

Campas Thamhlachta Tallaght Campus

PARENT SAFETY STATEMENT

CONTENTS

	<u>Page</u>
1. INTRODUCTION	3
2. POLICY	4
3. SAFETY MANAGEMENT PROGRAMME	5
4. ORGANISATION AND RESPONSIBILITIES	6
5. HAZARD IDENTIFICATION	13
6. RISK ASSESSMENT	15
7. PROTECTIVE AND PREVENTATIVE MEASURES	18
8. TRAINING	21
9. CONSULTATION AND INFORMATION	22
10. RESOURCES	25
11. REVISION	26
Appendices	27

1. INTRODUCTION

- 1.1 The purpose of the Safety, Health and Welfare at Work Act, 2005 is to lay 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 TU Dublin Tallaght Campus.
- 1.2 The Act requires the employer to prepare a written Safety Statement describing the employer's arrangements and the employee co-operation necessary to achieve this purpose.
- 1.3 In response to this requirement, TU Dublin Tallaght Campus has prepared a Parent Safety Statement describing management's safety programme and employee co-operation. The diverse working activities of the University have been divided into separate sections and the University has prepared an individual ancillary safety statement for each of these sections

The Schedule of Ancillary Safety Statements are listed in Appendix 6

2. POLICY

2.1 It is the duty of the University to provide a place of work which protects the safety and welfare of its employees, and all of those affected by its activities.

The University will, so far as is reasonably practicable ensure;

- all operations are, at a minimum, in compliance with applicable legal and other requirements and EH&S standards under the control of the University.
- that all identified hazards are eliminated, and where this is not possible, subsequent controls are brought to the attention of all employees by the provision of information, instructions, training and adequate supervision.
- a safe and healthy working environment is provided and supported by suitable safe working procedures and systems.
- protection and conservation of the environment and the Health, Safety and Welfare of its employees, customers and neighbours through involvement of all our personnel.

2.2 The University has set up a safety management programme to achieve these objectives. The programme is described in this Statement.

2.3 Safe working is a condition of employment. Every employee will assume responsibility for working safely. The success of the programme depends upon employee co-operation. It is intended that a copy of the Parent Safety Statement and the appropriate Ancillary Safety Statement will be available in each staff office. It is important that employees carefully read the documents and their revisions.

Signed: _____
Thomas Stone (Principal)

Dated: _____

3. SAFETY MANAGEMENT PROGRAMME

- 3.1 The University has devised a safety management programme with the following elements:
- (a) Conduct regular safety audits (minimum every 12 months) of all workplaces to identify and review hazards, assess risks and control the hazards where necessary and appropriate. The procedures for the conduct of these safety audits are detailed in each of the ancillary safety statements listed in appendix 6.
 - (b) Identify training needs and provide training where necessary and appropriate.
 - (c) Ensure employee consultation and distribution of necessary information on safety, health and welfare matters.
 - (d) Seek employee co-operation in order to achieve the success of the programme.
 - (e) Ensure regular revision of the programme as necessary.
 - (f) Allocate sufficient resources necessary to administer the programme.
- 3.2 The University has set up a Health, Safety and Welfare Committee. This Committee will monitor the safety management programme and will make recommendations on its operation from time to time. The membership of the Health, Safety and Welfare Committee is listed in section 4.2.

4 ORGANISATION AND RESPONSIBILITIES

4.1 There are approximately 290 full time employees TU Dublin Tallaght Campus, together with approximately 110 part time staff. Their health, safety and welfare are the ultimate responsibility of Thomas Stone, Principal. He has signed the general policy statement on page 4, and in doing so is committed to the implementation and review of the safety management programme.

4.2 Terms of Reference for TUDublin Tallaght Campus Health, Safety & Welfare Committee

Purpose

The purpose of the TU Dublin Tallaght Campus Health, Safety and Welfare Committee is to ensure that the University's statutory requirements are met and that the Parent Health, Safety & Welfare Statement and all Ancillary Health, Safety & Welfare Statements are reviewed at regular intervals.

Composition

Secretary/Financial Controller - Chairperson

Head of Development

One nomination from each School/Support Function Health, Safety & Welfare Committee (not a member of TMT)

Health and Safety Co-ordinator

Human Resources Manager

Representative from the Students Union

Elected Safety Representatives (2)

Main Functions

- To monitor and review the practical implementation of new legislative requirements.
- To improve the integration of health, safety and welfare into the existing management structure in order to ensure effective monitoring, auditing and review of the University's Parent Health, Safety & Welfare Statement.
- To consider reports from enforcing authorities, internal inspections etc. and make recommendations for consequent improvement to health, safety & welfare procedures.
- To advise the Total Management Team on the allocation of resources for the implementation of the University's Health, Safety & Welfare Policy.
- To review activities of each School Health, Safety & Welfare Committee.
- To review Codes of Practice and make recommendations to TMT in this regard in order to ensure compliance with legislation.
- To provide support to School/Function Health, Safety & Welfare Committees.
- To provide a Health, Safety & Welfare report at regular intervals and to produce an annual report for TMT.
- To review the audit report forms from each School Committee.
- To advise TMT on the establishment of such sub-committees as appropriate to identify and deal with particular hazards in the University.

Record Keeping

The TU Dublin Tallaght Campus Health, Safety & Welfare Committee chairperson should ensure that the following records are maintained:

1. Meeting Notices
2. Meeting Minutes
3. Parent Health, Safety and Welfare Statement and School/Function Safety Statements
4. Overall safety management system details
5. Overall accident analysis
6. Overall training matrix
7. Corporate Codes of Practice and Policies
8. Campus audit reports
9. Details of Campus Risk Assessment Problem Solving Group activities (Tracking Log)
10. Accident/Near Miss forms.
11. Campus Emergency/Critical Incident/First Aid plans.

Minutes and action sheets should be prepared within two weeks of a meeting and forwarded to the TMT group.

Frequency of Meetings

The committee should meet as often as is necessary and at least twice a semester. Best practice suggests that dates of meetings should be scheduled for a full year in advance and circulated to all members and those in attendance. The chairperson should ensure that all committee members are informed of the date, time and location.

Meetings should not be cancelled or postponed except in very exceptional circumstances. Where postponement is absolutely necessary an agreed date for the next meeting should be made and announced as soon as possible.

Secretarial Services for this Committee is the responsibility of the Director's Office/other designated person.

4.3 Terms of Reference for Risk Assessment Problem Solving Groups (RAPS)

Purpose

The purpose of the RAPS Groups is to identify hazards/non conformances in each School/Support Function, assess the risk, decide upon corrective action and oversee the implementation of such actions. This will ensure that the safety management system is operational on a day to day basis and remains dynamic and not static.

Scope

Applies to each activity in every School/Function within TU Dublin Tallaght Campus.

Composition

Heads of Schools/Function

RAPS Groups - representatives from lecturers, technicians, postgraduates, students etc.

Functions of School RAPS Groups

1. Conduct periodic audits/safety inspection checklists, identify hazards, assess the risks and maintain issue resolution logs.
2. Review and discuss hazards identified in incident report and near miss forms.
3. Oversee the implementation of the corrective action.
4. Communicate information to other employees in School/Department.
5. Based on findings from the audits, assist the School/Function Health Safety & Welfare Committee in the development of the School/Function Risk Assessment and Health, Safety & Welfare Statement.

Record Keeping

The Head of School/Function will ensure that the following records are maintained and presented to the University Health, Safety & Welfare Committee.

1. Meeting Notices and Minutes
2. Safety checklists and audit reports
3. Hazard report forms
4. Template detailing Issue Resolution Log
5. Risk Assessment for each Department.

Frequency of Meetings

School/Function RAPS Groups should meet as often as is appropriate to identify and deal with particular hazards in the School/Function.

Heads of School/Function should meet with representatives from RAPS groups as often as is necessary and at least every term. The date, time and location of the meeting will be notified via the internal communication system by the Head of School/Function. Secretarial Support for these committees is the responsibility of each School/ Function.

4.4 Terms of Reference for School/Function Health, Safety & Welfare Committees

Purpose

The purpose of the School/Function Health, Safety & Welfare Committee is to ensure that the operational safety requirements for all activities of the School/Function are met.

Composition

Head of School/Function (chairperson)
Heads of Department

As appropriate to School/Function:

School Administrator/Function representatives
Departmental Representatives
Technical Support staff representatives
Caretaking Representatives
Student Representatives
Incubation Centre Representatives

Main Functions

- To monitor the day to day implementation of the health, safety & welfare policy within the School/Function.
- To review the activities of each Departmental Risk Assessment Problem Solving (RAPS) Group.
- To develop a School/Function Health, Safety & Welfare Statement incorporating all the Departmental ancillary Health, Safety & Welfare Statements. This should be reviewed on an annual basis.
- To facilitate the implementation of Corporate Codes of Practice and School/Function specific Codes of Practice.
- To review the School/Function Health, Safety & Welfare training needs and liaise with the HR Training and Development Office to develop an annual training plan.
- To analyse monthly incident reports.
- To develop regular safety audits and provide reports to the Health and Safety Co-ordinator.
- To establish sub-committees as appropriate to identify and to deal with particular hazards in the University.
- To nominate designated people as Fire marshals, First-aiders, Emergency Response Team Members etc.
- To assist the Risk Assessment Problem Solving Groups in hazard identification, risk assessment and implementation of corrective action.
- To develop a communication system to inform all staff of health and safety and welfare matters.
- To assist in the implementation of the corporate safety management system and to develop a School/Function specific safety management system.

