

ATU GALWAY

International Students Society

Safety Statement

Version: 1.0 | Committee approval: 18 September 2025
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1. Our commitment and scope

The society is committed to protecting, so far as reasonably practicable, the safety, health and welfare of members, organisers, volunteers, visitors and others affected by its activities. Membership is free and all students, including Irish and international students, are welcome. Participation must be respectful, inclusive and voluntary.

This statement covers society-organised meetings, social and cultural events, games, karaoke, food-related gatherings, outdoor activities, day trips, overnight stays, multi-day trips and overseas travel. It applies to planning, setup, activities, society-arranged transport and accommodation, and safe finishing and return arrangements. Venue rules, applicable legal requirements and local university safety procedures must also be followed where relevant.

Specialist activities, including water sports, climbing, remote walks and adventure activities, require a written activity-specific assessment, competent leaders or providers, suitable equipment and insurance cover. The committee must not organise an activity beyond the competence or resources available to manage it safely.

2. Responsibilities

Role	Responsibility
President	Overall committee accountability; ensures event and trip risks are assessed, checks the necessary arrangements and obtains competent advice. Has authority to change, postpone or cancel activities.
Vice President	Coordinates day-to-day safety planning, briefings, event records, incident follow-up and statement reviews. Deputises for the President and ensures an event lead is appointed.
Treasurer	Budgets for necessary safety measures, suitable transport and providers. Checks relevant insurance evidence, provider suitability and booking terms; keeps purchasing records and provides for reasonable contingency costs. A funding gap must not remove a required control.
Event lead and members	A named event lead checks conditions, attendance, communications and emergency arrangements. Members follow briefings, use equipment as instructed and report hazards promptly. Anyone may stop and raise a safety concern.

The committee maintains a current internal record of officeholders and a named lead, deputy and contact number for each event or trip.

3. EVENT ARRANGEMENTS

Plan before people arrive

The President and Vice President ensure that each event or trip has a written risk assessment and practical safety arrangements. Planning must allow time to change the activity or cancel safely. The event lead keeps the assessment and supporting records available throughout the activity.

- **Define the event.** Record the activity, location, exact meeting point, route where relevant, start and finish times, attendee limit and organiser responsibilities. State clearly which parts are society-organised.
- **Assess actual conditions.** Inspect the venue or obtain reliable venue information, then check it on arrival. Identify who may be harmed, assess initial risk, choose controls, assign an owner and deadline, and record the remaining risk after controls are verified.
- **Check permissions and cover.** Confirm venue or landowner permission, necessary permits and suitable insurance for the activity, participants and providers. Check the scope, exclusions and emergency assistance arrangements. Society membership and event booking do not by themselves establish insurance cover.
- **Resource the plan.** Provide suitable supervision, first-aid arrangements, equipment and communications. Verify first-aider availability during the actual event hours; record kit/AED locations and access. Adjust staffing to group size and activity.
- **Brief participants.** Use simple English and clear instructions. Explain the activity, hazards, meeting point, boundaries, emergency arrangements and who to approach. Check understanding; offer clarification or translation support where practicable.
- **Monitor and close.** Use check-in or headcounts appropriate to the event, especially on trips. Monitor conditions and stop if controls fail. Confirm return arrangements, account for participants, inspect equipment and leave the venue safe.

Access, welfare and conduct

Invite access or support requests privately and plan accessible routes, toilets, seating and evacuation assistance with the venue. Offer suitable alternatives without pressure to participate. Collect only information necessary for safe arrangements and share it only with those who need it. Do not publish medical or emergency-contact details.

Bullying, harassment, racism, coercion and dangerous behaviour are unacceptable. Offer a discreet reporting route to the President or Vice President; where there is a conflict of interest, use another committee member or an independent university support service. Where under-18s or adults needing additional support attend, put suitable safeguarding, consent and supervision arrangements in place and obtain specialist advice where needed.

Food, alcohol and partnership events

Use reputable food suppliers with suitable food-safety arrangements. Obtain and display accurate written allergen information for each food, retain labels and control cross-contact. Follow supplier storage and serving instructions. Do not serve food where safe handling or ingredients cannot be established. Homemade or shared-food events need an agreed handling plan, reliable ingredient information and suitable venue facilities.

