshed at least every 3 years.

Record of Manual Handling Training		
Name	Student Number	Date Training Expires

## 5.5 Foreign Trips

Foreign trips include all trips outside of the Republic of Ireland as part of Student Activity. For all foreign trips approval must be obtained from the UCC Societies Health and Safety Officer. Following initial approval, a preliminary trip plan and risk assessment must be completed and submitted to the [healthandsafety@uccsocieties.ie](mailto:healthandsafety@uccsocieties.ie) and [societiesofficer@uccsocieties.ie](mailto:societiesofficer@uccsocieties.ie).

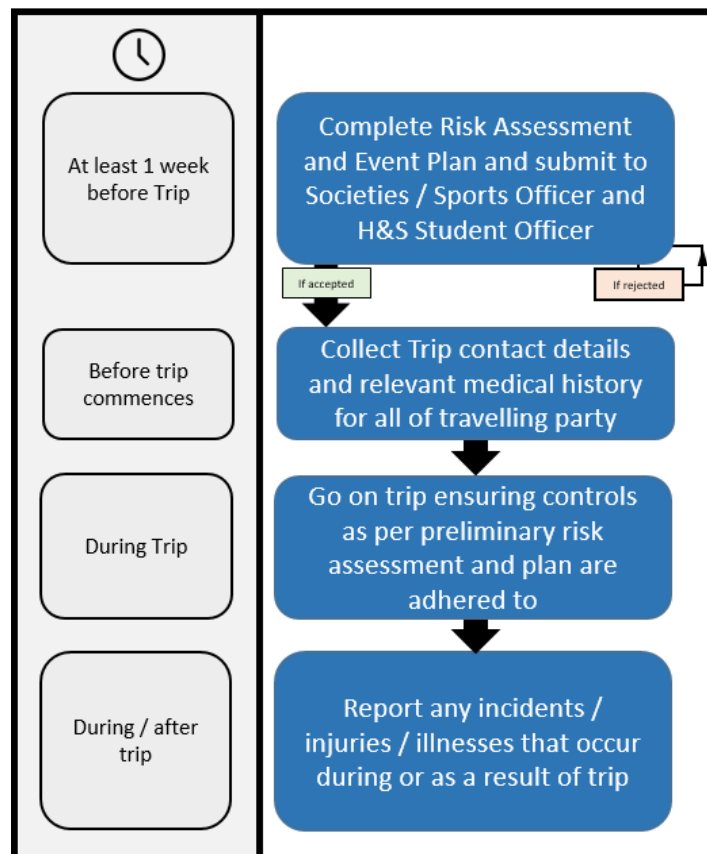


[The template for a foreign trip and a guide can be obtained at this link.](#)

## 5.6 Trips within Ireland

All trip organisers and chairpersons have a duty to ensure that their activities including domestic travel are subject to a Risk Assessment and Plan using the [Domestic Trip Risk Assessment Template](#). The trip plan and risk assessment must be submitted and approved at least 1 week before the planned date of departure.

Specific requirements and guidance on planning and preparing for a trip are given in [UCC Student Activity Event Plan & Risk Assessment Guide](#).



## 5.7 Events and Risk Assessments

### Where is a Risk Assessment Required?

Any non-routine activity in which there is a risk which has not been accounted for in existing risk assessments, should be risk assessed by the society.

Examples of where Risk Assessments are required are:

- Any sporting activity with the potential for injury.
  - o E.g. golf tournament, soccer cup, karting, canoeing, etc.
- Any activity where transport is arranged as part of the activity.
  - o E.g. bus trip, meeting in UCC and driving to location, etc.
- Any activity involving an overnight stay or foreign travel
  - o E.g. trips, tours, etc.
- Any one-off events where an added risk may exist
  - o E.g. fundraisers, talks / debates of a controversial or potentially inflammatory nature, balls, etc.
  - o Large crowds - > 40 people
  - o Members of the public / schools / families attending
- Any activity using external contractors (personnel outside of UCC, brought in to carry out work for the society) where there is a risk involved
  - o Demonstrations, setting up stands, any form of construction, etc.
- Any other non-routine activity which creates a hazard for participants
  - o Added fire risk, added chemical risk, added manual handling risk, etc.

If in any doubt about whether a risk assessment is required or for any assistance / guidance or to arrange to meet and complete any risk assessments contact – [healthandsafety@uccsocieties.ie](mailto:healthandsafety@uccsocieties.ie)

**Any risk assessments must be submitted a minimum of 1 week prior to the planned event, to ensure approval of the event.**

### **5.8 One off events on campus**

Events on campus require an event plan and risk assessment to be completed and approved at least 1 week before the event is scheduled (unless for Freshers week or R&G Week – where 2 weeks minimum notice is required). The completed event plan and risk assessment must also be sent to [healthandsafety@uccsocieties.ie](mailto:healthandsafety@uccsocieties.ie) and [pat.cotter@ucc.ie](mailto:pat.cotter@ucc.ie).