Record Keeping

The committee chairperson should ensure that the following records are maintained:

1. Meeting Notices
2. Meeting Minutes
3. Audit Checklists and Reports
4. Details of problem solving procedures and actions (tracking log)
5. Incident Analysis
6. School/Function Health and Safety Statement (Hazard Identification and Risk Assessment)
7. School/Function Specific Codes of Practice and Policies
8. Training Plans

Minutes and action sheets should be prepared within two weeks of a meeting and forwarded to the TU Dublin Tallaght Campus Health, Safety & Welfare Committee chairperson and the Health and Safety Coordinator.

Frequency of Meetings

The committee should meet as often as is necessary and at least twice/semester. Best practice suggests that dates of meetings should be scheduled for a full year in advance and circulated to all members and those in attendance. Ideally meetings should be scheduled two weeks in advance of meetings of the TU Dublin Tallaght Campus Health, Safety &

Welfare Committee, in order to enable timely presentation of data and reports. The chairperson should ensure that all committee members are informed of the date, time and location.

Meetings should not be cancelled or postponed except in very exceptional circumstances. Where postponement is absolutely necessary an agreed date for the next meeting should be made and announced as soon as possible.

Secretarial Services for this Committee is the responsibility of the School/Function.

4.5 Titles and Responsibilities

- The Principal has overall responsibility for health, safety and welfare in TU Dublin Tallaght Campus.

- The Secretary/Financial Controller has responsibility for health, safety and welfare in the Human Resources and Finance areas and for ensuring that all functional areas within their control comply with all relevant Health, safety and welfare legislation.
 - The Human Resources Manager has responsibility for health, safety and welfare in the human resources office, management of the employee assistance programme and for maintaining the accident register.
 - The Finance Manager has responsibility for health, safety and welfare in the finance office.

- The Head of the School of Science has responsibility for health, safety and welfare in the School of Science and for ensuring that all Departments within that School comply with all relevant Health, Safety and Welfare legislation.
 - The Head of the Department of Applied Science is responsible for health, safety and welfare in the Department of Applied Science.
 - The Head of the Department of Computing is responsible for health, safety and welfare in the Department of Computing.

- The Head of the School of Engineering has responsibility for health, safety and welfare in the School of Engineering and for ensuring that all Departments within that School comply with all relevant Health, Safety and Welfare legislation.
 - The Head of the Department of Mechanical Engineering is responsible for health, safety and welfare in the Department of Mechanical Engineering.
 - The Head of the Department of Electronic Engineering is responsible for health, safety and welfare in the Department of Electronic Engineering.

- The Head of the School of Business and Humanities has responsibility for health, safety and welfare in the School of Business and Humanities and for ensuring that all Departments within that School comply with all relevant Health, Safety and Welfare legislation.
 - The Head of the Department of Management has responsibility for health, safety and welfare in the Department of Management.

- The Head of the Department of Humanities has responsibility for health, safety and welfare in the Department of Humanities.
 - The Head of the Department of Accountancy and Professional Studies has responsibility for health, safety and welfare in the Department of Accountancy and Professional Studies
 - The Head of the Department of Marketing and Business Computing has responsibility for health, safety and welfare in the Department of Marketing and Business Computing.
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- The Registrar has responsibility for health, safety and welfare in the IT, Student Services and Support and in the Library areas and for ensuring that all functional areas within his control comply with all relevant Health, Safety and Welfare legislation.
 - The Librarian has responsibility for health, safety and welfare in the library.
 - The Academic Administration and Student Affairs Manager is responsible for health, safety and welfare in the student services offices, nurses station, chaplains room, student union building and counsellor's portakabin.
 - The IT Manager is responsible for health, safety and welfare in computing services and for collegiate computing equipment.
 - The Librarian is responsible for health, safety and welfare in the library.
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- The Head of Development has responsibility for health, safety and welfare in the Estates and Development and External Service functions and for ensuring that all functional areas within his/her control comply with all relevant Health, Safety and Welfare legislation. The Head of Development also has responsibility to ensure the University is in compliance with the organisational and documentation requirements of the relevant Health, Safety and Welfare legislation, and ensuring that regular safety audits are conducted by those designated with responsibilities in Section 4.3.
 - The Estates Manager has responsibility for health, safety and welfare in the common areas of the buildings, classrooms, academic staff office areas lecture theatres and collegiate (not specialist) mechanical and electrical mains services, fire evacuations, fire alarm, emergency lighting and security.
 - While there is not a specifically designated post of Safety Officer at an organisational level, the Assistant Estates Manager will facilitate the development, maintenance, and promotion of Health, Safety and Welfare policy, procedures and development throughout all departments and functional areas with regard to current H&S legislation. The Assistant Estates Manager will facilitate and encourage staff at all levels to recognise and accept their particular responsibility in the area of Health, Safety and Welfare.

Details of the incumbents are available in appendix 1.

The Senior Management Team (which includes the Principal, the Secretary/Financial Controller, the Registrar, the Head of Development and the Heads of School) together with

the Heads of Department and Heads of Function are responsible for ensuring safe conditions of work within those areas of the University under their control.

The areas of responsibility are detailed in the schedule in appendix 2.

Heads of School/Department/Function are responsible to ensure the health, safety and welfare of the members of staff under their control.

Heads of School/Department/Function whose responsibilities include laboratories, workshops, computing laboratories, plant rooms and other space accommodation which could introduce significant hazards, will identify members of their staff who have direct day-to-day control of these activities and instruct, support, encourage and produce records of risk assessment and control measures.

Heads of School/Department/Function are responsible to ensure that facilities under their control are in a safe condition at all times.

Heads of School/Department/Function are responsible to manage work activities so that they do not endanger persons at work. This applies not merely to employees but also to other persons, such as contractors and their employees and other members of the public and students.

The issue of ensuring the safety of authorised and unauthorised persons in these areas are dealt with in the ancillary departmental/functional safety statements.

A Head of School/Department/Function should appoint a School/Departmental/Functional safety committee to advise both himself or herself on specific matters. Such committees should include members of the academic and technical and support staff.

All Heads of School/Department/Function have responsibility to ensure reasonable work loads and work practices for their staff.

Where unusual or unforeseen hazardous occurrences take place, the relevant Head of School/Department/Function must be informed to ensure that the issue is rectified.

4.6 Employee Co-operation:

Staff have a duty to co-operate in the operation of this policy as set out in the Safety, Health and Welfare Act 2005. The programme will not succeed unless each employee co-operates fully by observing and following the Safe Work Practices as outlined in this document. Failure to do so could result in disciplinary action or prosecution under Sections 13 and 14 of the Safety Health and Welfare at Work Act 2005 (which replaces section 9 of the 1989 Act).

4.7 Employee responsibilities:

Sections 13 and 14 of the Safety Health and Welfare at Work Act, 2005 places a number of obligations on employees whilst 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 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.*

Section 14 states that a person shall not intentionally, recklessly or without reasonable cause:-

- (a) *interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or*
- (b) *place at risk the safety, health or welfare of persons in connection with work activities.*

4.8 Student responsibilities:

Students have responsibilities under section 14 of the Safety Health and Welfare at Work Act, 2005 as above.

In addition Students are required to:

- Take reasonable care of their own safety and the safety of others.
- Co-operate fully with all safety rules and regulations issued by the University.
- Co-operate with those with responsibility for safety.
- Not interfere or misuse any specified items of safety equipment or any safety device.
- Ensure that equipment is operated in a safe manner and good housekeeping standards are maintained.
- Use personal protective equipment (PPE) as necessary.
- Use equipment only if authorised and properly trained.
- Report any incident, dangerous occurrence, defective equipment or potential safety hazard to the Head of Department/Function.
- Not access or use laboratory/workshop facilities and equipment without the permission of their academic supervisor and where necessary the staff member in charge of these facilities.
- To participate in any safety training programmes facilitated by the Health and Safety Office.
- Adhere to policies and procedures in the case of lone working/out of hours access

5 HAZARD IDENTIFICATION

5.1 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).

5.2 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. The appropriate sheets are attached to the relevant Ancillary Safety Statements.

5.3 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 reference number.
- Column three describes the hazard and consequence.
- Column four describes the recommended remedy or control, with reference, where appropriate, to relevant Safe Work Practice Sheets.
- 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.
- When the control has been effected, the date will be entered into column eight ready to be inspected by the auditor on his/her next visit.

5.4 Accident Records

Historical accident records will be examined to identify accident trends. These will be taken into account in identifying the main hazards. Future records will also include damage and near miss incidents. Incident report forms have been drawn up to record these.

5.5 Physical Hazards

These include slips, trips, falls, congestion, machines and fire. They will be documented in

Hazard Identification and Control Sheets (Column 3) in the relevant Ancillary Safety Statements.