Event leads must remain sober while responsible for safety. No drinking games, pressure to drink or participation while impaired. Where alcohol is present, follow licensing and age restrictions, offer alcohol-free options and plan safe transport. For ISS Hub or other joint events, agree in writing who controls the venue, activity, first aid, transport and incident reporting; society organisers retain their assigned responsibilities.

4. RISK CONTROLS FOR INDOOR AND SOCIAL EVENTS

Routine events: risk controls

The following controls apply to routine society events. The event lead records the hazards, people affected, likelihood and severity of harm, required controls and remaining risk for the actual venue and activity. Controls are checked before participants arrive and monitored throughout.

High priority: potential for fatal or serious harm; specialist or venue confirmation may be needed. **Medium priority:** credible injury or welfare harm requiring active controls. These priorities are not residual risk ratings.

Hazard and people affected	Required controls and responsibility
Fire, blocked exits or overcrowding High priority Everyone present	Event lead + venue: confirm occupancy, exits, assembly point, alarm and evacuation assistance. Keep escape routes clear and count attendance. Do not use candles, flames or unauthorised decorations. Stop admission or the event if safe capacity or escape cannot be maintained.
Slips, trips and falls Medium priority Attendees, organisers, venue staff	Event lead: inspect floors, lighting and access routes; clear bags and spills promptly; secure cables with suitable covers. Keep furniture stable and routes accessible. Isolate defects and notify venue staff; change room if the hazard cannot be controlled.
Food allergy or foodborne illness High priority Anyone eating or serving food	Food organiser + supplier: verify allergen details for individual dishes; keep packaging; use separate utensils and clean hands/surfaces. Maintain safe storage and time/temperature controls. Do not promise an allergen-free environment without evidence. Know how to summon urgent help.
Electrical, audio and setup equipment High priority for electrical faults; medium for noise or handling injuries Users and nearby attendees	Event lead + venue: use authorised, suitable equipment; visually check plugs, leads and stands. Remove faulty items from use; no improvised repairs or overloaded sockets. Keep liquids away. Secure speakers, limit volume and exposure, offer a quieter area, and use help/trolleys for bulky loads.
Harassment, conflict, distress or impairment High priority where violence or serious welfare risk arises Members, volunteers and visitors	Event lead + committee: explain conduct expectations and confidential reporting routes; maintain visible sober supervision. De-escalate only when safe, seek venue/security help, and support the affected person. Do not leave a seriously unwell or vulnerable person alone; call emergency services for immediate danger.

Safe participation

People may decline or leave an activity without pressure. Organisers should explain any relevant physical demands, sound, food or access considerations in advance. The event lead must offer a safer alternative, pause or cancel when a necessary control cannot be delivered.

5. RISK CONTROLS FOR DAY TRIPS AND OUTDOOR ACTIVITIES

Day trips and outdoor activities

The event lead must assess the actual route, venue, forecast, group and provider. Share a clear itinerary and exact departure/return arrangements. Check landowner permissions and public access restrictions. The priorities below require event-specific verification.

Hazard and people affected	Required controls and responsibility
Traffic, road crossings and transport High priority Participants, drivers, public	President + trip lead: use suitable licensed/insured transport and confirm suitable booking arrangements. Give safe pickup points; use seatbelts where fitted; never exceed capacity. Plan crossings and safe pedestrian routes. Do not assume private cars or car-sharing are covered; verify arrangements before society-organised use.
Weather, exposure and poor visibility High priority Participants and leaders	Trip lead: check Met Eireann warnings and local conditions before departure and during the day. Specify suitable clothing, footwear, water, breaks and shelter. Change, postpone or cancel when warnings or observed conditions make the activity unsafe; avoid exposed areas during lightning or severe weather.
Uneven terrain, water edges or steep drops High priority Participants and public	Trip lead: select routes suited to the group, access needs and daylight. Use established paths, safe boundaries and a clear turnaround point. Keep away from unprotected edges and water hazards. Swimming, water entry, remote mountain routes or technical terrain need an activity-specific assessment, competent supervision, suitable equipment and emergency arrangements.
Outdoor games: collision, falls or overexertion Medium priority; escalate for added hazards Players and spectators	Activity lead: inspect the ground and equipment, allow safe spacing and runoff, separate spectators and adapt rules to ability. Demonstrate activities and prohibit rough play. Provide rests and water; stop for pain, injury, fatigue or deteriorating conditions. Use suitable equipment and competent supervision.
Separation, illness or delayed return High priority where a person is missing or at risk Participants and leaders	Trip lead + deputy: keep a confidential attendee list, contact details and relevant emergency contacts. Headcount at departure, transfers and return; agree a meeting point and check-in times. Carry charged phones and a backup power source; assess coverage. Keep a contingency transport plan. Escalate missing-person concerns promptly; no unsafe improvised search.

