TU Dublin, Tallaght Campus

Ancillary Safety Statement for Premier House

Jan 2019

Safety Statement for Premier House

Premier House is an off-site teaching building located at Belgard Sq South in Tallaght.
The building has an area of 1,787 square metres and comprises 6 classrooms, 4 lecture theatres and 2 computing laboratories, a staff office, open plan student recreation area/canteen and ancillary facilities. The building has teaching capacity of 600 as follows:

- 1 x 80 seat lecture theatre
- 3 x 60 seat lecture theatre
- 2 x 50 seat classrooms
- 4 x 40 seat classrooms
- 2 x 40 seat computer labs

It is envisage that no staff be based in Premier house, however the staff office has hot desks to allow staff to access network services and printing.
A Concierge is based in the building at all times during opening hours and is located at the main reception area/security office.
The building currently opens from 8am to 6pm Monday to Friday.

Organisation and Responsibility

The overall assignment of responsibilities and the identification of "responsible persons" are detailed in the Parent Safety Statement. Premier house falls under the remit of the Estates Manager.

Hazard Identification and Control

The process of hazard identification and control is dealt with in Section 5 of the parent safety statement.

This section of the safety statement is based on an identification of hazards and an assessment of the risks to safety and health at the premises carried out by Mr Mark Parle on the 4th February 2019

The hazards currently identified are listed in the Hazard Identification and Control Sheets and Safe Work Practice Sheets accompanying this Ancillary Statement.

Emergency Evacuation Procedures

EVACUATION PROCEDURES

When the ***ALARM*** sounds

1. LEAVE THE BUILDING **IMMEDIATELY** BY THE **NEAREST** EXIT
2. CLOSE THE DOOR OF THE ROOM YOU VACATE
3. DO **NOT** USE THE LIFT
4. DO **NOT** RE-ENTER THE PREMISES FOR ANY REASON
5. **GO** TO THE NEAREST ASSEMBLY POINT
6. DO **NOT** LEAVE THE ASSEMBLY POINT UNTIL THE ALL CLEAR HAS BEEN GIVEN – 3 blasts of Air-horn

All staff, including those in control of students and visitors, must instruct them to vacate the premises in an orderly manner, and direct them to the nearest assembly point, using the nearest available escape route.

- Familiarise yourself with the green evacuation signs in the corridors.
- Ensure that you are familiar with the fire exits
- Ensure that you are familiar with the assembly point.
- Keep the roadways around the building clear.
- Do not attempt to leave the grounds during the course of a drill/evacuation.
- Wheelchair users on the first floor should go to the escape stairways and use the disable refuge system.

Nobody, **Staff, Student or Visitor**, should leave the assembly point until the all-clear is given.

The Concierge will act as Fire Wardens/Incident Controller and will floor to ensure that all rooms have been cleared.

Once the building has been cleared the incident controller will set up a control centre outside the main entrance and liaise with the Emergency services as required.

The Incident controller will sound the All Clear once it is safe to do so.

An Evacuation Report is to be subsequently completed by the Incident Controller.

The silencing of the alarm does not indicate the all clear to re-enter the building.
The All Clear is signalled by three blasts from an Air-Horn

Target evacuation time 2.5 minutes

Duties Of Fire Warden/Incident Controller

Ensure that the fire brigade is called, giving an exact location of the building and any details of the incident which are available at that time.

Ensure the efficient escape of all persons. Direct people to the designated Assembly Point.

Do not permit any unauthorised persons to enter the building.

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.

If they know of anyone who is injured or trapped, they should inform the Emergency Services with maximum haste, giving all relevant information.

The Fire Warden/Incident Controller should remain on duty until the Fire Officer in charge takes command and give him/her any information available. Follow any instructions he might issue.

The Fire Warden/Incident Controller must know the locations of the fire hydrants and hose reels in order to advise the Fire Officer in charge.

The Fire Warden/Incident Controller 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.

The fire alarm may only be switched off on the instructions of the Estates Manager (Paul Campbell), or in his absence the Assistant Estates Manager (Mark Parle), Heads of School, Head of Development or the President. If all are absent, the concierge acting as controller may issue this instruction. The silencing of the alarm does not indicate that it is safe to re-enter the building.

The all-clear signal to re-enter the building will consist of 3 blasts from an air horn and will be sounded by the Fire Warden/Incident Controller.

During fire drills, the Fire Warden/Incident Controller should check that the alarm is heard throughout, noting any deficiencies in toilets, inner offices etc.

Make note of any problems/observations for later discussion.

Hazard Control Sheet No.1 – Electricity

Contact with electrical installations or electrical equipment can cause burns, electrocution and other serious injuries.

- All new electrical installations and all extensions are to be tested and certified as safe, by a competent qualified electrician.
- Electrical installations are to be checked regularly by a competent qualified electrician.
- Testing, certifying and repairs are carried out in accordance with appropriate E.T.C.I. standards (Electro Technical Council of Ireland).
- Enclosures/covers are in place to prevent contact with live electrical equipment/parts.
- Damaged extension leads are to be repaired or removed from use.
- Means of cutting off power to electrical installations and equipment are provided and employees are aware of their locations (e.g. fuses, trip switches).
- Work on live electrical equipment is to be avoided where reasonably practicable.
- Fire extinguishers that are suitable for fighting electrical fires are provided.
- All circuits supplying socket outlets are protected by an RCD (Residual Current Device).
- Operations of the RCD are to be tested regularly in accordance with the manufacturer's instructions.
- Where electrical portable appliances are subject to on-going wear and tear, they are to be inspected and tested.
- Any scorch marks associated with an electrical appliance or electrical wiring is to be checked urgently by a competent person.
- Electrical cable reels are to be uncoiled during prolonged use and when using high-power items (e.g. power-hose, large lighting circuit etc).