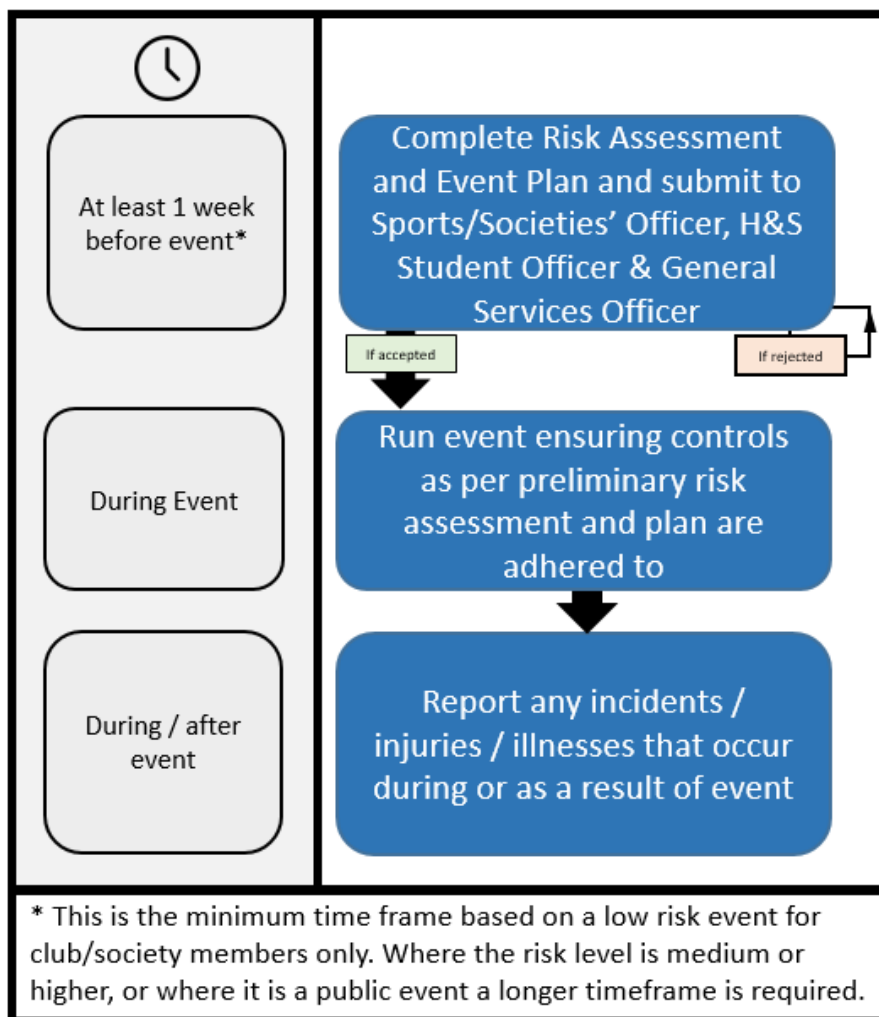
Even events which may at first be considered low risk may be more hazardous than expected due to the large population on campus, other activities which may be scheduled on campus at the same time and members of the public / school trips which may also be occurring. For this reason it is very important to liaise with [healthandsafety@uccsocieties.ie](mailto:healthandsafety@uccsocieties.ie) and [pat.cotter@ucc.ie](mailto:pat.cotter@ucc.ie) to ensure events do not clash.

Consult the [Health and Safety Manual](#) for directions on how to complete the event plan and risk assessment.

There are strict university guidelines on certain activities on campus, such as:

- Movement of vehicles / deliveries on campus
- Contractors (non UCC employees) working on campus (e.g. erecting tents / preparing food)
- Any form of construction (e.g. temporary structures / marquees etc)
- Work at height (e.g. ladder use)
- Use of chemicals
- Loud noise

As such any of the above activities require you to contact and work with your relevant department and the H&S Officer for Student Activity as soon as possible before the risk assessment needs to be submitted to ensure appropriate controls are put in place and the event can go ahead.



