



## **Technological University Dublin – Tallaght Campus**

**Reference should be made to the Technological University Dublin Parent Safety Statement v.30-Nov-2018 as appropriate**

# **Ancillary Health, Safety & Welfare at Work Statement**

## **Library**

**Version: 2019.1**

Revision History					
Rev.	Reason for change	Effective from	Prepared by & date	Approved by & date	Description of change
2017.1	General revision	DD-Mon-Year	G Kerins 08-Mar-2017	K Carroll 21_Mar_2017	General revision and renewal of the Safety Statement. Updated risk assessment.
2017.2	Annual Revision	02Nov2017		02Nov2017	Updated first aiders
2018.1	General revision	21-Aug-2018	G Kerins 21-Aug-2018	K Carroll 21-Aug-2018	General revision and renewal of the Safety Statement.
2019.1	Update to TU Dublin	01-Jan-2019	01-Jan-2019 KC	01-Jan-2019 KC	Update to TU Dublin

Approved by:		
Signature:		Date: 15-Jan-2019
Ken Carroll - Registrar		

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## Introduction

The purpose of the Safety, Health and Welfare at Work Act, 2005 is to set down general safety, health and welfare principles for all places of work, to prevent accidents and ill health arising at work or from a work or workplace related activity.

The Act applies to employers and employees in all types of work and embraces all the activities of the Institute of Technology, Tallaght. Health, Safety and Welfare is everyone's responsibility.

The Act requires the employer to prepare a written Safety Statement describing the employer's arrangements and the employee co-operation necessary to provide a safe workplace.

In response to this requirement, the Institute has prepared a **Parent Safety Statement** describing management's safety programme and employee co-operation. In recognition of the diverse working activities within the Institute, **Ancillary Safety Statements** have been prepared for different functional areas. These Statements focus on hazard identification and risk assessment as well as including safe operating procedures. This Ancillary Safety Statement relates to the Library functional areas under the control of the Office of the Registrar.

## Functional Area Statement on Safety

It is a prime objective of the Library to achieve and sustain high standards of Health and Safety and Welfare in so far as is reasonably practicable. It is the desire of the Library to do all that is reasonably practicable to prevent injury and damage to people and property from foreseeable work hazards. In particular the Library recognises its responsibility and commits itself to:

- a) Provide and maintain safe and healthy working conditions, taking into account statutory requirements;
- b) Provide training and instruction where necessary, to enable staff to perform their work safely and effectively;
- c) Make available all necessary safety devices and protective equipment and supervise their use;
- d) Maintain a constant and continuing interest in health and safety matters pertinent to the Library.
- e) Keep this safety statement and other safety documents under review.

**This Ancillary Safety Statement should be read in conjunction with the main TU Dublin - Tallaght Campus Safety Statement so that all the work activities are covered.**

## Library - Organisation and Responsibilities

The overall assignment of responsibilities and the identification of “*responsible persons*” are detailed in the Parent Safety Statement. The “responsible persons” for the library are the Registrar and the Institute Librarian.

Ken Carroll (Registrar)

Gillian Kerins (Institute Librarian)

## Dignity and Respect in the Workplace

TU Dublin - Tallaght Campus is committed to the development and maintenance of a positive working environment, in which all employees have the right to be treated with dignity and respect. The Institute will not tolerate bullying, harassment or victimisation and may take appropriate action, up to and including dismissal against those who contravene this policy. The Institute has in place policies and procedures to address allegations of bullying and harassment available from the Institute intranet (<http://intranet.it-tallaght.ie/human-resources>) or from Human Resources.

## Disabilities

TU Dublin - Tallaght Campus assesses the safety needs of employees, students and visitors with disabilities. The Disability Officer and the Health & Safety Officer provide advice in this area. It is the goal of the Disability Office to ensure adequate accessibility for all, and this is being continually improved upon.

## Pregnant Employees and New Mothers

A pregnant employee or ‘new’ mother employee (i.e., a woman who has given birth within the last 14 weeks or who is breast feeding) is required to advise her line manager of her condition. This is to ensure that a pregnant employee risk assessment is completed as soon as possible and that the appropriate protective and preventive measures are put in place.

