



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

**Reference should be made to the Technological University Dublin Parent Safety Statement v.30Nov2018 as appropriate**

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

**Student Health Centre**

**Under the**

**Office of the Registrar**

**Academic Administration & Student Services**

**Version: 2019.1**

Revision History					
Rev.	Reason for change	Effective from	Prepared by & date	Approved by & date	Description of change
2017.1	General revision	01-01-2017	Orlagh Fleming & Michelle Cresswell	K Carroll - 2017	General revision and renewal of the Safety Statement. Updated risk assessment.
2017.2	Annual Revision	10-11-17	OF & MC	K Carroll - 02Nov2017	Updated list of first aiders
2018.1	Annual Revision	21Aug2018	KC	K Carroll - 21Aug2018	General review 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's 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 comes under that of the Office of the Registrar and relates specifically to The Student Health Centre at .**

## Functional Area Statement on Safety

It is a prime objective of the Office of the Registrar 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 Office of the Registrar to do all that is reasonably practicable to prevent injury and damage to people and property from foreseeable work hazards. In particular the Office of the Registrar 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 Office of the Registrar
- e) Keep this safety statement and other safety documents under review.

**This Ancillary Safety Statement should be read in conjunction with the Ancillary Safety Statement for the Office of the Registrar and the main Safety Statement so that all the work activities are covered.**

## Dignity and Respect in the Workplace

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

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.

## 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.

## Student Health Centre- Organisation and Responsibilities

The Student Health Centre provides professional health care to all registered students of the Institute. The centre encourages a pro-active approach to health and places great emphasis on health awareness and health promotion. The Student Health Centre is a particularly busy area of the College.

A wide range of services are provided by this department pertinent to student health, amongst them;

- Medical attention to all students who feel unwell or become ill on campus;
- Emergency medical treatment for accidents occurring within the college;
- Accident Reporting, management of injuries and referral if deemed necessary;
- G.P clinic appointments held on campus;
- Sports injury referrals with a Physio Clinic on Campus for students representing in their chosen sport.

### Staffing

The Department is open 09:30- 21:00 Monday to Thursday, 09:30-16:00 on Friday and 09:00-13:00 on Saturday. It is managed by two nurses: - Michelle Cresswell and Orlagh Fleming

There are also additional staff working in the area who support these core activities. This consists of a Doctor who attends four clinics per week. A Physical Therapist who attends Tuesday morning.

A Student Services secretary who attends when the Dr.'s clinic is in progress – 7 ½ hrs. per week.

### 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> .

### The physical environment

The Student Health Centre is located on the first floor in **room 108** to the left of the yellow staircase. The centre comprises of four rooms; a reception/waiting area, treatment room, Doctors room and Nurses Office. The waiting area is open plan with a reception desk and chairs for students waiting for consultation. If this is congested patients' details and privacy maybe compromised. There are three doors off this room excluding the entrance.

The Doctors' room consists of a treatment couch, desk, sink and medical equipment. The treatment room consists of a treatment couch, a medical supplies cupboard, a sink and medical equipment.

The Nurses Office is where the day to day management of the centre takes place and the confidential student medical records are kept in a locked cupboard. The staff in the area are relatively isolated from the main activities of the institute, which is beneficial for service users, by affording privacy to those attending. The staff however are vulnerable due to this isolation. The institute is a public building and a panic alarm is fitted in the location to enable staff to restrict access and call for assistance in the event of an emergency arising.

### **The work environment:**

The work environment assessment has been conducted by reviewing the tasks undertaken in the area. This includes the provision of healthcare, advice, health promotion, medical treatment, maintenance of records and arrangement of appointments for specialist care.

### **Space:**

Space can be a challenge within the Health Centre. If there are a large number of students waiting to see the Nurse they can be standing when queuing, which is a concern for student privacy and confidentiality as well as restricting easy access and egress. \*We work to be effective in controlling this area and prioritising emergency treatment efficiently.