Departure and return checks

Confirm first aid, access to emergency services and the ability to communicate throughout the route. Record any agreed participant departure from the group and notify the deputy. Do not leave a stranded or vulnerable participant without a safe plan. Reassess when timings, weather, transport, headcount or activity conditions change.

6. ACCOMMODATION AND EXTENDED TRAVEL

Overnight and overseas trips

For overnight and multi-day trips, the trip lead and deputy remain responsible for the society arrangements throughout the trip. Share a written itinerary covering travel, activities, accommodation, organised free time, check-ins and the final return. Keep a committee contact who is not travelling informed of the plan.

Accommodation and room arrangements

- Use reputable accommodation suited to the group, with appropriate capacity, accessibility, hygiene, security and emergency arrangements. Obtain the address and an out-of-hours contact. Check exits, alarms, escape routes and the assembly point on arrival; raise defects with the operator and relocate if safety cannot be maintained.
- Explain room-sharing arrangements in advance and consider privacy, access needs and reasonable preferences sensitively. Do not pressure anyone to accept an unsuitable arrangement. Keep room allocations and access information private; use locks and keys responsibly and follow the accommodation rules.
- Identify a sober duty lead and deputy who can be contacted overnight, with rest arrangements that avoid fatigue. Give participants their contact details and explain how to get help. Plan age-appropriate supervision and safeguarding separately where under-18s are included.

Evening activities and free time

- State which activities are society-organised and give clear boundaries, meeting points and check-in times for free time. Explain safe local transport and how participants can contact the duty lead. Members inform the lead of agreed departures or changed return plans so everyone can be accounted for.
- Respond promptly to a missed check-in or welfare concern. Keep the remaining group supervised, use known contact routes and seek accommodation staff or police assistance as appropriate. Do not leave an unwell, vulnerable or stranded participant without a safe support plan.

Overseas travel

- Check official destination travel advice, local risks, transport, emergency numbers and entry requirements before committing to travel and again before departure. Each participant checks passport validity, visas, transit conditions and the right to return to Ireland for their own nationality and immigration status. Do not assume that one rule applies to the whole group.
- Confirm suitable travel insurance for the planned activities, emergency treatment, evacuation and repatriation. Participants should check relevant medical conditions and exclusions with the insurer and carry an EHIC where eligible. An EHIC does not replace travel insurance. Seek professional health advice where the destination or individual needs require it.
- Keep the insurer emergency number, local medical facilities, transport contacts and relevant embassy or consulate details available offline. Share the local emergency number before departure. Respect local law and customs, and keep personal documents and money secure.

Disruption and contingency arrangements

Allow realistic journey times and rest breaks. Plan alternative transport, accommodation and contingency funds for delays, illness or lost documents. Communicate changes, recheck attendance and reassess risks before continuing. Camping requires site-specific controls; fuel-burning appliances must never be used in tents or enclosed sleeping spaces.

7. EMERGENCY ACTION AND INCIDENT REPORTING

Emergency action and reporting

Immediate danger or serious injury in Ireland: call 112 or 999.

Give the location, emergency, number affected and callback number. Follow the operator's instructions. Notify venue or accommodation staff without delaying the call. Abroad, use the local emergency number; 112 works throughout the EU.