Hazard Control sheet No.2 – Slips, Trips and Falls

Slips, Trips and Falls due to spills, inadequate materials storage, inadequate lighting can cause injuries to students, employees and visitors.

- Clear, unobstructed, slip-resistant pedestrian routes are provided and maintained (Including entrances and exits).
- Adequate lighting is provided and is appropriate for the work being carried out.
- Absorbent materials and warning signage are available for dealing with spills.
- Spills are cleaned up immediately.
- Mats are properly located, fitted and secured.
- Trailing cables and leads are re-routed, removed or secured.
- Good house-keeping practices are in place and are maintained.
- Changes in levels are avoided if possible or are adequately highlighted where necessary (e.g. steps, slopes).
- Slip resistant footwear is provided and worn where necessary

Hazard Control Sheet No.4 – Fire

Fire can cause smoke inhalation, burns and other serious injuries

- Sources of oxygen and ignition are controlled, amounts of flammable materials are minimised and waste is removed daily.
- Fire alarm, manual call points and smoke/heat detectors are in place where necessary, kept in good working order and checked regularly.
- Emergency routes and exits are clearly marked, kept clear at all times and lead directly outside or to a safe area.
- Emergency lights are installed on escape routes where necessary, at and outside exits and near call points/fire fighting equipment and are tested regularly.
- Fire extinguishers are accessible, kept in good working order and inspected regularly.
- Employees are trained in how to raise the alarm, what to do in the event of an alarm sounding, emergency evacuation procedures and in the use of fire extinguishers.
- Emergency evacuation procedures are in place.
- Fire drills are held regularly.

Hazard Control Sheet No.5 – 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.
- Ensure that sharp objects are not placed in plastic bags where they may protrude and cause injury whilst being transferred.
- Manual handling training will be provided to all necessary staff. The training course content will be as follows:-
    - The law in relation to manual handling.
    - The anatomy and biomechanics of the spine and muscles.
    - How injuries take place from manual handling.
    - Information on the specific manual handling hazards identified in and risk assessment and safety statement.
    - How to recognise hazardous loads. How to deal with them and how to deal with unfamiliar loads.
    - Possible measures to avoid or reduce manual handling – organisational and mechanical
    - Good handling techniques and practical demonstrations and practice sessions.
    - Appropriate clothing and footwear, PPE if required.
    - How to maintain a safe workplace during manual handling.

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

- The following 8 principles are to be followed when a person is manually handling a load. The person must:-

    1. Assess the area and the load to be handled.
    2. Bend his/her knees
    3. Ensure that he/she has a broad stable stance
    4. Ensure that his/her back is straight, though not necessarily erect
    5. Ensure that when gripping the load, he/she uses the palm of the hand and also the tips and base of the fingers
    6. Ensure that his/her arms are kept as close as possible to his/her trunk
    7. Keep the weight as close to his/her centre of gravity as possible
    8. Point or move his/her feet in the direction he/she is going.

    In addition:

    If the load is not suitable for manual handling suitable lifting equipment (where practical) will be provided for the task.

- Ensure that sharp objects are into placed in plastic bags where they may protrude and cause injury whilst being transferred.

Hazard Control Sheet No.6 – Display Screen Equipment

Poor workstation set up, prolonged Display Screen Equipment (DSE) use and prolonged poor seating posture at DSE workstation can cause neck, back, shoulder or arm strain, eye strain or fatigue.

- An assessment of individual workstations is to be carried out.
- Work tasks are to be varied to ensure that staff are not working at their computers for long periods of time
- Employees are given information and training on the hazards associated with computer use and the steps they can take to minimise the effect of these hazards
- Employees who use computers are made aware of their right to eye tests

Hazard Control Sheet No.7 – Maintenance Work

Only trained and authorised employees carry out maintenance work.

- Maintenance employees must have adequate training, knowledge and experience for the maintenance tasks.
- Maintenance employees have full knowledge of all your machinery and equipment.
- Maintenance employees are trained in the use of work at height equipment, fire extinguishers, hot work permits and confined space entry as appropriate.
- Maintenance employees are aware of all external gas, water and electricity cut off points.
- Isolation of electricity, compressed air, gas, water etc. is crucial to safe maintenance work. Suitable labels should be placed at isolation points
- Guards are only removed to the extent that work requires and replaced as soon as maintenance is complete.
- Special care should be taken when testing out equipment after repairs or maintenance.
- Work areas. are cordoned off to exclude unauthorised access where necessary
- Hazardous areas are locked when not in use e.g. high voltage switch room.
- Appropriate Personal Protective Equipment is worn by maintenance employees and they have received training in its use.
- External maintenance workers report to designated person.
- Tools used for maintenance are in good working order and properly guarded where necessary.

Hazard Control Sheet No.8 – Lone Working

Lone workers may be more vulnerable to certain hazards which can cause ill health and other serious injuries.

- Means of communication is provided.
- Contact numbers are readily available for use in an emergency and an alarm is provided where relevant.
- Employees are trained on lone working procedures.

REF	AREA	HAZARD/CONSEQUENCE	CONTROL	RISK EVAL	DATE IDENTIFY	ACTION PERSON	DATE RECTIFY