### **Housekeeping:**

The stores area in the Student Health Centre is limited, whilst every effort is made to ensure stock is stored neatly, there is a shortage of space with items not always immediately accessible or on surfaces exposed.

Vigilance in the use and storage of stock is required to ensure the minimum of stock is held without compromising space and safe housekeeping with regards to trips, falls etc.

### **Hygiene:**

The Student Health Centre areas are overall kept clean and tidy by hygiene services staff. The staff in the department work to ensure their area is kept clean at all times and the waste streams are monitored. Because of the nature of the activities conducted in the area there is a possible risk of biological contamination and nursing staff are trained and competent in managing this hazard using standard clinical techniques. Taking samples or preparing specimens are kept to treatment areas only. Please see “hazards associated with Infection Control” in accompanying identification and control sheet.

The Nurses are trained to follow clinical, laboratory and quality guidelines to mitigate the risk of coming in contact with biological agents. Personal protective equipment (PPE) is provided to staff to reduce this risk further.

### **Ventilation:**

Ventilation in the Student Health Centre is achieved by a combination of the use of natural ventilation from the windows in the area and air exchange through the vents.

Ventilation in the Dr.'s room can be a problem at times with no fresh air from either window or vent accessing the room. (No external window).

### **Lighting:**

The Waiting area and Doctors office require artificial lighting all day as these are internal rooms with no access to natural light.

### **Noise:**

Noise is defined as "unwanted sound." This is not considered an issue in this area at this time.

### **Workstations:**

\*There are three workstation areas, one in the waiting area and one in the Nurses office and in the Doctors room. These are used for general administration and the maintenance of student health records.

The workstation is a standard desk with a matt finish to reduce the effects of glare from the fluorescent lighting overhead. The key board is matt in finish and located in front of the 21" flat screen monitor. There is sufficient space in front of the keyboard for the operator to rest their forearms and wrists whilst typing and maintain a neutral wrist posture.

### **Chairs:**

The available VDT chairs in the department are a standard 5 star base VDT chair with adjustments for height and back. The seat is sufficiently long and broad to provide support for the thighs without compressing the back of the knees. There is adjustable lumbar support for the back and arm rests are movable. The covering is washable for hygiene and infection control purposes.

There are sufficient chairs for the workstations in use in the Student Health Centre.

### **Clinical Area/Treatment Room:**

Medical assessments and relevant treatments and procedures are performed in these areas. Adequate privacy allows for confidential consultations.

## **Key areas for monitoring**



### Staff safety and Welfare:

Access control- as there is very limited admin in the reception/waiting room; there is a risk of students walking into consultation room even though engaged.

The work load of the department is not always predictable as Emergencies prioritise and can interfere with clinics and waiting times. Welfare of staff along with staffing levels must be monitored frequently.

### Slips trips and falls:

Spills to be cleaned up immediately. Thorough cleaning in the student health centre to all areas and hygiene services staff to ensure appropriate and adequate signage is used when cleaning is in progress.

Where possible cleaning operations to be conducted outside core hours.

### Hygiene:

\*As mentioned before, because of the nature of the activities conducted in this area, there is a possible risk of biological contamination. Open wounds and aseptic dressing requirements, means thorough deep cleaning is paramount to reduce risk of spread of infection and should include not only floors but surface cleaning, handles and equipment/furniture.

### 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 Student Health Centre will be carried out annually to reduce the overall risk from hazards.

### Safe Work Practice Sheet No. 1: Security Issues

In the event of coming into contact with a suspicious package inform the person in charge who will in turn inform Security 086-7710799 / 087-6791876. Do not touch or attempt to move any suspicious package or bag.

In the event of intruders/suspicious activities by persons on Campus do not confront the individual, contact Security immediately 086-7710799 / 087-6791876 if able to do so. Under no circumstances are you to apprehend the intruder. Move to a safe area and observe if possible.

\*If you feel threatened or unsafe, please use the alarm monitor to notify security there is a situation that they need to attend to.

