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*This Template (version 2.0 October 2022) is to be used by Schools/Functions in the development of risk assessments and the determining of safety arrangements. It should be used by a working group assigned by the Head of School/Function and kept under periodic review.*

*It should be developed against the backdrop of the University Safety Statement.*

**School/Function Safety Arrangements and Risk Assessments**

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# Document Control Summary

There are further details on document management in section 9.

|  |  |
| --- | --- |
| **Area** | **Document Information** |
| Author e.g. School/ Function working group |  |
| Owner e.g. Head of School/ Function |  |
| Version |  |
| Status e.g. draft/ Final |  |
| Approved by |  |
| Approval date |  |

# Introduction / Context

This document has been prepared by ***Click or tap here to enter text.***and reviewed by the Safety, Health and Welfare (SHW) Office.

This document is based solely on the information provided to the author(s) on the date of completion. If there is any inaccuracy, misstatement, omission or any other error of whatever nature contained herein, it should be reported immediately to the Head of School/ Function and the Safety, Health and Welfare Office.

This document is our written commitment to managing safety, health welfare and the measures we have implemented to achieve this. It outlines the following:

* the results of risk assessments;
* the names and job titles of those appointed to be responsible for any safety and health matters;
* the [duties of employers and employees](https://www.tudublin.ie/for-staff/safety-health-welfare/safety-hub/safety-management-and-responsibilities/), including the co-operation required from employees on safety and health matters;
* our commitment to employee consultation and participation, including arrangements for appointing safety representatives;
* our welfare arrangements;
* our plans and procedures for dealing with fire and emergency evacuation;
* our arrangements to ensure the safety of young persons, pregnant employees and visitors to the workplace or anyone else who may be affected by our activities;
* our personal protective equipment policy and register of equipment;
* our first-aid procedure, and details about the equipment and facilities available;
* our procedures for accident reporting and investigation; and
* our training details.

# Purpose

This document outlines the local arrangements in place to achieve the objectives of the University Safety, Health and Welfare Policy.

# Scope

This document applies to all employees of the School/ Function and others at TU Dublin who may be exposed to any risks associated with the activities of the School/Function e.g., undergraduate/postgraduate/apprentice students, visitors, contractors, service providers etc.

***Provide a brief outline of where the School/ Function is located and the activities within the School/ Function:***

# Definitions

We utilise the following [definitions and glossary](https://www.tudublin.ie/for-staff/safety-health-welfare/safety-hub/glossary/)

# Policy Details

## Policy Overview and Details

***Click or tap here to enter text.*** is committed to working in accordance with the provisions of the *Safety, Health and Welfare at Work Act 2005* and other associated legislation.

We are fulfilling our statutory obligations to manage and co-ordinate workplace safety and health and, as far as is reasonably practicable, commit to ensuring that:

* Work activities are managed to ensure the safety, health and welfare of our employees and others who may be affected;
* Our safety documentation is maintained and updated, and written risk assessments are carried out and reviewed as required and brought to the attention of employees at least annually;
* Identified protective and preventive measures are implemented and maintained;
* Improper conduct likely to put an employee’s safety and health at risk is prevented;
* A safe place of work is provided that is adequately designed and maintained;
* A safe means of access and egress is provided;
* Safe plant and equipment are provided;
* Safe systems of work are provided;
* Risks to health from any article or substance are prevented;
* Appropriate information, instruction, training and supervision are provided;
* Where hazards cannot be eliminated suitable protective clothing and equipment are provided;
* Emergency plans are prepared and revised;
* Welfare facilities are provided and adequately maintained; and
* Competent personnel who can advise and assist in securing the safety, health and welfare of our employees are employed when required.

Signed: ***Please add signature of Head of School/Function*** Date: ***Click or tap to enter a date.***

# Related Documents

* University Safety Statement
* Please insert details of School/Function Policies, Procedures, Protocols and Standard Operating Procedures (SOP’s).
* Please insert details of School/Function Manuals

# Document Management

## Approval Process

This document is approved by the Head of School/ Function and noted at the relevant Campus Safety Health and Welfare Committee (new terms of reference to be confirmed September 2022) and at the University Safety, Health and Welfare Steering Committee.