5.6 Chemical Hazards

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

5.7 Biological Hazards

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

5.8 Behavioural Hazards

Unsafe employee work practices are being identified in the audits, and are being documented in Safe Work Practice Sheets appended to the relevant Ancillary Safety Statements. It is expected of all employees to read them. It recognises that inexperienced staff (new employees) are particularly vulnerable.

5.9 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.

6. RISK ASSESSMENT

6.1 Risk

The need for written risk assessments is a legal requirement. The purpose of these assessments is to provide management with a basis for taking positive measures to eliminate the risks as far as reasonably practicable or to reduce the identified risks to acceptable levels. There are many methods available for carrying out such assessments.

The risk assessment process involves the following:

- Identifying the significant hazards present in the workplace
- Identifying what risks are associated with each hazard.
- Recording the likelihood and severity of injury/illness associated with the hazard. Calculating the risk rating based on likelihood and severity (the risk rating is arrived at by multiplying the likelihood of injury x severity of injury - see below for details).
- Suggesting control options in order to ensure that risks are reduced to the lowest level reasonably practicable (see hierarchy of controls below).
- The length of time specified for implementing control measures will vary and be dependant on the risk rating for the hazard i.e. the higher the risk, the faster action should be taken. If additional control measures reduce the likelihood or severity of injury, a revised risk rating can be recorded.

Risk assessments should be reviewed annually and any necessary amendments made. They should also be reviewed if there is a change in circumstances e.g. new equipment, processes, procedures etc., following an accident or incident and in the event of new legislation, codes of practice or new guidance being published.

6.2 Hierarchy of Controls

The selection and implementation of the most appropriate method of risk or hazard control is a crucial part of the risk assessment process.

The following hierarchy should be used when deciding on control measures, starting with the first in the list and working down to the last resort, which is the provision of personal protective equipment and clothing.

1. Elimination: Eliminating the hazard entirely from the workplace is the best way to control it. Examples of this would be providing a lifting device, which eliminates the need to carry out manual handling or disposing of unwanted chemicals.
2. Substitution: If not possible to eliminate the hazard, replace it with something less hazardous, which will perform the same task in a satisfactory manner. Examples are substituting a hazardous chemical with a less toxic one or substituting a smaller package or container to reduce the risk of manual handling injuries.

3. Engineering Solutions: If the hazard cannot be eliminated or a safer substitute implemented, then reduce the chance of hazardous contact. Examples of engineering controls are:
 - enclosure (enclose in a way that eliminates or controls the risk)
 - guarding/segregation of people
 - interlocks and cut-off switches
 - exhaust fans

4. Administrative Solutions:
 These are the management strategies, which can be introduced such as training, job rotation, limitation of exposure time, provision of written work procedures. For example:
 - Safe systems of work that reduce the risk to an acceptable level
 - Written procedures that are known and understood by those affected
 - Adequate supervision
 - Identification of training needs and provision of appropriate training
 - Information/instruction (signs, handouts)

5. Personal Protective Equipment & Clothing:
 Personal Protective Equipment and Clothing should always be considered as a last resort. It can also be used as an interim measure to reduce exposure to a hazard.

Examples of PPE include: masks, ear-plugs, respirators, helmets, boots, safety shoes, overalls, etc

6.3 Risk Assessment Method Used

$$(Likelihood (L) \times (S) Severity) = Risk Rating (RR)$$

Priority Table

	Severity Effect		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	1	2	3
Likely	2	4	6
Very likely	3	6	9

Likelihood

Slightly Harmful	Harmful	Very Harmful
Superficial injuries Minor cuts & bruises Eye irritation from dust Nuisance & irritation Temporary discomfort	Lacerations Burns Concussion Serious sprains Minor fractures Deafness Dermatitis Asthma Minor disability	Amputation Major fractures Poisoning Fatal injuries Occupational cancer Severely life shortening disease Fatal disease Head injuries Eye injuries

Risk Rating Action Required

<i>Risk Rating</i>	<i>Priority</i>	<i>Action Required</i>
<i>Low Risk</i> 1	<i>Non-urgent</i>	<i>No action needed</i>
<i>Acceptable Risk</i> 2	<i>Non-urgent</i>	<i>No additional controls</i> <i>Monitoring required</i> <i>Assessment recorded</i>
<i>Medium Risk</i> 3-4	<i>Action needed</i>	<i>Controls required as soon as practical</i> <i>Assessment recorded</i> <i>Controls documented</i>
<i>High Risk</i> 6	<i>Urgent action needed</i>	<i>Controls required immediately</i> <i>Assessment recorded</i> <i>Controls documented</i>
<i>Intolerable Risk</i> 9	<i>Urgent action needed</i>	<i>Work prohibited/ceased</i> <i>Controls required immediately</i> <i>Assessment recorded</i> <i>Controls documented</i> <i>Work stoppage documented</i>

(source: NIFAST)

When the safety audit identifies hazards, it is necessary to rank them so that they can be controlled in an orderly way. The risk of a hazard is a measure of the likelihood or probability of an accident, coupled with the severity of the injury or loss. The safety audit will assess the risk of each hazard in Column 5 of the Hazard Identification and Control Sheet by ranking according to the categories described below.

7. Protective and Preventative Measures

7.1 Controls

The safety audit recommends remedies for hazards observed. Where hazards cannot be removed, controls will be recommended to reduce the risk to an acceptable level, e.g. wear PPE or install machine guard.

7.2 Safe Work Practice Sheets

Many injuries and losses occur through poor work practices. With this in mind, Safe Work Practice Sheets are being prepared for certain working activities within the University.

These sheets detail the safe procedures and practices to be observed so that the **risk of injury and loss is maintained at an acceptable level**. The Safe Work Practice Sheets are enumerated in the relevant Ancillary Safety Statement. Further sheets will be prepared as the programme develops. The responsible person will ensure an adequate supply and distribution.

It is incumbent upon each employee to carefully read and understand the Safe Work Practice Sheets. The purpose of this programme is to protect the interests of the employees, and this can only be achieved if each and every employee follows fully the safe work practice procedures described in the Safe Work Practice Sheets.

7.3 Fire Control

The University has a specific set of procedures to be followed in case of fire. These are included in appendix 3 at the back of this document. All staff must familiarise themselves with this information and adhere to the stated procedures. All staff are required to familiarise themselves with the fire escape routes.

Fire fighting equipment is provided and located in prominent positions. The equipment is maintained in accordance with statutory regulation.

A list of fire wardens is included in appendix 4 at the back of this document.

7.4 Emergencies

The University has an emergency evacuation plan which is to be displayed in a prominent position. All areas have a specific set of procedures to be followed in case of accident or emergency. All staff will familiarise themselves with this information and adhere to the stated procedures.

7.5 Accidents/Incidents

The University has developed a set of procedures to be followed in case of accident. All staff will familiarise themselves with this information, and adhere to the stated

procedures. The Procedure for reporting of Accidents & Incidents is attached in Appendix 7.

7.6 Personal Protective Equipment (PPE)

Where it is not practicable to eliminate certain risks, then it needs to be controlled. As a final resort to eliminate the risk, the University will provide PPE to reduce the risk to an acceptable level. The equipment includes:-

- Flameproof overalls
- Laboratory overalls
- Goggles
- Visors
- Face Shields
- Gloves
- Hard Hat
- Ear Muffs
- Safety Shoes
- Respiratory Protective Equipment (RPE)

Employees are directed to wear PPE during the applicable activity in the laboratory, workshop or building maintenance site. Failure to do so can result in disciplinary action and prosecution under Sections 13 and 14 of the Safety Health & Welfare at Work Act, 2005.

7.7 Statutory Records

The University is required by law to maintain records of certain periodic inspections, testing and accident reporting. These are maintained by the Human Resources Manager and/or Estates Manager and are available for examination by employees through the safety representative.

7.8 Welfare

The provision of a nurse for student welfare during term time is in place. A number of trained First Aiders have also been appointed. The schedule of trained first aiders are listed in Appendix 5.

The University has provided first aid kits in all work areas. A fully equipped first aid box will be held in each School office and the Nurse will be responsible for maintaining/replenishing supplies as necessary. Records of all treatments will be kept by the Nurse.

Canteen facilities have been provided. A room is set aside for rests, tea-breaks and has an area for the preparation of snacks. Drinking water is available in this room, in a number of offices, and drinking water fountains are located on the corridors throughout the building.

Toilet facilities are currently within requirements. Separate male and female toilet facilities are available on each floor and comply with statutory requirements.

Work areas comply with statutory requirements with respect to heat, light and ventilation.

The University is committed to developing a policy on sexual harassment, harassment and bullying for the workplace in its role as an employer. To this end a policy on Harassment and Bullying has been developed. The Policy Statement on Harassment and Bullying is located in Appendix 8.

The University has an Employee Assistance Program. This programme will provide assistance in areas such as addiction counselling and stress management etc. Staff requiring assistance in these areas may contact the Human Resource Manager or their Head of Department.

