Department of Computing

Safety Statement

March 2019

The Department of Computing Safety Statement

1.0   INTRODUCTION

The Department of Computing comprises one head of department, eighteen academic staff members, two technical support personnel, approximately 20 external and associate lecturers and approximately 600+ students, both post-graduate and under-graduate. Programmes of learning are delivered in full-time, (that is day-time mode), and in part-time, (that is in the evening). Academic staff teach and technical staff support the programmes that are delivered in both day and evening mode.

The purpose of this document is to detail the identification of hazards, the assessment of risks, the indication of controls where appropriate, and the revision and reviewing of these procedures.

It is a prime objective of the Computing Department to achieve and sustain high standards of Health and Safety so far as is reasonably practicable. This means at a minimum to conform to the requirements of Irish legislation as it pertains to Occupational Health and Safety.

It is the department's desire to do all that is reasonably practicable to prevent damage to property and injury from foreseeable work hazards.

In particular the Department recognises its responsibility and commits itself to:

♦ Provide and maintain safe and healthy working conditions, taking account of statutory requirements;

♦ Provide training and instruction, where necessary, to enable staff to perform their work safely and effectively;

♦ Make available all necessary safety devices and protective equipment and supervise their use;

♦ Maintain a constant and continuing interest in health and safety matters pertinent to the Department

♦ Keep this Safety Statement and other safety documents under review.

2.0   HEALTH AND SAFETY WELFARE ACT 2005

The new 2005 Safety, Health and Welfare at Work Act, has imposed new duties and responsibilities on employers, employees, manufacturers, designers and contractors.

It would be important that these new duties are highlighted in any document of this type. Therefore, the main duties identified in the 2005 Act which pertain to employers, employees and to persons other than employees are highlighted here.

2.1   Duties of Employers to Employees

Most of the duties imposed on employers by the 2005 Act are ones which they owe to employees, and the majority of these are contained in Section 8 of the 2005 Act, (which replaced section 6 of the 1989 Act).

Section 8 (1) of the 2005 Act states:

'Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare of his or her employees.'

Section 8 (2) of the 2005 Act then sets out 12 sub-headings of this general duty. Section 8 (2) states that the duty under section 8 (1) include:

(a)   managing and conducting work activities in such a way as to ensure so far as is reasonably practicable, the safety, health and welfare at work of his or her employees:
(b)   managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;
(c)   as regards the place of work concerned, ensuring, so far as is reasonably practicable-
   (i)   the design, provision and maintenance of it in a condition that is safe and without risk to health,
   (ii)   the design, provision and maintenance of safe means of access to and egress from it, and
   (iii)   the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;
(d)   ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work or his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;
(e)   providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;
(f)   providing and maintaining facilities and arrangements for the welfare of his or her employees at work;

(g)   providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;

(h)   determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3;

(i)   having regard to the general principles of prevention in Schedule 3, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonable practicable, the safety, health and welfare at work of his or her employees;

(j)   preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;

(k)   reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under section 33, as appropriate, and

(l)   the obtaining, where necessary, of the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.'

2.2   Duties of employers to persons other than employees

Section 12 of the 2005 Act, which replaces section 7 of the 1989 Act, also has a new emphasis on managing safety and health, which makes it more wide-ranging than section 7 of the 1989 Act. Section 12 of the 2005 Act states:

'Every employer shall manage and conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that in the course of the work being carried on, individuals at the place of work (not being his or her employees) are not exposed to risks to their safety, health or welfare.'

The effect of this provision is to place a general duty on employers to manage work activities so that they do not endanger persons at work. This duty applies not merely to employees but also to other persons, such as contractors and their employees and other members of the public and students.

2.3   Duties of employees

Sections 13 and 14 of the 2005 Act (which replaces section 9 of the 1989 Act) place a number of obligations on employees and others while at work.