## Document Review

This document must be relevant at all times. Therefore, it should be reviewed at least annually by the School/ Function working group in consultation with the Safety, Health & Welfare Office or reviewed more frequently if;

* Changes occur - your activity changes and your employees/others are exposed to new hazards, for example the introduction of new machinery/equipment/chemicals, new work practices, procedures or emerging risks are introduced;
* new technical knowledge becomes available, or when new legislation or standards are brought in;
* there is reason to believe that the information it contains is no longer adequate, for example changes to health and safety arrangements and resources, or a review of policy following an incident.

All updates and changes will be conducted through the consultation process. Reviews will be brought to the attention of all employees and others (relevant stakeholders) whenever it is changed or updated and when new recruits commence. It will be brought to their attention in a form and language that is understood.

## Version Control

To be used when changes occur within the School/ Function in advance of the annual review.

|  |  |  |  |
| --- | --- | --- | --- |
| **VERSION NUMBER** | **VERSION DESCRIPTION /**  **CHANGES MADE** | **AUTHOR** | **DATE** |
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## Document Approval

|  |  |  |
| --- | --- | --- |
| **VERSION NUMBER** | **APPROVAL DATE** | **APPROVED BY (NAME AND ROLE)** |
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|  |  |  |

## Document Ownership

This document is owned by ***Click or tap here to enter text.***

## Document Storage

This document is available on the [SHW website](https://www.tudublin.ie/for-staff/safety-health-welfare/) and the School/ Function website.

# Safety Arrangements for **Click or tap here to enter text.**

### Names and Job Titles

Those appointed to be responsible for any safety, health & welfare matters

| **Name** | **Role** | **Location** | **Contact Number** | **Email Address** |
| --- | --- | --- | --- | --- |
|  | Head of School/ Function |  | (01) 220 |  |
|  | Head of Discipline/ Function |  |  |  |
|  | School/ Function Administrator |  |  |  |
|  | School Operations Lead |  |  |  |
|  | Working Group(s) |  |  |  |
|  | Person responsible for document control |  |  |  |
|  | Person responsible for training register |  |  |  |
|  | Person responsible for PPE register |  |  |  |
|  | Person responsible for equipment register |  |  |  |

### SHW Staffing Details

| **Name** | **Role** | **Location** | **Contact Number** | **Email Address** |
| --- | --- | --- | --- | --- |
| Edel Niland | SH&W Senior Manager | City | (01) 2206266/ 086 389 1080 | edel.niland@tudublin.ie |
| Rosie Fleming | Occupational Health Advisor | City | (01) 2206270/087 980 9194 | rosie.fleming@tudublin.ie |
| Vacant | Occupational Health Advisor | City | (01) 2206268/087 980 9135 |  |
| Orlaith Waters | Occupational Health Advisor | City | (01) 2206269/087 980 9131 | orlaith.waters@tudublin.ie |
| Sinead Collins | SH&W Administrator | City | (01) 2206267 | sinead.m.collins@tudublin.ie |

### 

### Duties of Employers, Employees and Others

The full listing of roles and responsibilities within TU Dublin is available on the SHW website [click here](https://www.tudublin.ie/for-staff/safety-health-welfare/safety-hub/safety-management-and-responsibilities/).

|  |  |
| --- | --- |
| **Categories of School/ Function Personnel** | **Tick (🗸) which is relevant to**  **your School/ Function** |
| **Employees** |  |
| * **Academic staff** |  |
| * **Technical staff** |  |
| * **Professional Services staff** |  |
| * **Administrative staff** |  |
| * **Other (please specify)** |  |
| **Contractors/Service Providers** |  |
| **Franchise Holders, Campus Companies, Others with Shared Occupancy** |  |
| **Students** |  |
| **Visitors** |  |
| **Campus users** |  |