The University has a range of welfare activities such as training on Stress Management, Working Time Act, Career Breaks, Job Sharing, and Parental Leave etc.

The University operates in compliance with the Public Health (Tobacco) Acts 2002 and 2004.

7.9 Contractors

The activities of all contractors will be conducted in such a way that the University's employees are not exposed to risk to their health, safety and welfare. If there is any violation of regulations, codes of practice, or recognised standards which may adversely affect the Health, Safety and Welfare of University employees, the contractor will be directed to comply with the correct procedures. The contractor has permission to distribute the relevant Safe Work Practice Sheets to his own workforce, if necessary.

It will be the duty of the Estates Manager to determine in advance that the contractor has the necessary expertise and resources to implement the safe working conditions. Prior to work commencing, a site meeting will take place between the responsible people and the contractor. The Contractor must have a site specific Safety Statement. The method of construction which may affect the University employees will be described in detail by the contractor. If the responsible people are not satisfied with the methods, they will submit to the contractor existing or proposed Safe Work Practice Sheets to reflect the required work methods prior to work commencing. Alternatively, the contractor may produce details of an acceptable safe working arrangement.

When appropriate, the Safety Statement, or appropriate parts of it, will be brought to the attention of non-employees.

8. TRAINING

8.1 Section 10 of the Safety, Health & Welfare at Work Act, 2005 requires that training in relation to employees' safety, health & welfare at work is provided to employees

- (a) on recruitment
- (b) in the event of transfer/change of tasks assigned
- (c) on the introduction of new work equipment, systems of work or changes in existing equipment/systems
- (d) on the introduction of new technology

The TU Dublin Tallaght Campus recognises that training and instruction by competent personnel are important safety, health and welfare tools. The University undertakes to provide a programme of training with regular reviews. The objective of the programme will be to ensure that all employees receive training and instruction from competent persons in safe working techniques. Selected personnel will attend seminars on occupational health, safety and welfare matters as they arise. Where appropriate, occupational Health, Safety and Welfare training is given as part of the University's on-going training programme.

Training needs which have been identified as high priority are:

- Manual Handling
- Fire Extinguisher Training
- First Aid
- Fire / Evacuation Procedures
- Fire Warden Training
- General Safety Awareness Training
- Stress Management
- Bullying and Harassment

A register of those attending safety training courses is maintained by the Human Resources Manager

A list of trained first aiders is included in appendix 5 at the back of this document.

At the workplace, instruction and information is given to employees by supervisors. The Safe Work Practice Sheets are an important part of this process and instruction will closely follow their format.

Staff training in the area of safety is organised by the Departmental Head in conjunction with the Human Resources Manager.

9. CONSULTATION AND INFORMATION

9.1 Consultation

The TU Dublin Tallaght Campus continues to consult employees in establishing arrangements for consultation on safety, health and welfare.

The University Safety Representatives will be involved in the drafting of the Safety Statement.

A Seminar to explain the Safety, Health and Welfare at Work Act, 2005, and to outline details of the Safety Statement will be held and the University Parent Safety Statement explained.

The University has set up a safety committee as detailed in Section 4.2.

9.2 Safety Representatives

Each of the Trade Unions representing staff has elected a Safety Representative from amongst their numbers to represent them in consultation with the Health, Safety and Welfare Committee.

The Safety Representative has the right to:

- (a) inspect the whole or any part of the place of work—
 - (i) after giving reasonable notice to the employer, or
 - (ii) immediately, in the event of an accident, dangerous occurrence or imminent danger or risk to the safety, health and welfare of any person,
- (b) investigate accidents and dangerous occurrences provided that he or she does not interfere with or obstruct the performance of any statutory obligation required to be performed by any person under any of the relevant statutory provisions,
- (c) after the giving of reasonable notice to the employer, investigate complaints relating to safety, health and welfare at work made by any employee whom he or she represents,
- (d) accompany an inspector who is carrying out an inspection of the place of work other than an inspection for the purpose of investigating an accident or dangerous occurrence,
- (e) at the discretion of the inspector concerned, accompany an inspector who is carrying out an inspection for the purpose of investigating an accident or dangerous occurrence,

- (f) at the discretion of the inspector concerned, where an employee is interviewed by an inspector with respect to an accident or dangerous occurrence at a place of work, attend the interview where the employee so requests,
- (g) make representations to the employer on any matter relating to safety, health and welfare at the place of work,
- (h) make oral or written representations to inspectors on matters relating to safety, health and welfare at the place of work, including the investigation of accidents or dangerous occurrences,
- (i) receive advice and information from inspectors on matters relating to safety, health and welfare at the place of work, or
- (j) consult and liaise on matters relating to safety, health and welfare at work with any other safety representatives who may be appointed in the undertaking concerned, whether or not those safety representatives work in the same place of work, in different places of work under the control of the employer or at different times at the place of work

9.3 Information

Appropriate Safe Work Practice Sheets are to be distributed to appropriate employees as a means of distributing information. The TU Dublin Tallaght Campus has acquired published safety material relevant to University working activities. Warning notices must be obeyed.

Safety Publications

The University will make available regular journals and publications from occupational health, safety and welfare organisations, such as NISO, RoSPA, IOSH and Health, Safety and Welfare Authorities.

Videos

The University will make available safety videos to responsible persons for showing at appropriate workshop sessions.

Warning Notices

Warning notices are installed at locations of hazards. The instructions must be obeyed. Responsible persons will regularly inspect and review the condition and location of warning notices.

9.4 Safety Statement Distribution

Each employee is expected to read the Parent Safety Statement and applicable Ancillary Safety Statement. It will be available through the school offices, library and through the University's Website and Intranet.

9.5 Safe Work Practice Sheets

These are being drawn up for many work activities to reduce risks associated with unsafe behaviour. Employees are expected to read, understand them and work in accordance with their recommendations. New and revised sheets will be produced regularly. They will be distributed by the responsible person.

9.6 Disciplinary Measures

Employees who fail to co-operate with a safety rule will be warned by the responsible person to comply. If the employee continues to be uncooperative, disciplinary measures will be implemented.

10 RESOURCES

- 10.1 Considerable resources are expended by the University in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and purchase of goods and services. Considerable time is expended by the University Principal and Clerical and Administrative Personnel on this area.

Financial resources are paid to outside contractors to maintain and service fire protection equipment and machinery and to maintain all areas in a clean and safe condition.

Financial and direct resources (time, materials, equipment) are spent in the provision of training in a variety of areas relating to health, safety and welfare. The University has purchased texts, literature and other publications on Health, Safety and Welfare related matters. Staff time will be spent disseminating information on Health, Safety and Welfare.

11. REVISION

- 11.1 The Principal will cause the safety statement to be reviewed as necessary where-
- a) there has been a significant change in the matters to which it relates, or
 - b) there is another reason to believe that it is no longer valid, and, following the review, the risk assessment shall be amended as appropriate.

The Total Management Team will bring to the attention of the Principal, representations made by employees, through the Safety Representative.

Representations will be considered, and if approved incorporated in the review.

The members of the Total Management Team with responsibilities for ancillary safety statements, shall review Hazard Identification and Control Sheets of previously audited workplaces to confirm that remedial action has been implemented (Column 8: Date Rectify), and maintain sheet as permanent record.

The members of the Total Management Team with responsibilities for ancillary safety statements, shall review the Hazard Identification and Control Sheets, and if the risk is altered, will revise the assessment accordingly, e.g. change from High (H) to Low (L) risk. A responsible person will revise the Safe Work Practice Sheets to reflect new equipment and new work systems. He/she will date the sheet and alter the revision number and maintain old sheets as permanent records.

The members of the Total Management Team with responsibilities for ancillary safety statements will review training needs and in consultation with the Principal arrange further training where necessary.

The primary agenda item of the first Total Management Team meeting in each calendar year will be the presentation (one week in advance of meeting) of this documentation by the responsible managers, and the structured review and update of such documentation for that year.

It is University policy that safety statements shall be annually revised.