## Occupational Stress

Occupational stress is a term used to define ongoing stress that is related to the workplace. The stress may have to do with the responsibilities associated with the work itself or personality conflicts. As with other forms of tension, occupation stress can eventually affect both physical

and emotional well-being if not managed effectively. Staff who are experiencing occupational stress are strongly encouraged to discuss this matter with their manager or to seek advice from the Human Resources Office. The HR Office provides all staff with access to a confidential EAP – Employee Assistance Programme.

## General and Specific Duties of Staff

Employees are requested to read the Safety, Health and Welfare at Work Act, 2005 a copy of which is available at <http://www.oireachtas.ie/documents/bills28/acts/2005/a1005.pdf> .

Attention is drawn particularly to Section 13 (p23-25) – replicated in Appendix A – Duties of Employees.

Employees are requested to read the Parent Safety Statement. Attention is drawn particularly to the emergency evacuation procedures (Appendix 3 of Parent Safety Statement).

Safe work practice sheets specifically relevant to the Library are appended to this document. It is incumbent upon each employee to carefully read and understand the Safe Work Practice Sheet (Appendix C).

## Training

All library staff receives induction training to ensure that they fully understand the hazards to which they may be exposed and the safety precautions and emergency procedures required. Training will be given, as appropriate, in the items listed below. This training is given to staff involved in activities, which necessitates such training. The Department detailed below is responsible for delivery of initial and refresher courses. Any training provided will meet the requirements of appropriate legislation, standards or guidelines and will be given by qualified instructors.

Training	Department
Library - Ancillary Safety Statement	Library
Parent Safety Statement	Human resources
First Aid	Human resources
Fire Safety	Human resources
Accident and Emergency procedures	Human resources
Safe Manual Handling	Human resources

Safety training records will be maintained by the Institute's Safety Officer, and will contain the following information:

- a) Date of Instruction / Exercise

- b) Duration
- c) Instructor
- d) Instructed
- e) Nature and content of instruction
- f) Late night normally worked by instructed

## Access to the library

### Student access

Students may access the library only during normal opening hours and all students must obey the instructions of staff in relation to leaving the library area at all times.

### Procedure for access to premises outside of normal opening hours

Please arrange for access outside of the normal hours in advance with the Institute Librarian, including the purposed days and times and the reason for the request.

On arrival please sign in so that there is a record of you being on the premises.

Please note that normal **official opening hours for the Institute** are:

#### During Semester:

Monday – Thursday: 08.00 - 22.00

Friday: 08.00 - 18.00

Saturday: 08.00 - 13.00

#### Out of Semester:

Monday-Friday: 08.00 - 18.00

Please note that normal **opening hours for the library** are:

#### During Semester:

Monday - Thursday: 08.00 - 20.00      Desk service: 10.00 - 20.00

Friday: 08.00 - 17.00      Desk Service: 10.00 - 17.00

Saturday:<sup>1</sup> 10.00 - 17.00 Desk Service: 10.00 - 13.00

**Out of Semester:**

Monday-Friday: 09.15 - 17.00 Desk Service: 09.15 - 17.00

All library staff shall clock their attendance on the institute time and attendance system. A diary is held at the library desk where appointments and absences are recorded. The library group calendar should also be updated to capture these.

Designated people to contact for access outside of normal hours are:

- Institute Librarian
- Buildings Officer
- Personnel Officer
- Secretary / Financial Controller

## Hazard Identification and Control

The process of hazard identification is covered in section 5 of the Parent Safety Statement. While recognising that a safety audit cannot identify every single hazard, a safety audit of the Library will be carried out annually to reduce the overall risk from hazards.

## Electricity and Electrical Appliances

### Hazards

- Electric Shock          Fire          Trips or falls from loose cables.

**Risk Assessment**    Low

### Control Measures

- a) If for any reason there is an electrical fault the Buildings Office should be contacted immediately to remedy the matter.
- b) Under **no** circumstances should employees or students attempt to carry out repairs either temporary or permanent to the electrical supply system or to any of the electrical appliances.

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<sup>1</sup> Saturday hours apply in the run up to exam times: 10.00-17.00



- c) Electrical equipment must only be repaired and serviced by a competent person. Do not use damaged equipment, electrical cords or plugs.
- d) The Buildings Officer will ensure that the wiring installation to the building is checked by a competent qualified electrician. Dangerous or defective material should be replaced or remedied in accordance with the E.T.C.I.'s rules.