Section 13 states that the employee much:

(a)   comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,

(b)   ensure that he or she is not under the influence of an intoxicant to the extend that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

(c)   if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests by, or under the supervision of , a registered practitioner who is a competent person as may be prescribed,

(d)   co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,

(e)   not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

(f)   attend such training as may be reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

(g)   having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing and equipment,

(h)   report to his or her employer or to any or to any appropriate person, as soon as practicable –
    (i)   any work being carried on, or likely to be carried on, in a manner   which may endanger the safety, health or welfare at work of the   employee or that of any other person,
    (ii)   any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
    (iii)   any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person of which he or she is aware.

3.0   HAZARD IDENTIFICATION

Hazards have been identified via a physical inspection of the relevant areas which took place recently. Furthermore, the last five years history in relation to accidents or near misses which were reported to the Health Services (in the person of the nurse within the Institute) has been reviewed for the Department of Computing. There have been no reported accidents or incidents from the areas controlled by the Department of Computing.

Hazards have been categorised in a methodical way, namely, mechanical, physical (slips, trips, falls, noise, illumination, vibration), chemical, biological, human factor, fire and electrical.

During the physical inspection, each of these hazard categories has been audited in relation to each area under the responsibility of the Department of Computing. This document highlights the major hazards as identified which do not, at the time of inspection have reasonable controls.

A risk assessment has been carried out on these hazards and suggested control measures have been identified and recorded in the tables to be found at the end of this safety statement.

3.1   Hazard

A hazard is any object, condition or practice which can cause an injury or loss. There is general recognition of many common hazards, e.g. a wet stairway or an untidy floor. There is a need to recognise that unsafe working is equally hazardous and can cause serious injury and loss, e.g. poor lifting, mishandling of tools and chemicals, failure to wear personal protective equipment (PPE).

3.2   Safety Audits

A safety audit is a systematic and critical examination of the workplace for the purpose of identifying hazards, assessing the risk and recommending controls of the hazard where appropriate. Every workplace will be audited annually by the appropriate responsible person. The results of the audit are published in the form of Hazard Identification and Control Sheets.

3.3   Hazard Identification and Control Sheets

These are numbered sheets with blanks for the relevant section, responsible person and auditor.

There are eight numbered columns.

- The first two columns describe the area and the hazard category.
- Column three describes the hazard and consequence.
- Column four describes the recommended remedy or control.
- Column five assesses the degree of risk.
- Column six is the date the hazard was identified.
- Column seven identifies the action person who will effect the control. The responsible person will assign the work to the action person and ensure remedial action is taken.
- The date of implementation of the control is identified in Column 8.

3.4   Physical Hazards

These include slips, trips, falls, illumination, noise, vibration, heat and cold.

3.5   Chemical Hazards

These include laboratory chemicals, solvents and dermatitis causing agents. They will also be identified in the Hazard Identification and Control Sheets.

3.6   Biological Hazards

These include potential infection arising from laboratories and are to be identified in the Hazard Identification and Control Sheets.

3.7   Human Factor Hazards

Human factor hazards are potential hazards which arise from conditions where the employee is under stress, taking shortcuts, inexperienced, ineffectively trained or untrained, pregnant, not fully able bodied, colour blind etc, etc. It recognises that inexperienced staff (new employees) are particularly vulnerable.

4.0 RISK ASSESSMENT

A categorical mechanism of risk assessment has been used and deemed most appropriate for the Department of Computing. Three categories have been identified, namely, high, medium and low. Risk has been separated into two constituent components, namely the frequency of exposure and the severity of the injury or damage. In making a risk assessment, frequency of the exposure and the measure of injury are calculated and the outcome is recorded as being either of High risk, of Medium risk or of Low risk.

High signifies death or very serious injury. Medium signifies impairment of a bodily function or loss a limb or the loss of use of a faculty. Low refers to cuts, bruises, sprains or injuries of a minor nature.