### 5.9 One off events off campus

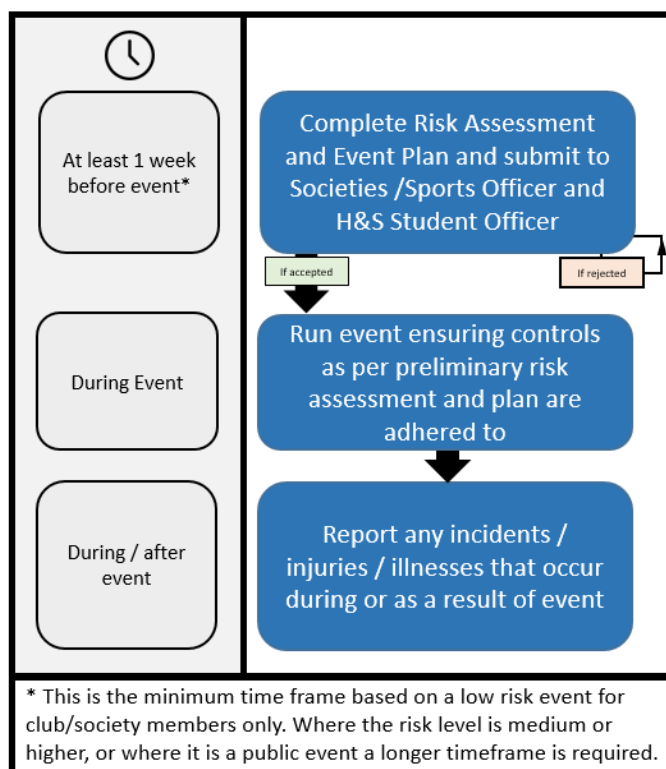
Events off campus, require an event plan and risk assessment to be completed and approved at least 1 week before the event is scheduled (This is based on a low risk event, timescales for public and higher risk events are given below.

\*note\* Where transport (more than 2 buses) is arranged, which departs or arrives at UCC the event plan and risk assessment must also be sent to UCC General Services Office

The complexity and risk of events off campus will likely vary significantly so ensure to liaise with the club/society office and health and safety for student activity in plenty of time before any event.

Consult the [Student Activity Risk Assessment Guides](#) for directions on how to complete the event plan and risk assessment.

Template - <https://www.ucc.ie/en/studentexperience/health-and-safety-for-student-activity/>



For outdoor or indoor public events, where members of the public are expected to attend – timescales are given below:

Category	Number of Attendees	Level of risk assessed	Notice period required
A	Fewer than 100	Low	2 weeks
B	100 – 1,000	Low	4 weeks

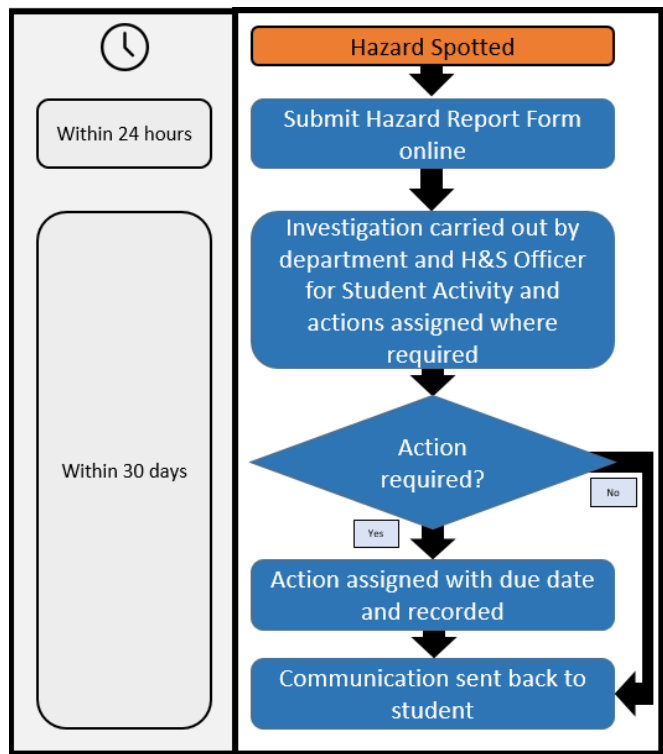


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C	1,000 – 5,000	Medium	6 weeks
D	5,000 – 20,000	High	20 weeks
E	> 20,000	High	20 weeks

### 5.10 Hazard Reporting

All members of society are encouraged to report any hazards to the chairperson / committee member, who then must report to societies officer & health and safety officer for student activity using the online reporting tool.



Prompt and accurate hazard reporting, using the [Hazard Report Form](#) allows students to report hazardous conditions or practices, which can be investigated and subsequent corrective actions can be put in place.