### **Wiring Standards - Equipment and Machinery**

- a) All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.
- b) Portable or temporary equipment will be connected by means of switched socket outlets suitable for the environment.
- c) Flexible cables will also be adequately protected against external mechanical damage.
- d) Adequate fusing or excess protection, e.g. circuit breakers, must be provided for all fixed and portable equipment and regularly maintained.
- e) Frayed and damaged cables shall be replaced immediately.
- f) Flexible cables should not be run across floors. Where damage at floor level to cables is possible, protection by ramps, conduit or armouring must be used.

## **General Housekeeping**

Poor housekeeping can lead to a range of issues or accidents including slips, trips, falls, manual handling injuries or fire.

### **Risk Assessment:**

Low- Medium

### **Control Measures**

- a) It is the responsibility of all staff to keep their work areas as tidy as possible.
- b) Items will be allocated a specific storage area and must be kept in that area, e.g. projectors.
- c) Passage ways must be kept clear at all times. Keep aisles, stairs and walkways clear of obstacles.
- d) Avoid carrying loads that hinder sight
- e) Shut cabinet drawers, secure loose carpeting and clean up spills immediately.

## Appendix A: Safety, Health and Welfare at Work Act 2005

### 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 must:

- 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 extent 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.

## Appendix B: FIRE SAFETY

### Emergency Procedures in the Event of a Fire Alarm

1. **In the event of a fire, or on detecting smoke or flames:**
  - a. Confine the fire by closing the door.
  - b. Activate the nearest fire alarm.
  - c. Report the fire to the relevant authorities, to Building Services, and to the Estates Manager.
  
2. **Telephone 9-911 / 9-119 / 9-112 for emergency assistance:**
  - a. State your name and exact location. Indicate where the problem is and if there are any injuries. Do not hang up until told to do so.
  - b. Evacuate the building by walking (not running) to the nearest **FIRE EXIT** and leave the building.
  - c. Do not use elevators. Once out of the building, do not re-enter until told to do so.
  - d. The caretaking staff should be contacted by dialling 2610 / 2601 to alert them to the extent of the fire
  
3. **If you hear a fire alarm:**
  - a. Leave your work location.
  - b. Shut all doors behind you as you leave. Evacuate the building through the nearest FIRE EXIT and do not use elevators.
  - c. Fire Wardens must ensure that all personnel evacuate the building and that all individuals who may need help are assisted to safety (a list of Fire Wardens and First Aiders is provided below).

### Fire Wardens

- Fire Wardens (all library staff on duty) are in place assist in the evacuation of staff and students. Fire/Emergency Drills are organised annually by the Estates Manager or his assistant and the local Fire Wardens. Feedback on performance in terms of time taken to evacuate and particular difficulties with alarm systems / building fabric are notified to all staff via e-mail. Where the performance of a particular building in a fire drill falls short of the required standard, further drills will be carried out to confirm that required standard is reached.
- The Evacuation procedure is posted on the Health & Safety Website. A building by building listing of all trained Fire Wardens is also posted on the web. All Schools/Units/Campus Companies are required to ensure that they have sufficient trained Fire Wardens in place to provide for effective evacuation.

## Persons with Designated Responsibilities

- The Estates Manager will be responsible for informing the College Safety Officer of any structural alterations that may affect the safe means of escape from the building in case of fire. It is the responsibility of the Estates Manager to ensure that all fire exits are kept clear, unlocked and functional when the building is occupied.
- Each building is fitted with a fully addressable Fire Alarm System which is maintained by the Estates Office. All alarm activations are received in the Buildings Services Office and are investigated by Caretaking / Security personnel.

## Duties of the Fire Wardens

- A list of emergency numbers is given in Appendix E
- On hearing the alarm, they take charge of their section, ensuring the efficient escape of all persons.
- Check that all persons have left, close all doors and windows, switch off equipment if safe to do so (and if time permits) and leave all lights on.
- Report to the “Incident Controller” (one of the caretaking staff), who will be located outside the main front doors of the Institute, that their section is clear.
- If they know of anyone who is injured or trapped, they should inform the Incident Controller with maximum haste, giving all relevant information.
- Wardens should be aware of any person who is a wheelchair user or has impaired hearing, in order to assist them to a safe place. **Wheelchair** users should be brought to the landings in the fire escape staircases. They may have one person remain with them until they are assisted from the building.
- During fire drills, the Wardens should check that the alarm is heard throughout their section, noting any deficiencies in toilets, inner offices etc.
- Make note of any problems/observations for later discussion.
- On evacuating their area, the wardens will assist with the orderly and safe movement of personnel through the corridors, down the stairs and out of the building.
- Wardens should be familiar with the names and areas of responsibility of their fellow wardens on the same floor as indicated on the list. They should take over the responsibility of another area if it is apparent that the warden for that area is absent.