PARENT SAFETY STATEMENT

APPENDICES

Appendix 1	List of management posts and names of post holders
Appendix 2	List of areas, location maps and responsible persons
Appendix 3	Fire Evacuation Procedures
Appendix 4	Schedule of Fire Wardens and location maps
Appendix 5	Schedule of Trained First Aiders
Appendix 6	Schedule of Ancillary Safety Statements

Appendix 1

List of management posts and names of post holders

<u>Position</u>	<u>Name</u>
Principial	Thomas Stone
Secretary / Financial Controller	Catherine Bruen
Registrar	Dr Ken Carroll
Head of Development & External Services	Pat Coman
Head of the School of Business and Humanities	Damien Roche
Head of the School of Science	Dr. Mike Ahern
Head of the School of Engineering	Fiona Cranley
Head of the Department of Management	Kenneth McKenzie
Head of the Department of Humanities	Helena Doody
Head of the Department of Accountancy and Professional Studies	Christine Nangle Kavanagh
Head of Department of Marketing and Business Computing	Glenn Mehta
Head of the Department of Applied Science	John Behan
Head of Department of Computing	Dr. Barry Feeney
Head of Department of Mechanical Engineering	Fiona Cranley
Head of Department of Electronic Engineering	James Wright
Librarian	Gillian Kearns
IT Manager	Stephen Keegan
Academic Administration and Student Affairs Manager	Teresa Ward
Finance Manager	Ava Kavanagh
Estates Manager	Paul Campbell
Human Resources Manager	Michael Quinlan
Industrial Liaison Manager	Jack McDonnell
Centre for Applied Science and Health Manager	Dr. Mary Deasey
Head of Life Long Learning	Miriam O Donoghue
Assistant Estates Manager	Mark Parle

Appendix 2

List of areas, location maps and responsible persons

<u>Position</u>	<u>Room/Area</u>
Principal	102, 102a, 102b, 102c
Secretary / Financial Controller (Safety Officer)	Icon Court Offices
Head of Development & External Services	Icon Court Offices
Head of the School of Business and Humanities	036, 036a, 036b, 036c, 036d, 034, 034a, 034b,
Head of the School of Science	134, 134a, 134b, 134c,134d
Head of the School of Engineering	206, 206a, 206b, 206c, 206d, 208, 209, 212, 218
Head of the Department of Humanities	000, 000a, 016, 018, 020, 048, 011, 012, 014, 025a, 029a, 101a,101b, 132, 202, 204, student changing rooms
Head of the Department of Applied Science	007, 009/13, 103, 105, 111, 113, 115, 116, 117,117a, 117b, 119, 121, 123, 125, 127, 129, 131, 133, 135, 137, 139, 139a, 141, 143, 145, 147, 149, 151, 151a, 151b, 151c
Head of Department of Computing	P4 postgrad office, 216, 220, 227, 229, 231, 233, 235
Head of Department of Mechanical Engineering	005, 019, 019a, 019b, 019c, 027, 027a, 027b, 031, 031a, 031b, 031c, 211
Head of Department of Electronic Engineering	017, 017a, 017b, 215, 217, 219, 221, TDC
Librarian	004, 004a, 004b, 112
IT Manager	107, 114, 201, 203, 205, 207
Academic Administration and Student Affairs Manager	108, 108a, 110, 120, 120a, 120b, 122, 122a, 122b, 122c, 122d, 124, 126, student union
Finance Manager	132, 132b
Estates Manager	common areas (corridors, staircases, toilets etc.) plant rooms, canteens, classrooms, PK 4 - 8, lecture theatres, academic staff office areas, stores, 003, 006, 106, 106a and external areas
Human Resources Manager	Icon Court lower ground floor offices
Kylemore Services Ltd.	main catering kitchen
Kylemore Services Ltd.	bookshop
Head of Life Long Learning	008

Appendix 3
EMERGENCY EVACUATIONS

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 and with the location of the various assembly points.*
- *Ensure that you are familiar with the fire exits*
- *Ensure that you are familiar with the assembly points as shown on the attached drawing.*
- *Keep the roadways around the building clear.*
- *Do not attempt to leave the grounds during the course of a drill/evacuation.*

Fire exits have signs designating which assembly point is to be used for that exit. Nobody, **Staff, Student or Visitor**, should leave the assembly point until the all-clear is given.

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

A control centre, with a designated Incident Controller (one of the caretakers), will operate outside the main entrance. The person that activates the alarm must report directly to the Incident Controller and they should ensure that the Emergency Services are contacted.

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

(ADDENDUM TO EMERGENCY EVACUATION PROCEDURES)

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. **Assembly points are defined by which door is exited**

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.

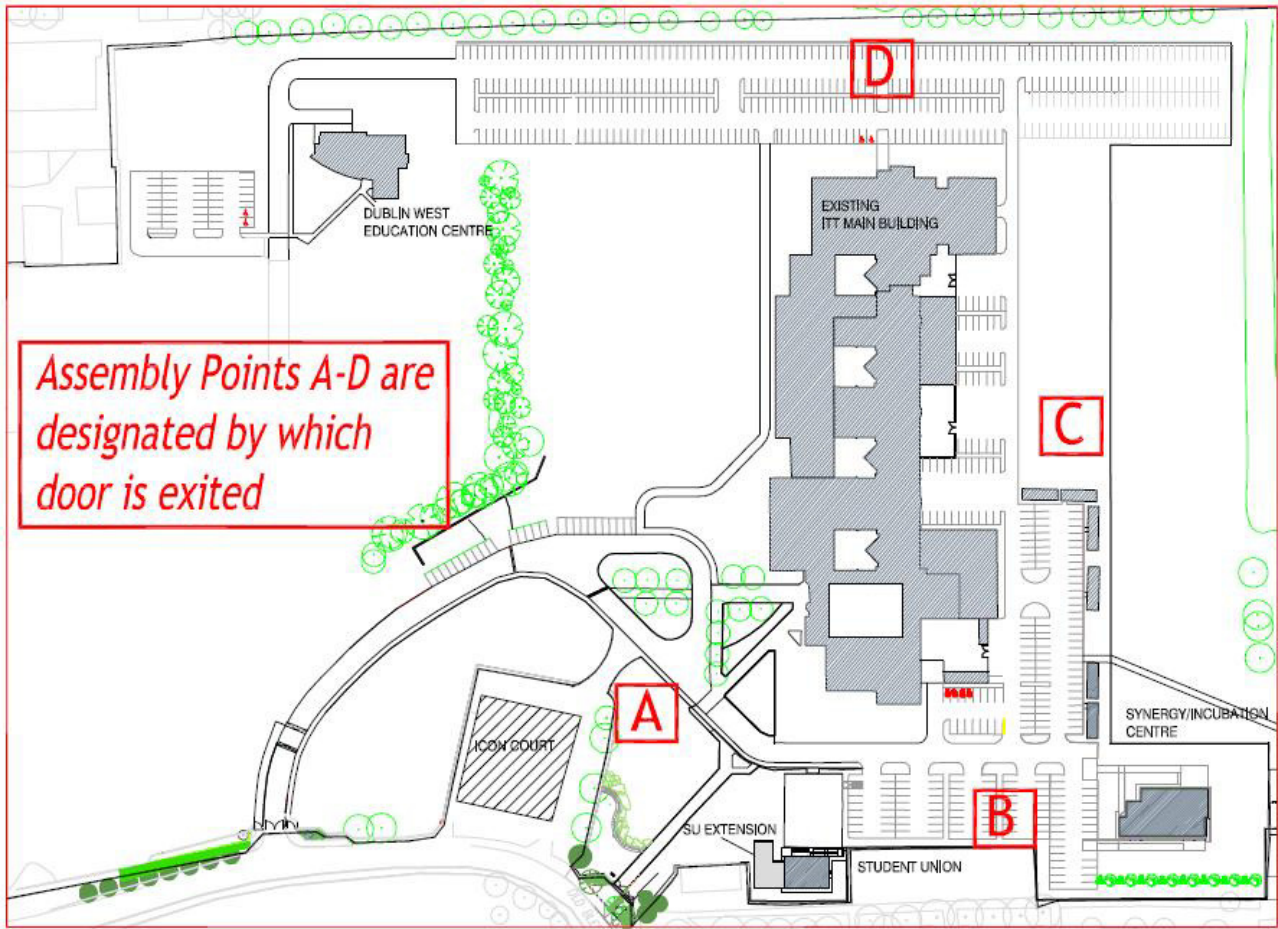
Close the door to the room you are vacating.

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.

Location of Assembly Points



DUTIES OF INCIDENT CONTROLLERS

1. 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. Then leave the building and take up a position outside the main front door of the university.
2. Advise security to ensure that the roadway and access to all areas of the building is kept clear.
3. Do not permit any unauthorised persons to enter the building.
4. The Controller will be advised by the Wardens the status of their sections etc. and they **must** record this information.
5. The Controller should assist security to keep all unauthorised persons clear of the building and maintain access for the emergency services.
5. The 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.
7. Controllers must know the locations of the fire hydrants and hose reels in order to advise the Fire Officer in charge.
8. 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 Principal. If all are absent, the caretaker acting as controller may issue this instruction. The silencing of the alarm does not indicate that it is safe to re-enter the building.
9. The all-clear signal to re-enter the building will consist of 3 blasts from an air horn and will be sounded by the Incident Controller.