5.0   LABORATORY RULES

The regulations that govern the use of the Institute's computing facilities are detailed in section 5.1 and 5.2. namely, the Institute Regulations for the use of PC Laboratories and Network Facilities

5.1   Computing Services Regulations

Regulations governing student usage of IT Tallaght's Computing Services
1. Registered students may use the computer facilities only for the purpose of pursuing the academic course for which they have registered with the Institute.
2. The computing facilities are free registered students for course work. to
3. Course work is defined as usage in connection with courses which lead to Certificates, Diplomas and other awards of the ITT, and usage in connection with short courses, seminars or extra-mural activities organised by the ITT as part of its normal activity.
4. Use of computing facilities in connection with courses organised by outside bodies is regarded as external use and is chargeable on an actual usage basis at rates currently in force by the ITT.
5. The ITT does not guarantee the availability of computing facilities for activities not organised by the ITT.
6. Programs executed on the computing systems must either originate in the ITT, or be programs constructed by students in accordance with course assignments. The execution of games or programs for entertainment is specifically excluded.
7. Access to the computing systems is controlled by individual passwords. Students must keep their passwords secret and prevent others from using their accounts. It is forbidden to use the account of another member of the institute.
8. The ITT requires that all users of the computing services agree to the general conditions of use which are on display in the computer laboratories and various other sites, and which may change from time to time
9. No eating and drinking is allowed in Computing labs. Students who break this regulation will be warned and/or penalised.

5.2   Network Services Regulations

Regulations governing student usage of IT Tallaght's Network Services
1. Registered students may use the network services only for the purpose of pursuing the academic course(s) for which they have registered with the Institute.
2. Local network services are available to all registered students for course work only. The times of availability may be restricted. Outside of restricted times the network services will be made available subject to any technical limitations that may exist during such periods.
3. Storage space on the local networks must not be used by students to store data or programs.
4. Global (international) network services may be made available to registered students where the course includes activities which require such services. Time and access restrictions may apply.
5. Students will be held responsible for any use/abuse of the network services which interfere with other users (locally or globally) or obstruct the use of the computing services.
6. Students are not permitted to transfer programs or data via the global network services which do not constitute a part of an on-going course in the IT, unless the object of the exercise is to gain experience with network usage and the activity is supervised by a member of staff.

Notes
- User accounts are normally closed after the end of spring semesters
- Users are responsible for creating backups of their data
- Users who fail to observe the Regulations may be denied access to computing facilities

5.3   Computing Laboratory Regulations

The laboratory rules for each computing laboratory have been drawn up and are appended hereunder and are also posted on the walls of each teaching laboratory.

Access to laboratory

1. During scheduled hours, only students who are scheduled for the lab shall be admitted.
2. During unscheduled hours, only computing students who are normally scheduled at other times for the labs are admitted. If the lab is supervised, permission from the supervisor must be obtained.
3. The printer is for the use of the students who are using the computers in the lab, not for casual use.
4. Any student may be asked to leave a lab by a member of staff, and the student is obliged to comply.

5. A student may be prevented from entering a lab by a member of staff. The staff member is not obliged to offer an explanation at that time.

Conduct in laboratory

1. Students shall at all times conduct themselves in an orderly and polite manner.
2. Students shall not interfere with the equipment, furniture or other facilities in the lab.
3. Students shall not interfere with the possessions or work of other students.
4. The consumption of food or drink in the lab is a serious offence, and will be treated accordingly.
5. Students will have proper identification in their possession, and on display if requested.
6. Students shall depart the lab in good time to permit a scheduled session to commence.
7. Students shall not use audio equipment in a manner which distracts or annoys others, and shall refrain from using such equipment if so requested by a member of staff.

Management of data

1. The maintenance of backups is the sole responsibility of students.
2. The college will maintain backups (typically weekly) of student data held on the server. No guarantee is offered for this service, but the college will endeavour keep data as current as practicable.
3. Where possible, course and course schedule information will be provided via this server. Students are obliged to check periodically for updates.
4. The use of the server for storage of non-course-related material is forbidden.
5. Students may not install software (including freeware and shareware). All installations will be performed by a member of staff, and only where proper licensing is in place.

Security and safety

1. Students shall be vigilant while in the lab, and shall report any suspicious activities they observe.
2. Persons in the lab are obliged to report to a member of staff any infringements of lab regulations.
3. A telephone in the lab may only be used in a medical or security emergency.
4. In the event of an alarm signal, students will **immediately** depart the lab. This shall apply even if the alarm sounds for a short period. Only return to the lab when instructed by a member of staff.