### Plans and Procedures for Dealing with Fire and Emergencies

Action for fire/evacuation warning - The immediate response to fire/evacuation warning for all campus users

**On suspecting a fire i.e. smelling or seeing smoke**

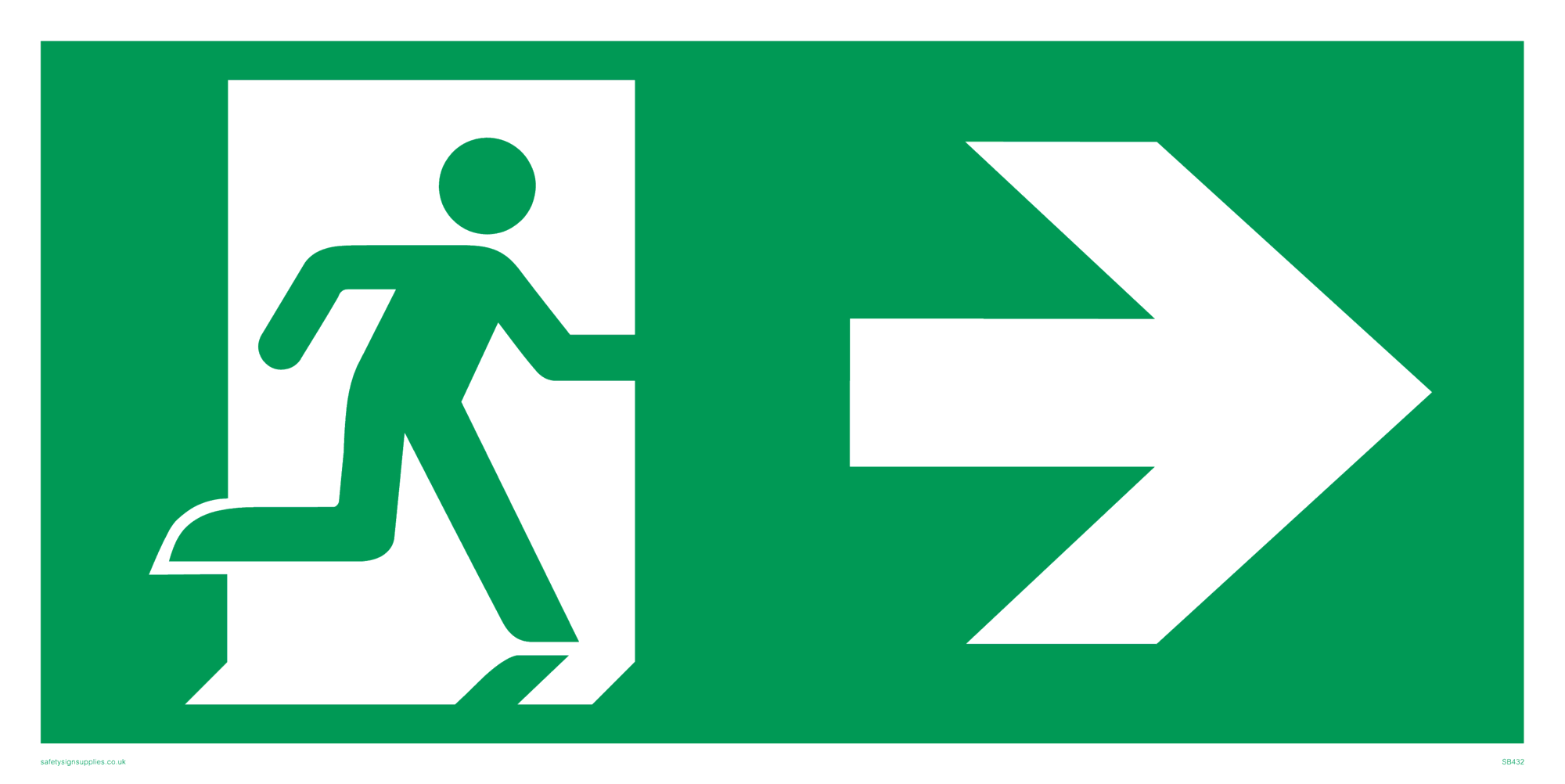
* Do not investigate alone; and
* Alert front desk/reception and wait for further instruction. Prepare to evacuate.