January 2019

DUTIES OF FIRE WARDENS

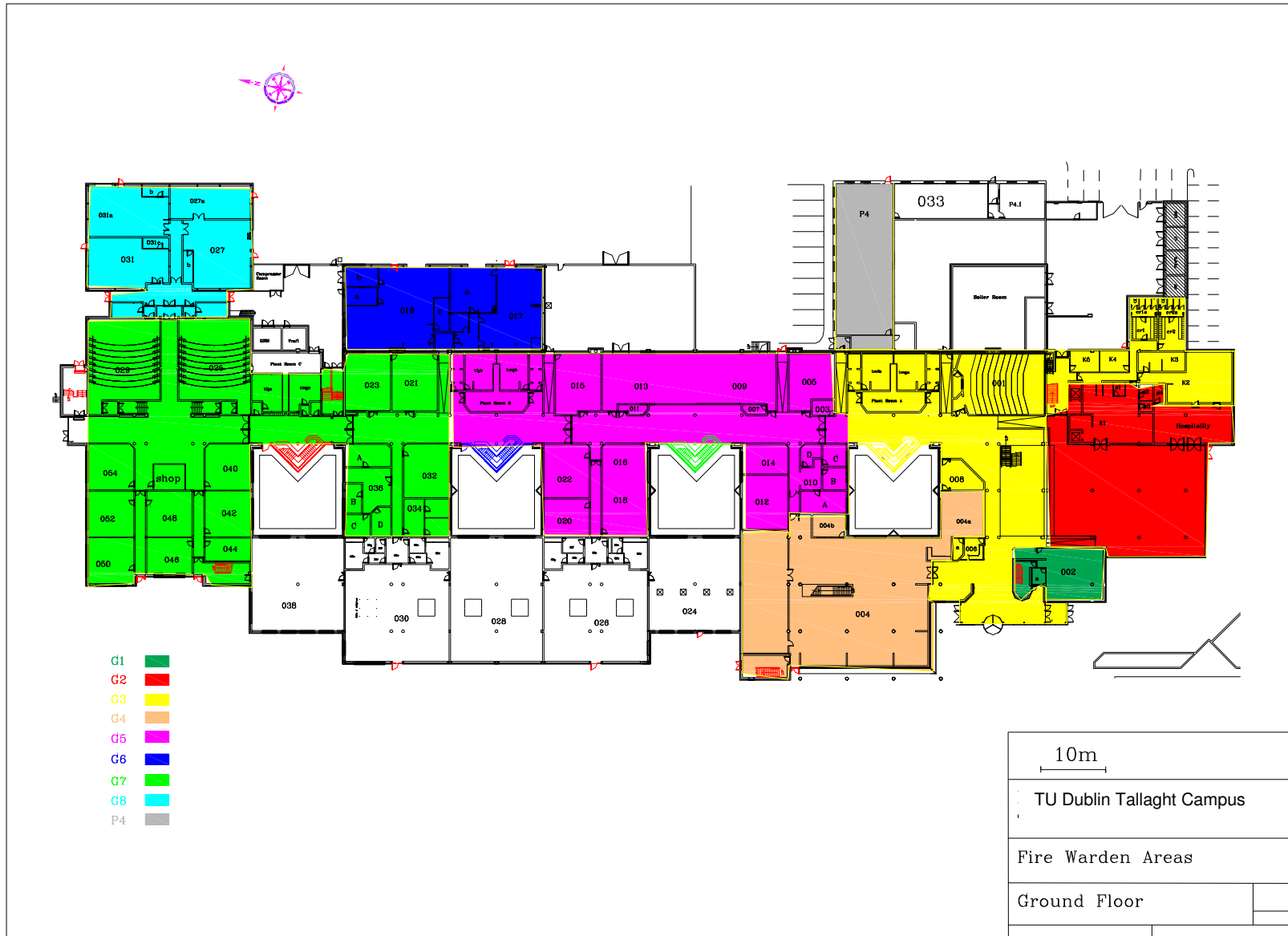
1. On hearing the alarm, they take charge of their section, ensuring the efficient escape of all persons. Fire wardens should lead people within their designated areas to the Assembly Point which is indicated at the exit leaving the building.
2. Check that all persons have left, close all doors and windows, switch off equipment if safe to do so (and if time permits) and leave all lights on.
3. Report to the “Incident Controller” (one of the caretaking staff), who will be located outside the main front doors of the University, that their section is clear.
4. If they know of anyone who is injured or trapped, they should inform the Incident Controller with maximum haste, giving all relevant information.
5. 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.
6. During fire drills, the Wardens should check that the alarm is heard throughout their section, noting any deficiencies in toilets, inner offices etc.
7. Make note of any problems/observations for later discussion.
8. 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 to the Assembly Points.
9. 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.