## List of Fire Wardens and First Aiders

A list of Fire Wardens and First Aiders is provided in Appendix E of this document.

## Fire Prevention – Risk Assessment

### Hazards

- In common with all premises there is always a risk of fire. Common fire hazards in laboratory and office areas include improperly stored combustible or flammable materials, use of naked flames (Bunsen burners) and faulty electrical equipment.

**Risk Assessment Medium**

**Control Measures**

- In order to guard against an outbreak of fire and to ensure as far as is reasonably practicable the safety of persons on the premises in the event of an outbreak of fire the following control measures have been put in place along with the responsible person.
- The instruction and training of staff in the use of fire extinguishers – Estates Manager.
- The holding of fire and evacuation drills – Estates Manager.
- The maintenance of escape routes – Estates Manager.
- The provision, inspection and maintenance of adequate fire protection equipment and systems – Estates Manager.
- The provision of assistance to the fire authorities – Estates Manager.

**Fire Extinguishers**

Common types of fire and suitable extinguishers are:

Type of fire	Suitable extinguisher	Limitations
Ordinary combustible materials: wood paper, textiles	Water / carbon dioxide / sand	Never use water in the presence of electrical points or equipment
Flammable solvents oils, liquids electrical equipment	Carbon dioxide / dry powder	
Gases	Carbon dioxide	
Sodium, potassium metal hydrides magnesium pyrophoric catalysts	Special purpose / dry powder / sand	Never use water or carbon dioxide on these fires

- Know the locations of the nearest fire safety equipment (fire alarm break glass, fire hose reel, fire blanket, fire extinguishers etc.).
- Know the location of the nearest fire extinguishers (summarised in table below) in your work area. Be familiar with the conditions under which they can be used. Extinguishers should be fully visible and unobstructed.
- Remember that ordinary combustible materials (wood, paper, textiles) can be readily extinguished with water.

**Carbon dioxide**

- Carbon dioxide (CO<sub>2</sub>) extinguishers are for general purposes and have the advantage that they leave no mess around the site of the fire. The action of smothering the fire with carbon dioxide excludes air and extinguishes the flames.
- Carbon dioxide extinguishers are suitable for dealing with burning fluids on both horizontal and vertical surfaces as well as for fires involving ordinary combustible materials such as wood, paper and textiles. As a non-conductor of electricity, carbon dioxide can be safely used where there is a risk of electric shock. It is also suitable for use on fires involving delicate laboratory equipment.
- The disadvantages of carbon dioxide extinguishers are:
  - It is necessary to get fairly close to the actual fire for them to be effective.
  - They have limited cooling action, and with solvent fires there may be re-ignition after the fire has been extinguished.
  - **Caution:** in confined spaces they reduce the oxygen level and can cause asphyxiation of the fire fighter.

### ***Dry powder***

- Dry powder extinguishers deliver an inert powder on to the fire, and this rapidly extinguishes flames.
- Dry powder extinguishers are suitable for burning liquids and ordinary combustible materials. They have the disadvantage of leaving a deposit of powder. There are special purpose powder extinguishers which are effective against particularly hazardous fires such as those involving alkali metals and metal hydrides.
- Dry powder is also a non-conductor of electricity and can be safely used on fires where there is a risk of electric shock.

### ***Foam***

- Foam extinguishers are of limited application and suitable for small fires in confined areas (e.g. a tray or oven) involving water-immiscible solvents such as petrol or oils. They form a blanket of foam which floats on the surface of the burning liquid, so that air is excluded and the fire extinguished.
- **Caution:** Foam must not be used where live electrical equipment is involved.

### ***Water/carbon dioxide***

- Water/carbon dioxide extinguishers discharge water under carbon dioxide pressure. Although not suitable for chemical fires, they are very effective against ordinary combustible materials (wood, paper, textiles).