**On discovering a fire:**

* Do not panic;
* Activate the nearest alarm call point or break glass unit, after which;
* Alert the front desk/reception or Emergency Services if possible;
* Fight the fire with the appropriate fire extinguisher **only** if it is safe to do so and you are trained; and
* Follow the evacuation procedure below.

**If you hear the evacuation alarm (the alarm will sound continuously)**

* Proceed to evacuate without delay;
* Do not return for personal belongings or wait for further information or instruction;
* If there is time and it is safe to do so, shut down electricity and gas, and close doors and windows;
* Leave the building using the nearest emergency exit following the green emergency exit signs;

* Do not use the lift;
* Form a single file on stairways and corridors and leave the centre passageway clear for emergency access;
* If you encounter crowd congestion, smoke or other danger proceed to another exit if possible;
* If, for some reason you cannot exit the building, make your way to a refuge area and use the call point (see picture below) to inform colleagues of your whereabouts;
* Disperse from the building and report any issues to the Incident Controller;
* Move away to the designated Assembly Point; and
* Do not re-enter the building until the “all clear” has been given by the Incident Controller/

person in charge.

**Refuge call point (press the button to communicate)**



**CONTACTING EMERGENCY SERVICES**

* Dial 112 or 999 (if dialling from a campus landline phone you may need to dial “0” for an outside line);
* Ask for correct service(s); and
* Give the following information: Your name, telephone number, exact location (TU Dublin Campus building, street, landmarks, Eircode if known), type of incident, contact details, number of casualties, type of injuries, any hazards etc.

***DON'T HANG UP THE PHONE UNTIL THE OPERATOR CLEARS THE LINE***

* If dialling 112 or 999 from a campus landline phone, remember you may need to dial “0” first to get an outside line. The dial tone may differ from the usual tone;
* Designate someone to inform the front desk/reception of the situation; and
* Designate a person to go to the front of the building to guide the Emergency Services to the scene.

**Evacuation Marshals (ALL EMPLOYEES)**

All employees are required to act as evacuation marshals during an evacuation. The main role of an evacuation marshal is to carry out a “sweep/search” of rooms in their area and instruct all occupants to leave the building promptly by the nearest and safest exit and report to the Assembly Point. They report information about their area to the Incident Controller outside the building. Evacuation marshals are advised not to put themselves in any danger while undertaking their duties. The role and duty of an evacuation marshal is covered in Emergency Response Training.

Emergency Preparedness details may be found at this [link](https://www.tudublin.ie/for-staff/safety-health-welfare/emergency-preparedness/)

Assembly Points and pictures of same relevant to your campus may be found at this [link](https://www.tudublin.ie/for-staff/safety-health-welfare/emergency-preparedness/fire-and-evacuation/)

First Response procedures in emergency scenarios are available [here](https://www.tudublin.ie/for-staff/safety-health-welfare/emergency-preparedness/emergency-response-quick-links/)

### First-Aid and Details about the Equipment and Facilities Available

TU Dublin First-aider details are available from this [link](https://www.tudublin.ie/for-staff/human-resources/people-development/professional-development/health-and-safety/)

Local first-aiders for the School/ Function are listed in the table below. ***Where a School/ Function has first-aider details on their One Drive they can insert the link here***

| **FIRST-AIDERS**  **Name** | **Location** | **Contact Number** | **Email Address** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| **First-aiders are responsible for checking first-aid kits and equipment in their areas.**  **Replenishment of first-aid stocks can be ordered from the Safety, Health & Welfare Office email shw@tudublin.ie** | | | |

First-aid response to medical conditions are available from this [link](https://www.tudublin.ie/for-staff/safety-health-welfare/emergency-preparedness/first-aid-and-medical/).