**Cash Handling** – Careless handling of cash and insufficient attention to security increases the likelihood of robberies and personal attacks. The following should be considered when dealing with cash:

- Retain only sufficient cash as is necessary.
- Surplus cash must be stored safely.
- Please refer to SOP “ Cash in Dr.’s clinic”

## Safe Work Practice Sheet No. 2: Fire Safety

Any person discovering a fire should:

- 1) Raise the Alarm by activating the break glass unit at the nearest fire point, which are found in the corridors and on the exit routes.
- 2) The Fire Brigade must be notified of any fire - Emergency No. 999 or 112 (mobile). Give your address and clear directions.
- 3) Switchboard or Institute Security Staff must also be alerted - Emergency Number: Switchboard 01 708 3333 / Security Mobile Unit: 01 708 3929
- 4) Deal with the Fire only if safe to do so. Attack the fire using the nearest suitable extinguisher or fire hose reel where appropriate. **DO NOT TAKE PERSONAL RISKS OR PUT LIVES IN DANGER**
- 5) **OTHERWISE EVACUATE FROM THE PREMISES**
- 6) **ON HEARING THE FIRE ALARM, evacuate the building immediately.**
- 7) Ensure that all equipment is left in a safe condition within the time available, prior to evacuating.
- 8) Leave the building by the nearest safe exit, closing all doors behind you.
- 9) Do not delay to collect personal belongings or for any other reason.
- 10) Assemble at the prescribed assembly point(s)
- 11) Do not take risks.**
- 12) Do not return to the building for any reason unless authorised to do so.**
- 13) Do not use lift(s)**

## Safe Work Practice Sheet No. 3: Guidance on 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.

A risk assessment must be carried out of all manual handling tasks in order to identify the associated risks. All staff involved in lifting/pulling equipment or moving/assisting casualties, must take care not to cause a back injury to themselves or by failing to observe proper lifting techniques cause an injury to another staff/student

who are helping or assisting with the task.

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

## Appendix A - Hazard Identification and Risk Assessment

Traffic Light Risk Assessment System	LOW	MEDIUM	HIGH
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REF (room)	CONCERN	HAZARD/CONSEQUENCE	CONTROLS	RISK ASSESS	DATE IDENTIFIED	ACTIONS	ACTION PERSON	DATE RECTIFIED
108 Student Health Centre	Access/Egress	Difficulty with ambulance stretchers.	Keep area clutter free	LOW	reviewed Nov 2017	None required		
108 Student Health Centre	*Store Areas	Trip Fire	Eliminate clutter Create safe storage to accommodate items	LOW	reviewed Nov 2017	Extra shelving and cupboards required		
108 Student Health Centre	General housekeeping	Personal Injury, slips, trips and falls	Area cleaned regularly / passageways kept clear	LOW	reviewed Nov 2017	None required		
108 Student Health Centre	Fixture and Fittings  *Odour in Dr's room	Trip hazard  Draughts and poor air circulation	Check areas regularly to ensure that no hazards are posed. Review all ventilation and air conditioning.	LOW	reviewed Nov 2017	None required  Review ventilation and? plumbing		
108 Student Health Centre	Carrying and lifting of materials, equipment and casualties	Back injury	Manual Handling Training for all staff	LOW	reviewed Nov 2017	Training required		