Use of services

1. Internet services shall only be used in conjunction with course work.
2. Services shall be accessed only in accordance with applicable licensing laws. Copying of protected material may result in legal action being brought by the college.

Other

The department reserves the right to adjust or amend these regulations as it sees fit. Students will also be bound by any regulations issued by the college apart from these specific regulations issued by the department.

6.0   EMERGENCY & EVACUATION PROCEDURES

Paul Campbell is the Estates Manager responsible for the Institute buildings and environs. He has particular responsibilities for campus security and evacuation and emergency procedures. Paul can be contacted at Ext 2630 or his assistant Mark Parle at Ext 2139.

Smoking

Smoking is strictly prohibited in all parts of the Institute.
Since opening in September 1992 the Institute has adopted a very clear and unambiguous antismoking policy. It has done so on the basis of the serious harmful effects of passive smoking which have been established beyond doubt. This policy entails designating a smoking zone. The designated smoking area is located to the rear of the Institute. Smoking on campus is confined to this area. The entire Institute building has been designated a non smoking area.

Security

The Institute will obviously try to prevent theft and losses on campus. However the Institute cannot accept any responsibility in the event of losses or theft of property. As with most Institutes, particularly those based in cities, IT Tallaght has its share of security problems. In addressing these the Institute employs security staff and has installed a sophisticated closed circuit television system throughout the Institute. The work of the Institute's security staff would be very much assisted if all the Institute's members, students and staff, became more security conscious. You can assist by bearing the following points in mind
        • If you see someone acting suspiciously either on the campus or in buildings, you should contact the Caretakers [Ext 2610/2601] or Security [Ext 2617] immediately
         •Be particularly vigilant about bikes. Securely lock your bike to the bicycle racks provided

•Be careful with money. Keep it with you all the time - but don't carry large sums of money
•Take normal precautions regarding your personal safety both on and off the campus
•Keep your locker key carefully
•Do not leave any valuables unguarded
•Write your name and class group on all books, calculators, folders and other belongings

Fire and Emergency Drills

Fire and Emergency drills are held in the Institute on a regular basis so that students will be familiar with procedures in the event of an emergency. When these are arranged all students must leave the building at the time of the drill and cooperate with all instructions. It has been noticed during such drills that some students do not take these seriously and are reluctant to leave the building. This is a serious disciplinary matter as failure to practice the evacuation of the buildings could leave to a loss of lives in a real fire. It is important to go to your assembly point and not stand close to the buildings.
In the event of a fire or other emergency all students shall obey the instructions of the authorised personnel. Students must participate in fire drills as are organised from time to time. Any student who in the absence of a fire, discharges fire fighting equipment or causes a bomb scare or similar hoax will be subject to the full rigour of the Institute's General Student Discipline Policy.

Emergency Evacuation

EVACUATION PROCEDURES
When the ALARM sounds
1. LEAVE IMMEDIATELY BY THE NEAREST EXIT
2. TAKE ONLY YOUR IMMEDIATE BELONGINGS
3. CLOSE THE DOOR OF THE ROOM YOU VACATE
4. DO NOT USE THE LIFT
5. DO NOT RETURN FOR ANYTHING
6. GO TO THE DESIGNATED ASSEMBLY POINT
7. DO NOT LEAVE THE ASSEMBLY POINT UNTIL AUTHORISED
The lecturer in charge of the class should indicate the exit route and ensure that all of his/her students evacuate the building and go to the designated assembly point in an efficient and orderly manner.
• Please familiarise yourself with the green evacuation signs in the corridors and with the location of the various assembly areas.
• Please ensure that you are familiar with the escape points and assembly areas as shown on the attached drawing.
• Bring the class roll if you have one
• Keep the roadways around the building clear. Assembly points are defined by which door is exited. Fire exits will have signs designating which assembly point is to be used for that exit. Nobody, Staff or Student, should leave the assembly area until the all-clear is given.

Wardens have been appointed on each floor to ensure that all rooms have been cleared.