***Please insert the location of your nearest first-aid room*** some ofthese rooms also serve as a rest facility for pregnant women and breastfeeding mothers.

|  |  |
| --- | --- |
| **Building** | **Room/Area** |
| Aungier St. | Room 4007\*, 4th Floor |
| Blanchardstown | Medical Centre, An Croí Building, 1st Floor, Room C108/109\* |
| Bolton Street | Room 136.1, Ground Floor |
| Central Quad, Grangegorman | Room, CQ-0372, Ground Floor |
| East Quad, Grangegorman | Room EQ-020, Ground Floor |
| Lower House, Grangegorman | First-Aid Room, Ground Floor |
| Park House | First-Aid room, 4th Floor |
| Rathdown House, Grangegorman | Room RD003, Ground Floor |
| Tallaght | Medical Centre, 1st Floor of Main building, Room 110 |

*\* Aungier Street and Blanchardstown rooms are available* *for pregnant women and breastfeeding mothers, however full fit-out is still in progress.*

|  |  |
| --- | --- |
| **Location of First-Aid Equipment** | |
| First-Aids Kits | First-aid kits are available at the front desk/reception in main buildings.  ***Include specific locations in your School/ Function*** |
| Automated External Defibrillators (AEDs) | AEDs are available at the front desk/reception in main buildings. A full listing of all AED locations is available on the website [click here](https://www.tudublin.ie/for-staff/safety-health-welfare/emergency-preparedness/emergency-response-quick-links/) |
| Emergency Showers | ***Include specific locations in your School/ Function*** |
| Eye-Wash Stations | ***Include specific locations in your School/ Function*** |

### Internal and External Emergency Numbers

|  |  |
| --- | --- |
| **TU Dublin City Internal Contact Numbers** | |
| **Central Switchboard** | (01) 220 5000 |
| [**Chaplaincy**](https://www.tudublin.ie/for-students/student-services-and-support/student-wellbeing/pastoral-care-chaplaincy/contact-us/)  **City**  **Tallaght**  **Blanchardstown** | (01) 2207076  (01) 220 7671 / 086 102 2698  (01) 220 7089 / 086 0671548 |
| **Security Control Centre 24 hour**  **(Grangegorman, Orchard House)** | (01) 220 7615  (01) 220 7616 |
| **Student Counselling Service** | 086 0820543 |
| **Corporate Employee Assistance Programme**  **(Spectrum Life)**  **24 hours a day/365 days per year** | Call freephone  **1800 814 243**or  text “Hi” using WhatsApp or SMS to  **087 369 0010** or  you may email an enquiry to the specialist information service at [**eap@spectrum.life**](mailto:eap@spectrum.life) |
| **Estates Helpdesk** | (01) 220 7666 |
| **Student Health Centres:**  **Aungier Street (Room 2051, Second Floor)**  **Grangegorman, Rathdown House (First floor)**  **Tallaght (Room 110, First Floor of Main Building)**  **Blanchardstown (Room 108/109, First Floor CroÍ Building)** | (01) 220 5700  (01) 220 5700  (01) 220 7739  (01) 220 8117/ 087 188 1336 |

|  |  |  |
| --- | --- | --- |
| **External Emergency contact numbers** | | |
| **Emergency Services** | **112/999** (If dialling from a landline phone you may need to dial “0” for an outside line) | |
| **Hospitals** | **Northside** (01) 803 2000 Mater Hospital  (01) 646 5000 Blanchardstown  **Southside** (01) 401 3000 St. James Hospital  (01) 414 2000 Tallaght Hospital | |
| **Dublin City Council** | (01) 222 22 22 | |
| **Garda Síochána** | **Northside:**  Bridewell: (01) 666 8200  Mountjoy Square: (01) 666 8600  Fitzgibbon Street: (01) 666 8400  Store Street: (01) 666 8000  Tallaght: (01) 666 6000  Blanchardstown: (01) 666 7000 | **Southside:**  Kevin Street: (01) 666 9400  Pearse Street: (01) 666 9000 |
| **Gas Networks Ireland 24-hour Emergency** | 1850 20 50 50 | |
| **ESB Fault Emergency Line** | 1850 372 999  Fault and Emergency: 021 4537000 (open 24 hours, 7 days per week) | |
| **Health and Safety Authority** | 0818 289 389 | |
| **Samaritans** | 116 123 | |
| **Environmental Protection Agency** | 0818 33 55 99 | |
| **National Poisons Information Centre** | Members of Public:(01) 809 2166  (8.00 a.m. to 10.00 p.m. 7 days a week) | |