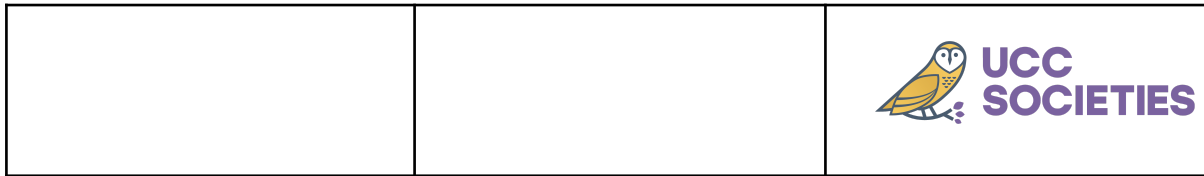
### 5.11 Safety Training

Safety training is provided by the Health and Safety Officer for Student Activity to representatives of all UCC Clubs and Societies.

Mandatory safety training for all chairperson:

- Safety Statement & Chairperson safety / overview
- General Safety in Student Activity

Mandatory safety training for a designated person (safety officer) of each club and society:



- Risk Assessment and Event Planning
- Hazard and Incident Reporting

Safety training for specific clubs and societies:

- First Aid (See first aid section)
- Manual Handling (See manual handling section)
- Power Tools safety awareness (if identified by risk assessment)
- Work at height safety awareness (if identified by risk assessment)

Optional training for all clubs and societies:

- Hands only CPR (See Cardiac Arrest Section)

### **5.12 Contractors**

A contractor is a business / company that is employed directly or indirectly by the society to complete a specific task but does not consider UCC its permanent place of work.

The committee's role with contractors will include:

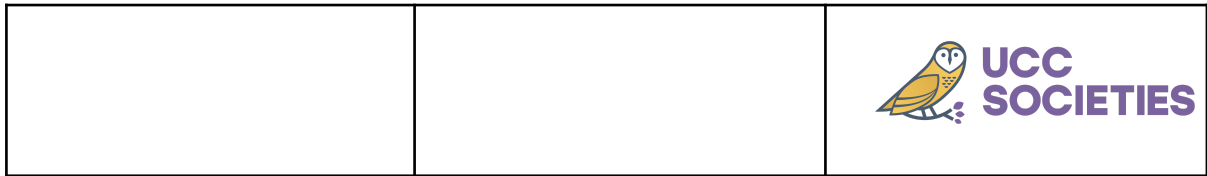
- Informing the societies office before utilising any contractors
- Briefing any contractors on safety requirements prior to work starting
- Ensuring that all contract personnel required to work on site read the society safety statement and are aware of emergency procedure
- Ensure that contractors provide adequate documentation before they present for work. This may include;
  - Safety Statement
  - A detailed method statement
  - Training records
  - Equipment test certificate(s)
  - Safety data sheet(s)
  - Other specific items as requested.
- Ensuring appropriate supervision of the contractor while on site.

### **5.13 Welfare facilities**

For all society activities and events the society commits itself to providing welfare facilities for all its members.

Facilities consist of:-

- Adequate and convenient WC's with wash hand basins
- Soap dispensers
- Paper towels
- Canteen facilities
- Adequate First Aid facilities



## **6.0 EMERGENCY PLANNING**

New members of this society are sent this document to familiarise themselves with the emergency procedures.

### **6.1 Details of fire and emergency arrangements include**


[ASSEMBLY POINT LOCATION]

Headcount before and after event in cases of fire

### **6.2 Emergency on Campus**

In the case of an Emergency:

1. Notify the emergency services - 999 or 112
2. Notify general services.  
if calling externally use preface 021 490
  - a. Main Campus: 3111
  - b. Lee Maltings: 4311
  - c. Brookfield Health Sciences: 1501
  - d. Western Gateway: 5800
3. Notify UCC switchboard by dialling 9 (on campus phones)
4. Notify relevant officer(s)
  - a. Society officer
  - b. Sports office
  - c. Students Union
  - d. Health and safety officer for Student Activity

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## **7.0 HAZARD IDENTIFICATION AND RISK ASSESSMENT**

### **7.1 Hazard Identification and Risk Assessment:**

It is recognised that hazard identification and risk assessment is at the core of a safety management system and UCC Scribble Society commits that so far as is reasonably practicable all hazards relevant to society activities are identified and our members are informed of the dangers and the controls as necessary.

### **7.2 Hazard Identification Policy**

Hazard identification shall be carried out by using (i) risk assessment and (ii) hazard reporting.

#### **(i) Risk Assessment**

Risk assessments must be carried out for all society activities, with the potential to cause injury or illness to society members or others.

#### **(ii) Hazard Reporting**

All society members should notify their chairperson of any hazardous aspect of the place used for activity, equipment, procedure or activities of personnel, both on and off campus, which they feel, might result in an incident. All students are encouraged to report potential hazards.