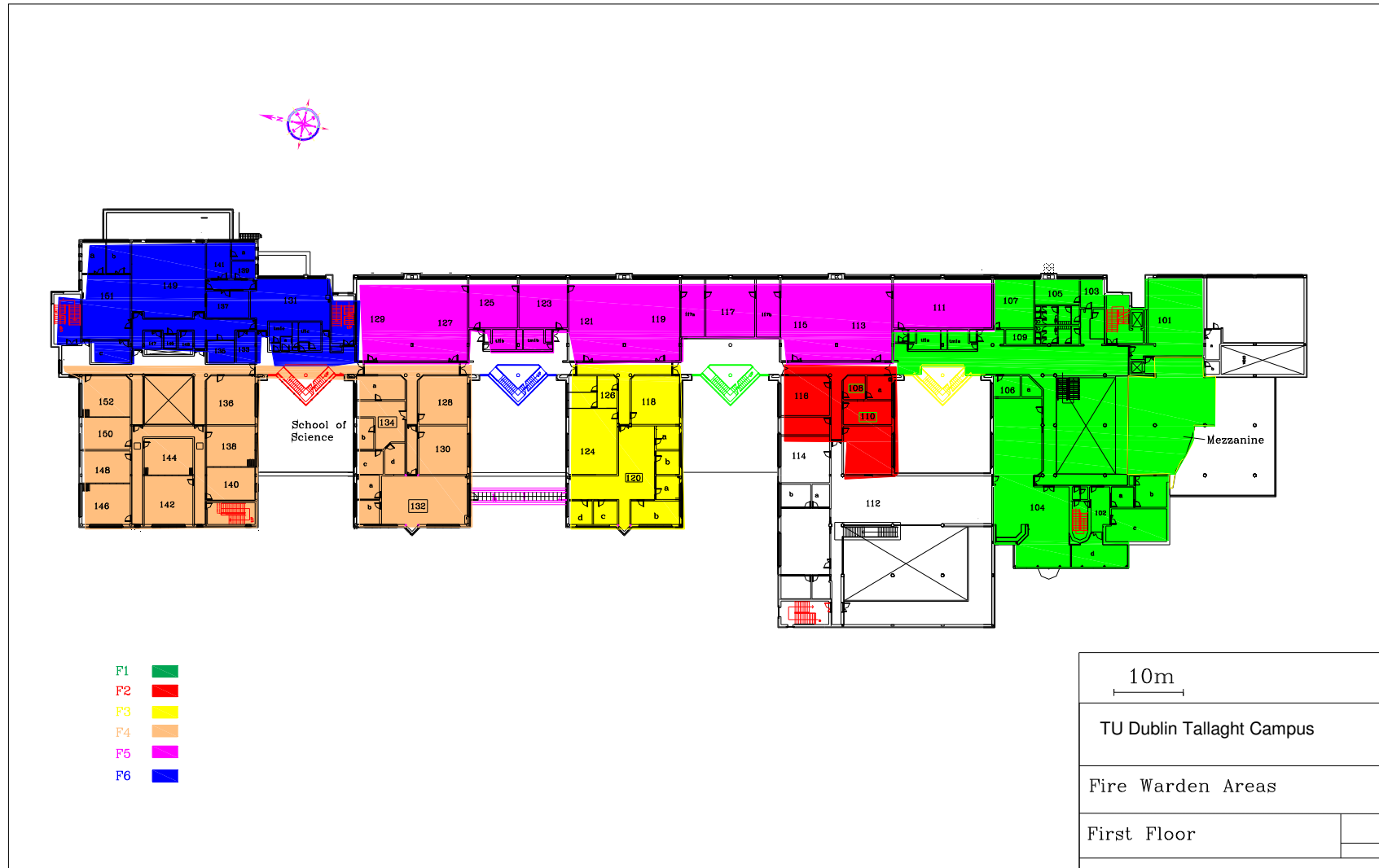
Appendix 4

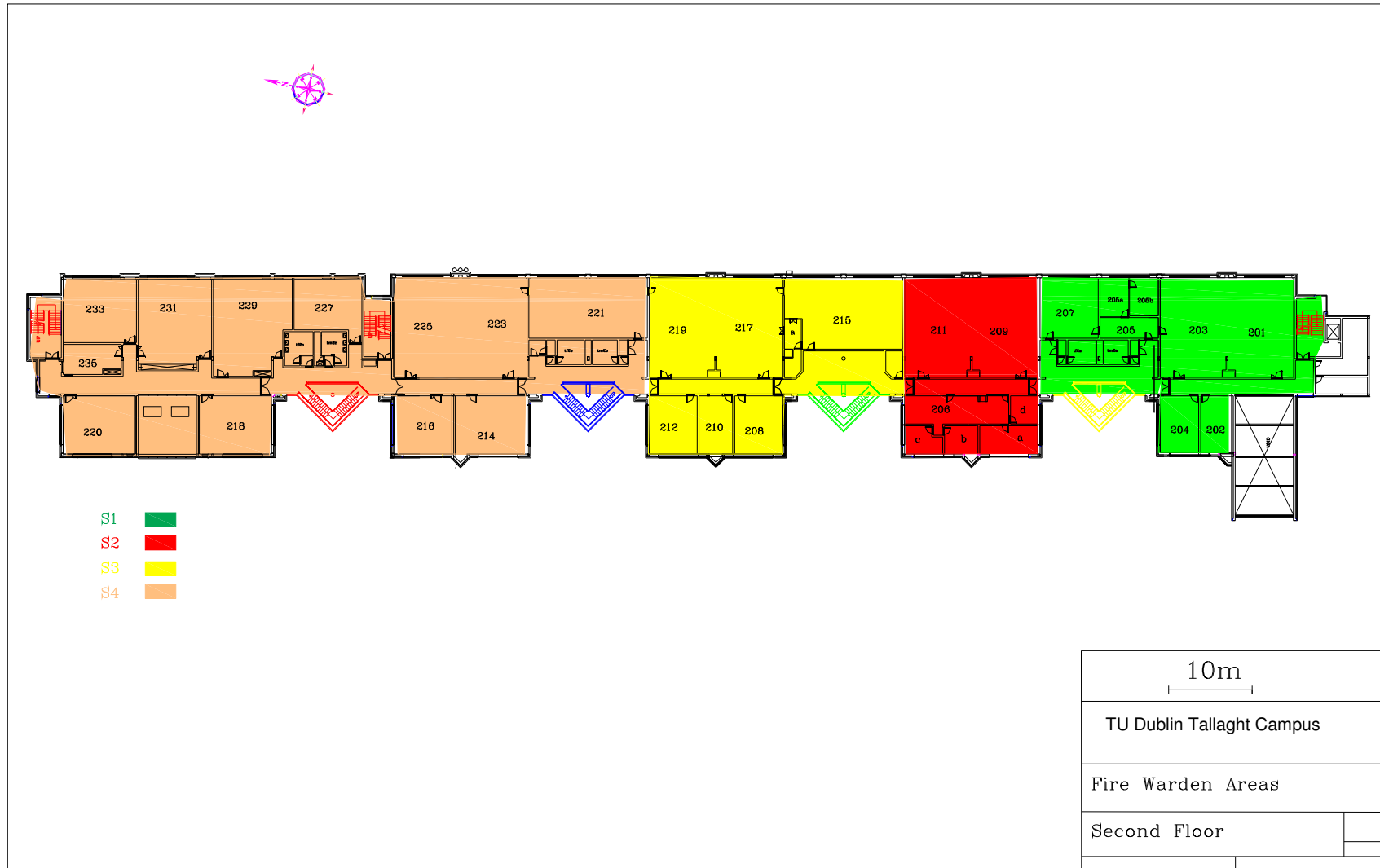
Schedule of Fire Wardens and Location Maps

Area	Current Warden
G1	Holly Foley Niamh Hyland
G2	Kylemore Manager Kylemore Head Chef
G3	John Heaney Caretaker on duty in the Building Services Office
G4	On duty Librarians / Library Attendants
G5	Sr Bernadette Purcell Aisling O'Brien
G6	Paul Tierney
G7	Siobhan Walsh Ray Keaney
G8	Brian O'Donncha Alan Somers
G9 (024)	Declan Ennis Tom Meaney
G10 (026)	Ciaran O Sullivan Traolach O'Brien
G11 (028)	Joe MacDonagh Paul Robinson
G12 (030)	Graham Smith Gerry McAteer
G13 (038)	Pat O'Friel Michael Byrne Michael Gill

G14 SU	SU President SU Vice-President
F1	Mark Parle Marita Coughlan/Director's Sec
F2	Orlagh Fleming / Michelle Cresswell / Dorothea Ruberska
F3	Lavinia Munday Sharon O'Brien
F4	Catherine Roche Karen Scattergood
F5	Aine McParland John Jones
F6	Deborah Collins Eleana Dunne
P4	Brian Mullen Joe Varley
S1	David Magill Derek Troute
S2	Debbie Murphy Susanne Murphy
S3	David Maguire John Fox
S4	John Byrne Damien Cahill
Icon HR and Training	Gerard Proudfoot Michael Quinlan
Icon Ground Floor	Paul Campbell Stella Browne Paul Sheridan







Appendix 5

Schedule of Trained First Aiders

First Aiders Responders				
Count	Name	Department	Location	Extension
1	Aine Mc Parland	Science	Main Building	2414
1	Brendan Harte	Registars	Main Building	2131
1	David Dunne	Registars	Main Building	2343
1	David Saville	Science	Main Building	2115
1	Eamonn Quigley	Engineering	Main Building	2837
1	Elaine Mc Geough	Engineering	Main Building	2512
1	Elaine O Connor	Registars	Main Building	2162
1	Eleana Dunne	Science	Main Building	2154
1	Emma Carragher	Science	Main Building	2296
1	Hugh Gallagher	Science	Main Building	2506
1	Paul Coleman	Registars	Main Building	2439
1	Paul Tierney	Engineering	Main Building	2393
1	Simon Devenney	Science - Tech	Main Building	2779
1	Terence O Brien	Engineering	Main Building	2884

Basic First Aiders

Count	Name	Department	Location	Extension
1	Amy Hunt	Finance	Icon Court	2532
1	Anima Ganguly	Library / HR	Main Building/Icon Court	2536
1	Deborah Collins	Science	Main Building	2365
1	Frank Hodgins	Library	Main Building	2296
1	Gerry Anderson	S Services	Main Building	2163
1	Ian Forrestal	Electrical Engineering	Main Building	2079
1	Margaret Murphy	HR	Icon Court	2048
1	Marie Noonan	School of Business	School of Business	2074
1	Sinead Reddy	Finance	Icon Court	2779
1	Susanne Murphy	School of Engineering	Main Building	2061
1	Tania Flynn	Science	Synergy	2506
1	Terence Brennan	Registrar/Admin	Main Building	2515
1	Tim O Connor	S Services	Main Building	2550 / 0866056750

Appendix 6

Schedule of Current Ancillary Safety Statements

- Estates / General Building
- Department of Computing Science
- Department of Applied Science
- Department of Electronic Engineering
- Department of Mechanical Engineering
- School of Business and Humanities (including Catering and Hospitality, language laboratories and A/V facilities)
- Library
- Registrars
- Computing Services
- Secretariat
- CASH/Synergy
- Crèche
- Synergy Global
- Premier House

Appendix 7

SOP for reporting of Accidents & Incidents

1.0 POLICY

It is the policy of the University that all accidents and near misses with the potential for injury, which occur to students or staff or visitors within the University or in activities associated with the University be recorded on an accident / Incident report form within 24 hours of their occurrence.

2.0 PURPOSE

The purpose of this document is to establish written guidelines for the Management of Accidents/Incidents that occur In TU Dublin Tallaght Campus

3.0 ORGANISATIONAL UNITS AFFECTED

This Procedure applies to all accidents and near misses with the potential for injury, which occur to students or staff or visitors within the University or in activities associated with the University.

4.0 DEFINITIONS

Incident: An event or situation that has caused or is capable of causing injury or property loss.

Near Miss: An incident or identified condition in which an injury or property loss was narrowly avoided.

Root cause: The primary cause(s) of an event that, when corrected, will prevent reoccurrence

5.0 RESPONSIBILITY

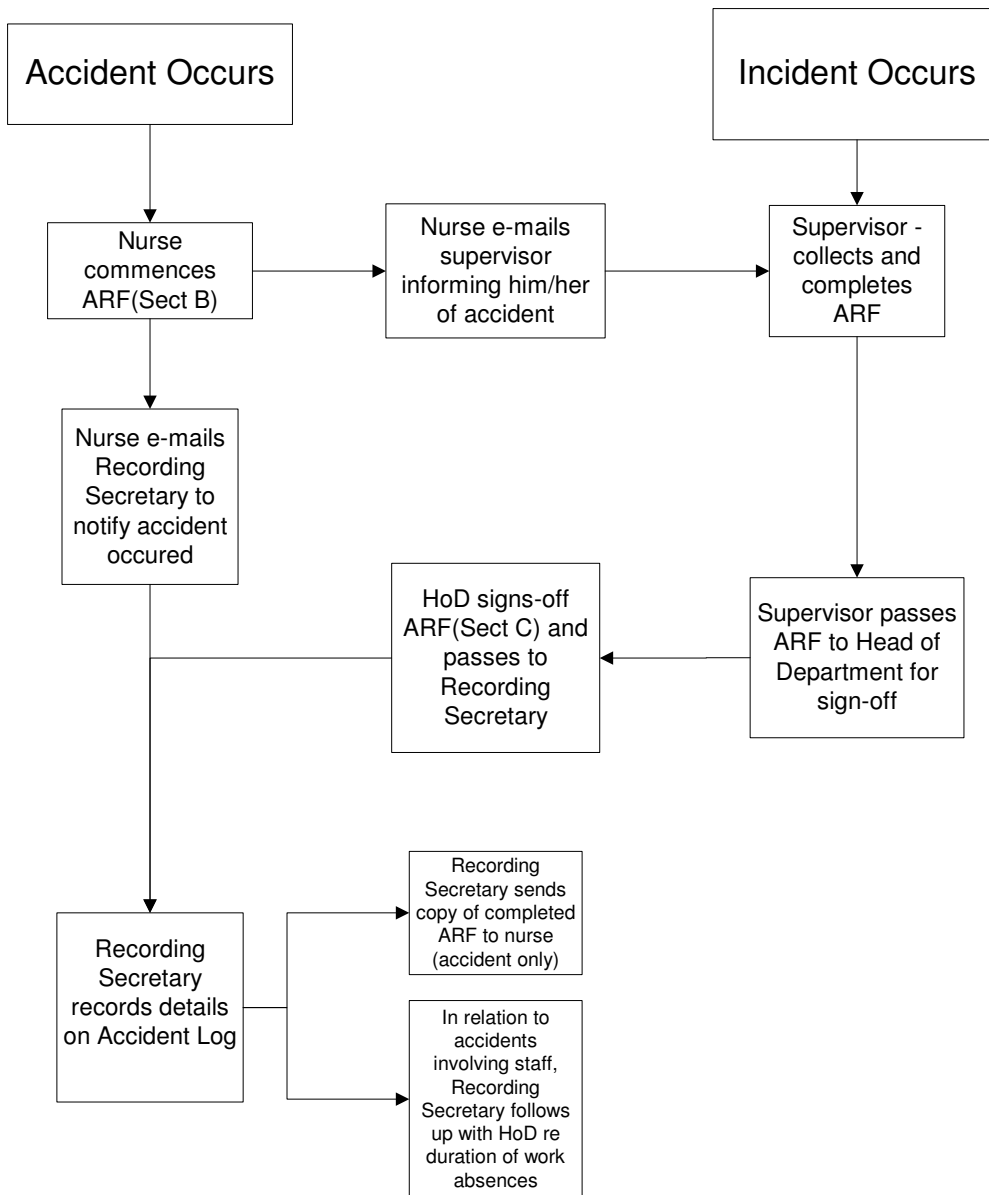
It is the responsibility of the management, staff and students within the University to ensure compliance to this procedure.