### ***Fire Blanket***

- Each laboratory should have a fire blanket for extinguishing fires on clothing.
- A person whose clothing catches fire should lie horizontally whilst another person smothers the flames with the blanket.
- Never use a fire blanket on apparatus.

## **Governing Legislation**

- *Fire Services Act, 1981.*
- *Fire Safety in Places of Assembly (Ease of Escape) Regulations, 1985.*
- *Licensing of Indoor Events Act 2003.*
- *Safety, Health and Welfare at Work (SHWW) Act, 2005.*
- *Safety, Health and Welfare at Work (General Application) Regulations, 2007.*
- *Building Regulations 1997 (Technical Document B) Fire Safety.*

## Appendix C:

### Safe Work Practice Sheet No 1: Manual Handling

Manual handling means any transporting or supporting of a load by one or more employees, and includes lifting, putting down, pushing, pulling, carrying or moving a load, which, by reasons of its characteristics or unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees.

All employees lifting loads, even light loads, are exposed to risk of back injury unless safe manual handling techniques are used.

Follow the eight steps to safe lifting:

- a) Assess the area and the load
- b) Broad stable base – feet on floor
- c) Bend the knees
- d) Back straight
- e) Firm palmer grip
- f) Keep arms in line with trunk
- g) Keep weight close to the centre of gravity
- h) Turn feet in direction of movement

Ensure that sharp objects are not placed in plastic bags where they may protrude and cause injury whilst being transferred.



## Safe Work Practice Sheet No 2: Workstation Management

Most employees in modern office areas are required to work regularly on a computer or similar equipment. The following basic precautions should be taken to minimise discomfort:

- a) Change your activity regularly.
- b) Adopt a good posture and, if possible, adjust your chair to support your back.
- c) If possible, arrange the equipment to avoid awkward positions that cause neck and shoulder discomfort.
- d) If possible, reposition the computer so that the monitor is glare-free.
- e) Take an eyesight test – this is available to employees who regularly use a computer/microfiche. Check with HR for details.

As required by the Safety, Health and Welfare at Work (General Application) Regulations 2007, computer workstations should be assessed; a number of employees have been trained to carry out these assessments on behalf of the relevant Head of Department.

The HAS provide a simple visual guide to workstation management at [http://www.hsa.ie/eng/Workplace\\_Health/Manual\\_Handling/Manual\\_Handling\\_Guidance\\_Documents/DSE\\_Blank.pdf](http://www.hsa.ie/eng/Workplace_Health/Manual_Handling/Manual_Handling_Guidance_Documents/DSE_Blank.pdf) parts of which are extracted here.



Characters on screen well defined and clearly formed (adequate size/spacing)



Screen image stable, no flickering/instability, contrast and brightness adjustable



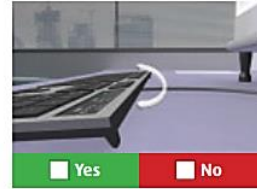
Screen can swivel and tilt easily and freely



Separate base for screen or an adjustable table provided



Keyboard with matt surface. keyboard arrangements and characteristics of the keys suitable symbols on keys are legible and contrasted



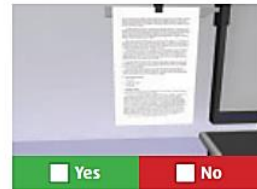
Keyboard tiltable and separate from the screen



Space in front of the keyboard sufficient to support hands/arms



Work desk has sufficiently large low-reflectance surface and allows flexible arrangements



Document holder stable, adjustable and positioned appropriately



Adequate space for users to find comfortable position



Work chair stable and allows freedom of movement



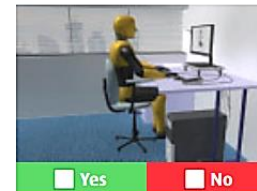
Seat adjustable in height



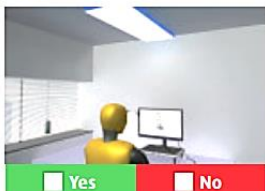
Seat back adjustable in both height and tilt



Footrest should be made available where required



Workstation provides space for user to change position and vary movements



Satisfactory lighting conditions/contrast between screen and background/prevention of disturbing glare through correct position of light source



Sources of light at workstation managed to reduce direct glare/distracting reflection – use adjustable covering for windows