Fire or evacuation

- Raise the alarm and follow the venue procedure. Leave by the nearest safe route, go to the designated assembly point and follow staff/fire marshal instructions. Do not collect belongings or use ordinary lifts.
- The event lead checks the attendee list or headcount and tells responders about anyone missing or needing assistance. Do not re-enter until authorised. Do not attempt firefighting or rescue beyond your training or when it puts you at risk.

Injury, sudden illness or a serious welfare concern

- Stop the activity and make the area safe without creating further danger. Summon the designated first aider and emergency help when needed. Follow emergency-service instructions and provide assistance within your competence.
- Send someone to meet responders and provide relevant information. A suspected severe allergic reaction, unconsciousness or serious breathing difficulty requires urgent emergency help.

Missing participant or unsafe behaviour

- Check attendance, agreed departure arrangements and known contact routes. Notify the event lead and venue immediately. Call 112/999 where there is immediate danger; seek Garda or local police advice promptly for an unexplained disappearance. Keep the rest of the group supervised.
- Prioritise safety, seek venue/security assistance and call emergency services where necessary. Do not physically intervene in a dangerous confrontation. Support the affected person and follow the society incident-reporting procedure.

Reporting and records

Report every injury, significant incident, near miss or unsafe condition to the event lead and Vice President promptly. Serious incidents must be escalated immediately to the President and relevant venue, accommodation or provider contact. Complete a written incident report promptly and make any notifications required by the venue, insurer, university procedures or law. The President obtains competent advice on external reporting where needed.

Record facts, date/time, location, people affected, witnesses, action taken and follow-up owner. Store records securely with restricted access; keep sensitive information out of public minutes, social media and this uploaded statement. Review the cause, complete corrective actions and reassess before resuming.

Contacts and communication

Society: iss@atuiss.com (routine enquiries; not an emergency service).

Emergency services in Ireland: 112 or 999.

For each event: verify and record the current venue or accommodation contact, first aider, assembly point and lead/deputy phone numbers before participants arrive.

8. ONGOING SAFETY MANAGEMENT

Records communication and review

Event and trip records

The Vice President keeps a safety record for each event or trip: itinerary, venue, lead and deputy, attendance, supervision, access needs, permissions, insurance, first aid, emergency arrangements, risk assessment and any incidents or changes.

Trip records also include participant and emergency contacts, transport, accommodation, duty cover, check-ins and contingencies. A committee contact who is not travelling must know how to reach the group. Restrict access to personal information and retain it only as long as necessary under applicable record-retention requirements.

Risk assessment and decision making

For each significant hazard, record who may be harmed, likelihood, severity, controls, responsible person and completion time. Eliminate hazards where possible; otherwise use safer activities, suitable facilities, competent providers, equipment and supervision. Record the remaining risk after controls are in place.

The event lead verifies controls on arrival and throughout the activity. The President or designated deputy checks that arrangements are adequate before starting. Any organiser may pause an activity for a safety concern. Uncontrolled serious risk means do not start or continue. Record changes and tell participants.

Information training and consultation

Publish this statement on the society website and explain relevant arrangements to organisers and participants. Brief event leads on duties, risks, safeguarding, emergencies and reporting. Provide competent advice or training where needed.

Members may raise concerns through iss@atuiss.com or the President or Vice President. The committee responds promptly, records actions and communicates changes. Participation is voluntary; no one is penalised for raising a genuine safety concern.

Resources and review

The committee provides adequate time, budget, supervision, first aid and access arrangements. Change, postpone or cancel an activity if necessary resources or expertise are unavailable.

The Vice President coordinates a review at least annually and whenever activities, venues, travel arrangements, committee responsibilities or relevant guidance change. Review also follows an incident, near miss or concern about the effectiveness of a control. The President records revisions and the committee communicates them. Current officeholders, operational contacts and training records are maintained internally and updated at handover.

Safety guidance

The committee uses relevant safety guidance when planning activities, including:

[Health and Safety Authority - safety statements and risk assessment](#)

[Food Safety Authority of Ireland - allergen information](#)

[Emergency Call Answering Service - 112 and 999](#)

[Department of Foreign Affairs - overseas travel advice](#)

[European Commission - European Health Insurance Card](#)