6.0 DESCRIPTION OF PROCEDURE

6.1 Priorities when responding to an Accident/Incident:

- Ensure that the injured person receive prompt medical treatment.
- Minor injuries should be directed or escorted to The Health Centre.
- Severe injuries or multiple injuries - notify the Health Centre and caretakers office who in turn will contact listed Occupational First Aiders / Emergency Services.
- For a near miss or unsafe condition , notification should be made to appropriate personnel the Assistant Estates Manager so as to :
 - eliminate further hazard.
 - Complete Accident/Incident Report Form:
- Where an incident or near miss occurs where no injury is actually suffered , the process below should be followed except that there is no requirement for Section B of the Accident & Incident form to be completed by the Nurse.

6.2 Process for reporting an Accident / Incident



6.3 How to complete an Accident / Incident Form

- All Accidents/Incidents must be documented using Accident Report Form.
- Copies of the Accident / Incident report form may be taken to ensure any Corrective Action required, is followed through.
- In the case of an accident involving staff, the Head of Department/function. will need to complete supervisors' sections

Section A

This section must be completed by Supervisor / Lecturer / host to visitor.

In the case of any incidents or near misses or theft (none of which results in an injury) this section should be filled in and submitted to Caretakers Office by the person involved.

Provide a brief description of the activity the person was performing at the time of the incident. (Example: Person states he was exiting the room when he tripped over a cable and sustained an injury to his arm.)

Root cause of injury: Provide a description of the most basic cause of the incident.

Examples:

- Behaviour - Individual. Inattention; haste/short-cut; improper use of equipment; operating without authority.
- Behaviour -Others. Same as above except injury caused by other persons behaviour.
- Training Incident a direct result of inadequate or a lack of training.
- Policy/Procedures Incident resulted by an inaccurate, lack of policy/procedure, or lack of enforcement.
- Equipment Incident caused primarily by defective equipment, missing or inadequate safety devices.
- Ergonomics Injury caused by mechanical stress, awkward posture, improper force/lifting etc.

- Personal Factor May include personal medical issues, medications, fatigue, language barrier, stress etc.
- Work Environment Incident caused by a physical or chemical factor e.g. availability of proper equipment, design/layout, noise, temperature, housekeeping, availability of PPE.
- Unknown Root cause cannot be determined.

Corrective Action required to prevent re-occurrence - this section sets out the actions to be decided to correct cause of incident and avoid a future occurrence. Ownership of corrective action is required to ensure completion.

Head of Department / Responsible Person will sign off on actual completion date.

Once the original form has been completed by the Supervisor / Lecturer / host - it should be returned to the secretary of the Secretary / Financial Controller, based in room 010, telephone extension number 2650.

Section B

This section to be completed by Student Health Centre. Detailed reports of injury are documented in a personal medical file stored in the Health Centre. If follow up is required updates will be relayed to the supervisor as appropriate. Signature is required upon completion.

Section C

This section to be completed by Head of Department / Head of Function where the incident / injury falls within their area of responsibility.

7.0 Appendices

7.1 Below is the current Accident & Incident Form, which was issued in September 2005.

TU Dublin Tallaght Campus Accident/Incident Report Form.

All incidents resulting in personal injury, dangerous occurrences and near misses which could have resulted in injury must be reported within 24 hours. Please see overleaf Information to assist completion.

Section A (to be completed by supervisor)

Date of Incident:	Time:	Exact Location:	
Name of Injured:	Course Code (If student in TU Dublin Tallaght):	Title of Course:	
Student <input type="checkbox"/> Staff <input type="checkbox"/> Visitor <input type="checkbox"/> D.O.B :	Student :I.D No: If Visitor - Company name:	Phone no:	
Description of Incident. Activity of person at time of incident:			
Root Cause of Accident / Incident (Information needed so as to prevent re –occurrence)			
Was the Injured person Referred to Student Health Centre: yes <input type="checkbox"/> no <input type="checkbox"/>			
Personal Protective Equipment worn: yes no		Required: yes no	
What type was worn:			
Witnesses to incident – Name:		Phone no:	
Corrective Action Required to prevent re-occurrence	By Whom	Planned completion Date/ Signed	
Supervisor Signature:		Date:	

Section B (To be completed by Nurse)

Attended Health Centre yes no	Date:
Nature & Extent of Injury	
Referred to: Doctor Casualty	Transport:
Follow up required: yes no	
Nurse Signature:	Date:

SECTION C

Head of Dept. Signature:		Date:	
Office Use Only	Action:	Insurance Comp. Notified:	Incident Entered in Report Book:

Guidelines for the Completion of Accident Incident Report Form.

All Accidents/Incidents must be documented using Accident Report Form.
 Copies may be taken to ensure any Corrective Action required, be followed through.
 In the case of an accident involving staff, Head of Dept. will need to complete supervisors' sections.

Section A

This section must be completed by Supervisor / Lecturer / host to visitor.
 In the case of any incidents or near misses or theft (none of which results in an injury) this section should be filled in and submitted to Assistant Estates Manager by the person involved.

Provide a brief description of the activity the person was performing at the time of the incident. (Example: Person states he was exiting the room when he tripped over a cable and sustained an injury to his arm.)

Root cause of injury: Provide a description of the most basic cause of the incident.

Examples:	Meaning
<i>Behaviour - Individual.</i>	Inattention; haste/short-cut; improper use of equipment; operating without authority.
<i>Behaviour -Others</i>	Same as above except injury caused by other persons behaviour.
<i>Training</i>	Incident a direct result of inadequate or a lack of training.
<i>Policy/Procedures</i>	Incident resulted by an inaccurate, lack of policy/procedure, or lack of enforcement.
<i>Equipment</i>	Incident caused primarily by defective equipment, missing or inadequate safety devices.
<i>Ergonomics</i>	Injury caused by mechanical stress, awkward posture, improper force/lifting etc.
<i>Personal Factor</i>	May include personal medical issues, medications, fatigue, language barrier, stress etc.
<i>Work Environment</i>	Incident caused by a physical or chemical factor e.g. availability of proper equipment design/layout, noise, temperature, housekeeping, availability of PPE
<i>Unknown</i>	Root cause cannot be determined.
Corrective action	this section sets out the actions to be decided to correct cause of incident and avoid a future occurrence. Ownership of corrective action is required to ensure completion. Head of Department / Responsible Person will sign off on actual completion date.

Section B

This section to be completed by Student Health Centre. Detailed reports of injury are documented in a personal medical file stored in the Health Centre. If follow up is required updates will be relayed to the supervisor as appropriate. Signature is required upon completion.

Section C

This section to be completed by Head of Department / Head of Function where the incident / injury falls within their area of responsibility

➤ **Further information on Accident/Incident – please attach a separate sheet**

Appendix 8

Policy Statement on Harassment and Bullying

TU Dublin Tallaght Campus recognises the right of all employees to be treated with dignity and respect and to work in an environment, which is free from all types of sexual harassment, harassment and bullying.

Sexual harassment, harassment or bullying will not be tolerated in TU Dublin Tallaght Campus. A complaint of harassment or bullying, following investigation may lead to disciplinary action. Disciplinary action may include a range of responses, from verbal warnings to dismissal.

The full Policy on Harassment and Bullying is located at:

<http://staff-intranet/media/Media,19554,en.pdf>