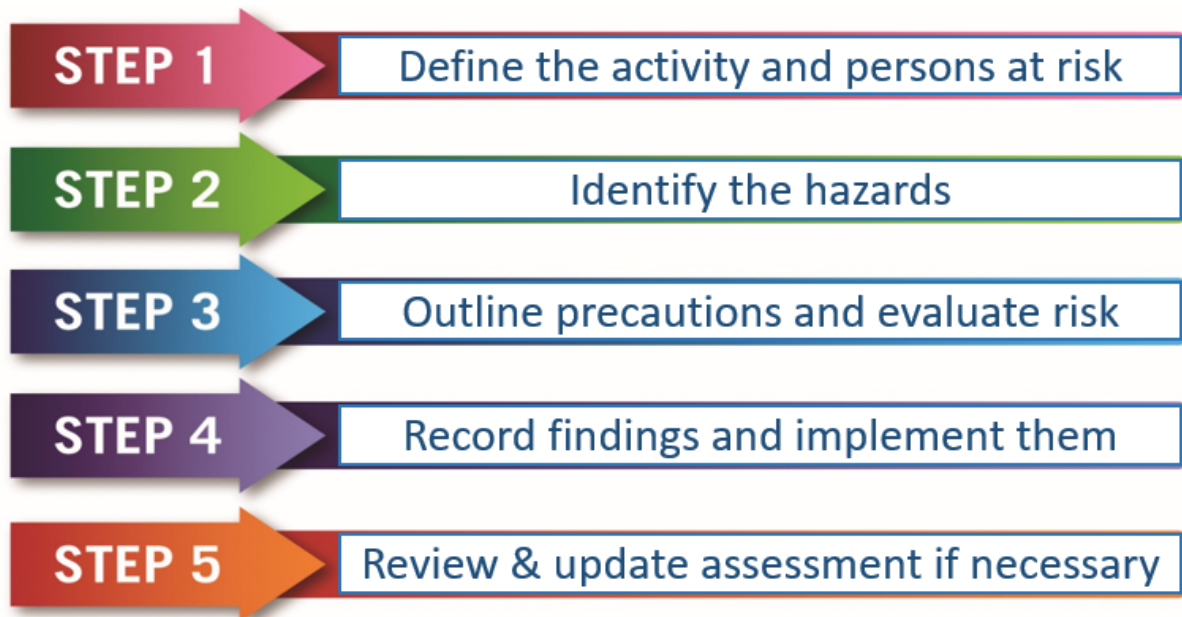
Hazards can be reported by emailing the Health and Safety Officer for Student Activity or by completing a hazard report form - [UCC Student Activity Hazard Reporting](#)

### 7.3 HAZARD IDENTIFICATION AND RISK ASSESSMENT METHODOLOGY

A risk assessment is based on the linking of the probability of occurrence (**Likelihood**) with the **Severity** of loss and /or injury. When the risk assessment identifies hazards, it is necessary to rank them so that they can be controlled in an orderly way.

The risk of a hazard is a measure of the likelihood or probability of an accident, coupled with the severity of the injury or loss.

It is a written document, involving a five-step process:



There are five important terms you need to understand when doing a risk assessment:

**Hazard:** Anything with the potential to cause injury or ill health, for example chemical substances, dangerous moving machinery, or threats of violence from others.

**Risk:** Risk is the chance that someone will be harmed by the hazard. It also takes account of how severe the harm or ill health could be and how many people could be affected. Because risk is a combination of chance (or likelihood) and severity, it is worthwhile considering both of these terms.

**Likelihood:** Likelihood is a measure of how likely it is that an accident could happen. When people are working safely there is less chance that an accident will occur.

**Impact / Severity:** Impact is a measure of how serious an injury or health effect could be, as a consequence of unsafe working or of an accident. The impact can be influenced by the following:

- the environment,
- the number of people at risk, and
- the steps already taken to control the hazard.

		
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**Control Measures:** Control measures are simply what steps you are going to take to remove the hazards, or at least reduce the risk of them causing harm to as low a level as possible.

#### 7.4 UCC Student Activity risk matrix:

##### Likelihood

This is a measure of how likely the risk described is to occur. When people are carrying out activity safely there is less chance that an accident will occur.

RATING	SCORE	LIKELIHOOD
Almost Certain	5	Expected to occur or a common occurrence
Likely	4	Will probably occur in most circumstances
Possible	3	Might occur at some point
Unlikely	2	Small chance of occurring at some point
Rare	1	Only in exceptional circumstance

Likelihood will be influenced by the number of people at the activity, and the steps already in place to prevent occurrence.

##### Severity / Impact

Impact is a measure of how serious an injury or health effect could be, as a consequence of unsafe activity or of an accident.