The caretakers will contact the emergency services. A control centre, with a designated controller (one of the caretakers), will operate at the front door. The person that activates the alarm must make him/herself available to the controller and the fire-brigade.

All incidents must be recorded on an incident sheet. These are available from the caretakers, the laboratory technicians or the school secretaries.

The silencing of the alarm does not indicate the all clear to re-enter the building.

The ALL-CLEAR SIGNAL to re-enter the building will consist of 3 blasts from an air horn. Target evacuation time 2.5 minutes

Emergency Evacuation Procedures for Evening and Other Non-Standard Times

In the event of there being an emergency evacuation required during the evening, e.g. after the day-time classes are finished, or other such time when the "day time" wardens and controllers are not normally on duty, the following are the procedures to be followed in addition/substitution to day time procedures:

- The caretaker on the desk will immediately on hearing the alarm ring security and require that the yard gate is opened and that the roadway is kept clear.
- One caretaker will act as warden for the ground floor, ensuring that it is cleared in an orderly manner, and return to the front entrance as quickly as possible to act as controller.
- The second caretaker will act as warden for both upper floors and as soon as they are cleared return to the front desk to assist the controller.
- Lecturers to the part-time courses should take their class to the designated assembly point, by the most direct and safest route consistent with the condition prevailing. The main entrance should not be considered as the only route for egress.
- People should not congregate around the main entrance under any circumstances, as this area must be kept free for the incident controllers and emergency services.

Note:
On hearing the alarm leave the building quietly and quickly.
Take only your immediate belongings.
Close the door to the room you are vacating.
Do not use the lift.
Assist anyone who may be disabled, but wheel chair users should park in the escape stairways one friend may stay with them, they will be assisted out of the building.
The target time for clearing the building is 2.5 minutes.

7.0 HAZARD IDENTIFICATION RISK ASSESSMENT AND CONTROL MEASURES FOR THE DEPARTMENT OF COMPUTING

In general, it can be stated that each of the laboratories within the Department of Computing are straightforward computer teaching facilities. Each of the facilities is very similar in nature to each other. It is more convenient to treat each room as part of a whole and to record the risk assessment in a similar fashion. The following hazard identification and risk assessment with control measures have been evaluated for the Department of Computing.

8.0 REVIEW

The policy and procedures contained in this document will be reviewed. The Departmental Safety Committee meets on an ongoing basis.

Hazard Identification and Control Sheet

LOCATION: Computing Labs   RESPONSIBLE PERSON: Dr. B. Feeney   SHEET No. 1

SECTION:TEACHING LABS   AUDITOR: M. Ahern   REVISION No.3

1	2	3	4	5	6	7	8
Hazard Category	AREA	HAZARD/CONSEQUENCE	RISK	CONTROL	DATE	ACTION	DATE
			ASSMT		IDENTIFY	PERSON	RECTIFY /STATUS
Human Factor	Labs 229,231	Blue pneumatic chairs unstable due to from wear and tear and loose parts / Danger of injury from falls or loose sharp components	Medium	Inspect and repair all affected units	Feb 2019	Estates / Contracted chair repair specialist	Ongoing
Human Factor	Lab227	Laboratory Overcrowded. Circulation area insufficient for wheelchair users and students with mobility issues	Medium	Remove row of six workstations and remodel room accordingly	Feb 2019	Estates	Ongoing
Human Factor	Labs 229,231	Floor carpet not securely fixed to floor and is a trip hazard	Medium	Replace	Feb 2019	Estates	Ongoing
Human Factor	Lab 220	Virtualisation Equipment noisy and trip hazard	Medium	Tidy up area. Eliminate defunct equipment. Eliminate defunct cables. Eliminate Defunct Servers.	Feb 2019	Computing Technical Officers	Lab tidied. Ongoing monitoring needed
Human Factor	All Labs	Trip hazards from WiP cables	Low	Tidy up and review regularly	Feb 2019	Computing Technical Officers	Ongoing

Human Factor	Chairs in Labs	Chairs unstable due to from wear and tear and loose parts / Danger of injury from falls or loose sharp components	Medium	Inspect and repair all affected units	Feb 2019	Technical Officers	Ongoing