Adequate level of humidity/no excess heat at work station

## Appendix D - Hazard Identification and Risk Assessment

Traffic Light Risk Assessment System	LOW	MEDIUM	HIGH
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Reference	Area	Hazard / Consequence	Control	Risk Level	Date Identify	Action Person	Date Rectify
Library	Main door at library entrance - not closing properly	Security concern – materials and individuals.	Building Services informed re: Main library door not closing properly. (Lock can be difficult).	M	20-08-2018	F. Hodgins/Estates	Ongoing
Library	Lone Working	Attack on staff working alone. The person if incapacitated is unable to call for help.	Where possible ensure that at least two staff are present at all times. Library staff work maximum 1 hour alone. Emergency beeper to be carried by staff member when working alone. Security staff patrol library during this period.	L	20-08-2018	Library staff	Ongoing
Library	Shelving	Shelving could fall over onto library users or staff.	Library staff to report shelving that is not in good order to F. Hodgins or Building services.	L	20-08-2018	Library staff	As required
Library	Working at Height	Fall	Library staff should always use sturdy step ladders and steps provided for accessing high areas.	L	20-08-2018	Library staff	As required
Library	Carrying and lifting of materials and equipment	Back injury	Manual Handling Training for all staff – check if new staff members have completed training at induction.	L	20-08-2018	Librarian	As required
Library	Fire & Electrical	Fire	All library staff are be instructed in their role in the event of a fire as Fire Wardens. Library staff report damaged sockets/power cables etc.	L	20-08-2018	Library staff	Ongoing

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## Appendix E: Emergency Contact Numbers

<b>ITT Dublin</b>	<b>Extension Numbers to dial: 01-404-<b>abcd</b></b>
Reception	2100
Caretakers	2601 / 2610
Campus Security	087-771-0799
Assistant Estates Manager	2139
Estates Manager	2630
<b>Medical Assistance</b>	<b>Extension Numbers to dial: 01-404-<b>abcd</b></b>
Nurse / Health Centre	2613
Doctor	2614
Tallaght Hospital	To Dial external No.: 9-01-414-2000
Poisons Information Centre, Beaumont Hospital	To Dial external No.: 9-8379964 / 9-8379966
<b>Emergency Services</b>	<b>External Number to Dial: <i>Dial 9 for external line</i></b>
Emergency Services – Fire / Ambulance / Gardaí	To Dial external No.: 9-999 / 9-911 / 9-112
Gardaí – Tallaght	To Dial external No.: 9-666-6000

## Emergency Contact Numbers – First Aiders

### First Aiders in the Library

First Aiders	Extension Numbers to dial: 01-404-abcd
Jennifer Ball - Library	2133
Philip Russell - Library	2202

### First Aiders in the Office of the Registrar & Library

First Aiders	Extension Numbers to dial: 01-404-abcd
<b>Office of the Registrar</b>	
Brendan Harte – Student Services	2131
Elaine O'Connor	2162
Paul Coleman	2439
Lydia Cunningham	2048
Terry Brennan	2043
<b>Clubs &amp; Societies</b>	
Tim O'Connor - Sports	2550
Gerry Anderson – Sports GAA	2551

### First Aiders on Campus

First Aiders	Extension 404-abcd	First Aiders	Extension 404-abcd
<b>Science Department</b>		<b>Computing Department</b>	
Eleana Dunne	2366	Paul Butler - Computing	2829
Deborah Collins - Science	2365	Fernando Perez – Computing	2242
Hugh Gallagher - Science	2506		
Aine McParland - Science	2414	<b>Business Department</b>	
David Saville - Science	2115	Patricia Morris - Business	2878
Emma Caraher	2296		
Simon Devenney	2779	<b>Synergy</b>	
<b>Engineering</b>		Muire Coby – Research Office	2327
Eamon Quigley – Engineering	2837	<b>Icon Court</b>	
Terence O'Brien - Engineering	2884	Leone Hogan	2119
Elaine McGeough	2512	Tracey Burke	2061
Paul Tierney – Engineering	2393	David Dunne	2743
Suzanne Murphy	2515		

## Emergency Contact Numbers – Fire Wardens

Fire Wardens – Area	Extension Numbers to dial: 01-404- <b>abcd</b>
Ken Carroll – Office of the Registrar	2090 / 086-884 6780
Sharon O'Brien – Office of the Registrar	2220
All on duty library staff	2203