RATING	SCORE	Consequence
Severe	5	Fatality or multiple fatalities
Major	4	Major Injury, resulting in disability
Moderate	3	Injury Requires Doctor's or Hospital attendance
Minor	2	Minor Injury, First Aid required
Insignificant	1	Minor Injury, First Aid not required

The severity can be influenced by the following: the environment, the number of people at risk, and the steps already taken to control the hazard

**Risk Profile**

When the impact and likelihood are determined – the matrix below can be used to determine the risk profile. The likelihood figure multiplied by the impact figure results in the risk profile.

E.g. It is unlikely (2) that a major (4) event may occur = 2x4 = 8

Results in a medium risk profile.

RISK PROFILE						
Impact Scale	Severe (5)	Low (5)	Medium (10)	High (15)	High (20)	High (25)
	Major (4)	Low (4)	Medium (8)	Medium (12)	High (16)	High (20)
	Moderate (3)	Low (3)	Low (6)	Medium (9)	Medium (12)	High (15)
	Minor (2)	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)
	Insignificant (1)	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)
		Rare (1)	Unlikely (2)	Possible (3)	Likely (4)	Almost Certain (5)
	Likelihood Scale					

**Further Actions**

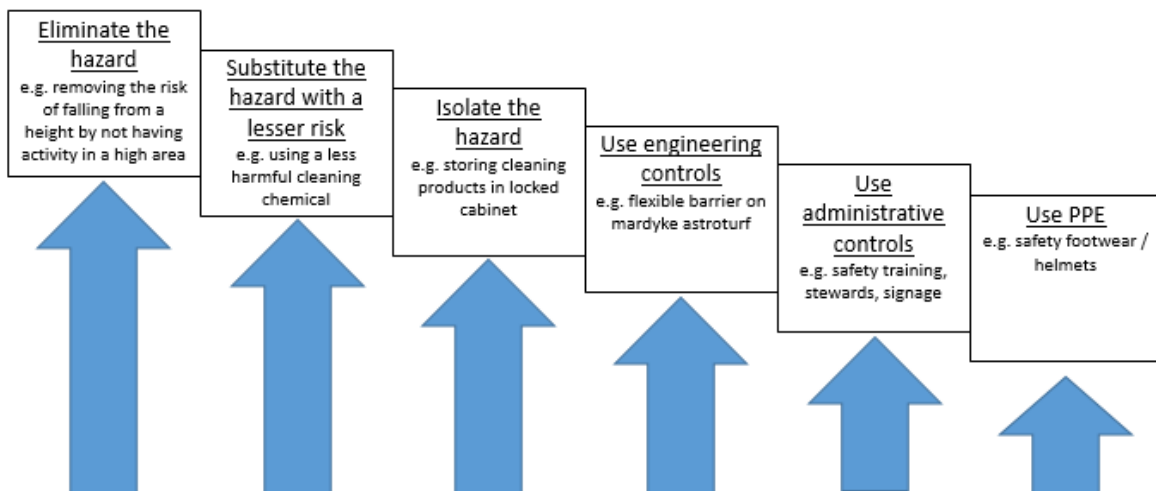
Once the risk profile is determined the table below can be used to define how the risks identified and assessed are to be managed going forward.

Level of Risk	Level of Concern	Management	Other Actions Required
<b>RED: High</b>	A RED - high risk is unacceptable.	Societies / Sport Office & Health and Safety Officer for Student Activity consideration is required and a detailed mitigation plan must be developed and reviewed  Activity cannot proceed until risk is reduced.	Report to the Societies / Sport Office & Health and Safety Officer for Student Activity
<b>YELLOW: Medium</b>	A YELLOW- medium risk is tolerable if additional actions / mitigation is put in place prior to commencement of event.	A mitigation / action plan must be developed, implemented and monitored locally. ->additional controls must be added  Existing controls, consequences and likelihood do not substantially change.	Committee to ensure mitigation / actions are developed and put in place prior to event

<b>GREEN: Low</b>	GREEN-low risks are tolerable. Manage by well established, routine processes and procedures and be mindful of changes to the nature of the risks	Review regularly or as and when a change occurs.	Monitor and reduce risk further if possible
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Where it is reasonably practicable the society commits itself to dealing with identified hazards by use of the following Hierarchy of Risk Controls:

**b. The Hierarchy of Risk Control**







## 8.0 HAZARDS IDENTIFIED AND ASSESSED / RISK REGISTER

An analysis of the society activities has been carried out and the following potential hazards have been identified as being applicable:

<u>Hazard</u>	<u>Applicable to the society</u>	
● Access / Egress	Y	
● Fire	N	
● Housekeeping	N	
● Electricity	Y(students attending online events)	
● Manual Handling	N	
● Violence and Aggression	N	
● Display Screen Equipment	Y	
● Lone Working	N	
● Office Equipment and Ergonomics	N	
● Noise	Y	
● Slips, trips and falls	Y	
● Visitors / Contractors	Y	
● Stress / Bullying	N	
● Chemicals	N	
● Working at height	N	
● Injury related to sporting activity	N	
● Use of tools	Y	
● Confined spaces	N	
● Machinery	N	
● Working outdoors / weather	Y	
● Use of vehicles	N	
● Improper PPE	N	
● Lack of First aid	N	
● Radiation	N	
● Biological risks	N	
● Electricity	N	
● Blocked access / egress routes	N	
● Temperature extremes	N	
● Vibration	N	
● Poor lighting conditions	N	

The general control of these hazards and all others is detailed under Hazard Identification and Risk Assessment – Appendix 3.

## 9.0 ACCIDENT REPORTING AND INVESTIGATION

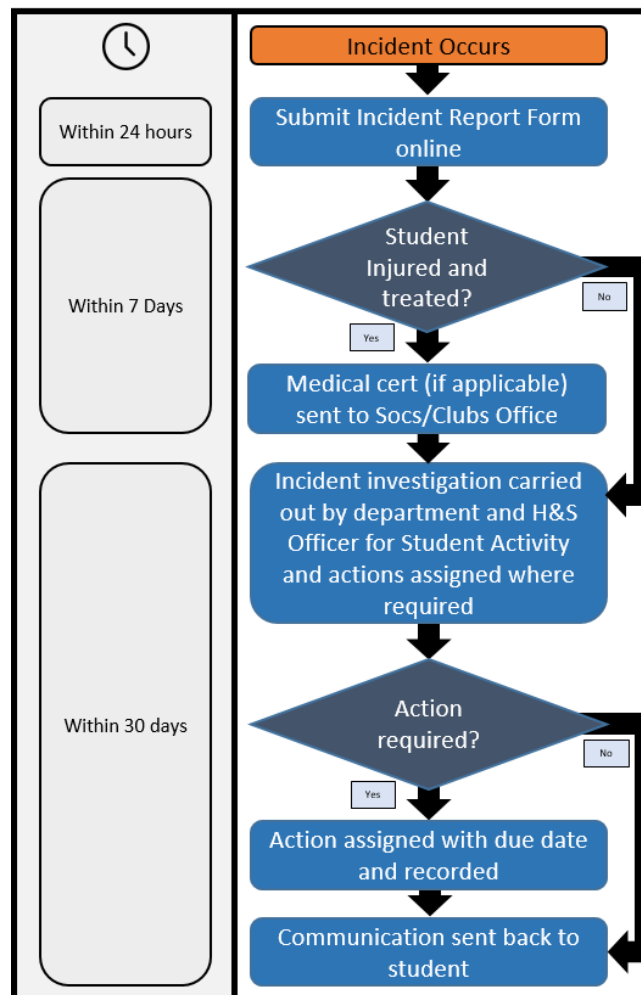
### 9.1 Reporting of Accidents, Near Misses and Dangerous Occurrences


All accidents, near misses and dangerous occurrences must be reported to the societies officer and the health and safety officer for student activity.

[The online Accident / Incident report form, must be completed following any accident.](#)

UCC Societies commits itself to controlling risks to an acceptable level so far as is reasonably practicable. This approach will take into account good practice and the standards and guidelines where these are available.

The process for incident reporting is outlined below:




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## **10.0 REVISION**

The safety statement will be reviewed annually or when any significant changes occur e.g., legislative, changes in the society core activities, changes in equipment, changes in committee or when the risk assessments are thought to be no longer valid. Once revised, the updated statement should be sent to the societies officer and health and safety officer for student activity.

Representations made by society members will be considered and, if approved, will be incorporated in the review.

		 <b>UCC SOCIETIES</b>
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## 11.0 APPENDICES