<b>108 Student Health Centre</b>	Hygiene and Cleaning of Health Centre	Contamination	*Deep clean three times weekly from Cleaning staff. Waste disposal daily.	<b>LOW</b>	reviewed Nov 2017	Needs review of deep cleaning.
<b>108 Student Health Centre</b>	Fire and Electrical	Fire	All staff should be instructed in their role in the event of a fire. Review fire warden training	<b>LOW</b>	reviewed Nov 2017	Updating required
<b>108 Student Health Centre</b>	VDU Screens	Guidelines on the use of VDU's should be adhered to	Staff should be made aware of these guidelines	<b>LOW</b>	reviewed Nov 2017	
<b>108 Student Health Centre</b>	Drinking water tower	Drinking water tower - if not cleaned, risk of contamination.	Unit cleaned weekly, serviced Every 6 months	<b>MEDIUM</b>	reviewed Nov 2017	Not cleaned needs attention
<b>108 Student Health Centre</b>	Lone Working	Attack on staff working alone. Single door entrance and exit	Develop college procedure to be followed and review and update on a regular basis. Where possible ensure that at least two staff are present at all times	<b>MEDIUM</b>	reviewed Nov 2017	Policy required
		Aggression from patients, visitors.	Panic button linked to Central Security to ensure immediacy of response		reviewed Nov 2017	Needs regular check
<b>108 Student Health Centre</b>	Preparing specimens and wound dressings	Biological agents Cross contamination	Requirement for work surfaces.  Suitable PPE  Follow procedures	<b>MEDIUM</b>	reviewed Nov 2017	Work surfaces required.

<b>108 Student Health Centre</b>	Sharps Injury	Injuries from needles and scalpels	Clinical Practice guidelines to be adhered to. No re-sheathing of needles  Sharp boxed secured at 3/4 full.  Suitable PPE	<b>LOW</b>	reviewed Nov 2017	None required
<b>108 Student Health Centre</b>	Unpredictable events and activities in the Health Centre	Stress Impact on staff physical and mental health Impact on Services Impact on patient safety	Adequate staff to schedule appts and clinics. Assess workload regularly  Ensure rest periods are taken  Professional Development  First Aider assistance when needed	<b>MEDIUM</b>	reviewed Nov 2017	Admin Staff  Staff Welfare support  Requirement to attend regular medical updates.  Need sign off on First Aid Policy for ITT

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## Appendix B: Emergency Contact Numbers

<b>ITT Dublin</b>	<b>Extension Numbers to dial: 01-404-<b>abcd</b></b>
Reception	2320
Caretakers	2601 / 2610
Campus Security	087-771-0799
Assistant Estates Manager	2139
Estates Manager	2630
CASH Building Manager	2803 / 2060 / 2327
Technical Support - Laboratories	2391 / 2115 / 2414 / 2365
<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 Office of the Registrar

First Aiders	Extension Numbers to dial: 01-404-abcd
Tim O'Connor - Sports	2550
Gerry Anderson – Sports GAA	2551
Jennifer Ball - Library	2133
Philip Russell - Library	2202

### First Aiders on Campus

First Aiders	Extension 404-abcd	First Aiders	Extension 404-abcd
Muire Coby (Synergy Centre)	2327	Eamon Quigley – Eng.	2837
David Saville - Science	2115	Paul Tierney – Eng.	2393
Debbie Collins - Science	2365	Terence (Traolach) O'Brien	2884
Eleana Dunne - Science	2154	Suzanne Murphy Eng.	2515
Hugh Gallagher - Science	2506 / 2414	Elaine Mc Geough – Eng.	2512
Aine McParland - Science	2414	Fernando Perez – Computing Dept.	2242
Simon Devenney- Science	2779	Paul Butler – Computing Services.	2829
Emma Caraher - Science	2296	Patricia Morris -Business	2878
Gerry Anderson Reg.	2551	Brendan Harte Reg.	2131
Elaine O'Connor – Reg.	2162	Terry Brennan – Reg.	2770
Paul Coleman – Reg.	2439	Jennifer Ball- Library	2133
Lydia Cunningham – Reg.	2048	Philip Russell - Library	2202
Leone Hogan – Icon	2119		
David Dunne – Icon	2743		
Tracey Burke - Icon	2061		



**Emergency Contact Numbers – Fire Wardens**

<b>Fire Wardens – Area</b>	<b>Extension Numbers to dial: 01-404-<b>abcd</b></b>
Ken Carroll – Office of the Registrar	2090 / 086-884 6780
Orlagh Fleming – Student Health Centre	2613