**This document is for reference by society members.**



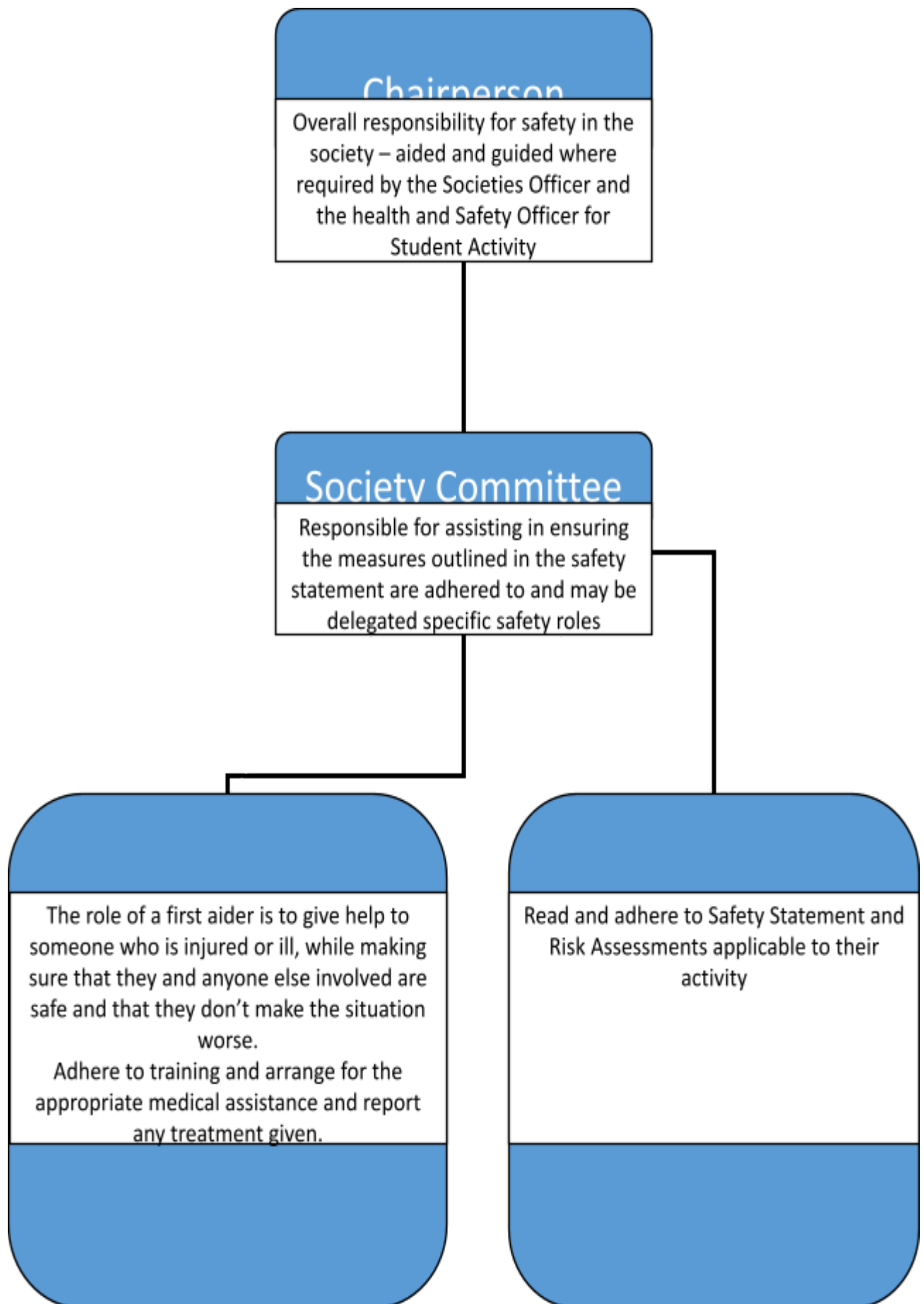
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		 <b>UCC SOCIETIES</b>
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**Appendix 1**

**Society Safety Organisation**



## **Appendix 2**

### **Emergency Numbers**






## Emergency Contact Details

Emergency Services	Contact Details
Ambulance	112 / 999
Fire Brigade	112 / 999
ESB Emergency	1850 372 999
Gas Networks Ireland Emergency Number	1850 205050
Cork University Hospital	021 - 4546400
First Aid Personnel	UCC Societies
First Aid kit location	Societies Office
<b>UCC</b>	
MAIN CAMPUS	021 490 {3111}
LEE MALTINGS	021 490 {4311}
BROOKFIELD	021 490 {1501}
<b>GARDA STATIONS NEAR UCC</b>	
ANGLESEA STREET HQ	021 431 3031
BARRACK STREET	021 431 6020
BRIDEWELL	021 427 0681
BISHOPSTOWN	021 454 1012
<b>EXTERNAL MEDICAL</b>	
CUH – CORK UNIVERSITY HOSPITAL	021 454 6400
EXTERNAL EMERGENCY SERVICES:	999/112

## **Appendix 3**

### **Hazard Identification and Risk Assessment**

		 <b>UCC SOCIETIES</b>
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Hazard No.	Hazard	Risk / consequence	Current Controls
	Anything with Potential to cause injury	How someone will be harmed by the hazard	Measures in place to remove hazards, or reduce the risk of them causing harm to as low a level as possible
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

**Assessment carried out by:**

Name:		
Position:		
Signature:		