**TU DUBLIN EMERGENCY FIRST-AID PROCEDURE**

**ACCIDENT / INJURY / UNWELL**

|  |
| --- |
| **CONTACT FIRST AIDER** |
| * A first-aid kit and Automated External Defibrillator (AED) are available at the Front Desk/Reception area * Contact your nearest first-aider (a list of trained first-aiders is available [here)](https://www.tudublin.ie/for-staff/human-resources/people-development/professional-development/health-and-safety/) * If you require advice contact: * The Safety, Health & Welfare Office for advice 087 9809194 / 087 9809135 / 087 9809131 /   086 3891080   * Student Health Centres: Aungier Street & Grangegorman (Rathdown House): (01) 220 5700   Tallaght: (01) 220 7739, Blanchardstown: (01) 220 8117/ 087 188 1336 |

|  |
| --- |
| **WORRYING INJURY/ILLNESS** |
| Requires immediate medical attention   * Arrange transport for the person to their local GP or A&E Department * Students **ONLY** can attend the Student Health Centres (Mon - Fri 9:00am - 5:00pm)   Aungier Street & Grangegorman (Rathdown House): (01) 220 5700  Tallaght: (01) 220 7739  Blanchardstown: (01) 220 8117/ 087 188 1336  If in doubt of severity of injury/illness   * Contact Emergency Services on **112 or 999** (Dial ‘0’ from a TU Dublin landline) |

|  |
| --- |
| **SERIOUS INJURY/ILLNESS** |
| * Call emergency services on 112/999 (Dial ‘0’ from a TU Dublin landline) * Keep the person comfortable until the ambulance arrives * A friend/responsible person should accompany the person to hospital * Contact the SH&W Senior Manager - 086 3891080 |

|  |
| --- |
| **FOR ALL INCIDENTS** |
| * If in doubt of the severity of an injury/illness contact the emergency services on 112 or 999 * For all accidents complete an accident form on the Health, Safety and Welfare website click [here](https://forms.office.com/Pages/ResponsePage.aspx?id=yxdjdkjpX06M7Nq8ji_V2iTIVfvEBClFgjksQYvZ3TlUMko0RkNQT1NGOEFMNUJSTzM2UUNJVkxUQS4u) |

### Commitment to Employee Consultation and Participation

Including arrangements for appointing safety representatives

It is recommended that Schools/ Functions with significant hazards should consider setting up a school/function safety committee to ensure full compliance with the requirements of the 2005 Act and associated regulations. Please refer to the guidance document on School/ Function safety committees in appendix 1. Otherwise, safety must be a standing agenda item at each School/Function/ Faculty/ Head of Service meeting. Minutes are available from ***Insert a link where staff can review safety minutes e.g. OneDrive.***

The following working groups are in place: ***Please list the working groups in place for your School/Function.***

The following Safety Representatives are selected: ***Please list the Safety representatives for your area***.

*Heads of School/Function will:*

* Communicate relevant risk assessments to employees, students and others who may be affected e.g. tell them about the control measures in place and know who is responsible for implementing any additional controls and by what date;

*Employees:*

* Are encouraged to monitor the effectiveness of the control measures in place;
* Will ensure they read and understand safety documentation (including risk assessments) and what is expected to ensure a safe working environment; and
* Will communicate with management if they feel additional control measures are required.

### Arrangements to Ensure the Safety of Sensitive Work Groups

young persons, pregnant employees and visitors to the workplace or anyone else who may be affected by our activities

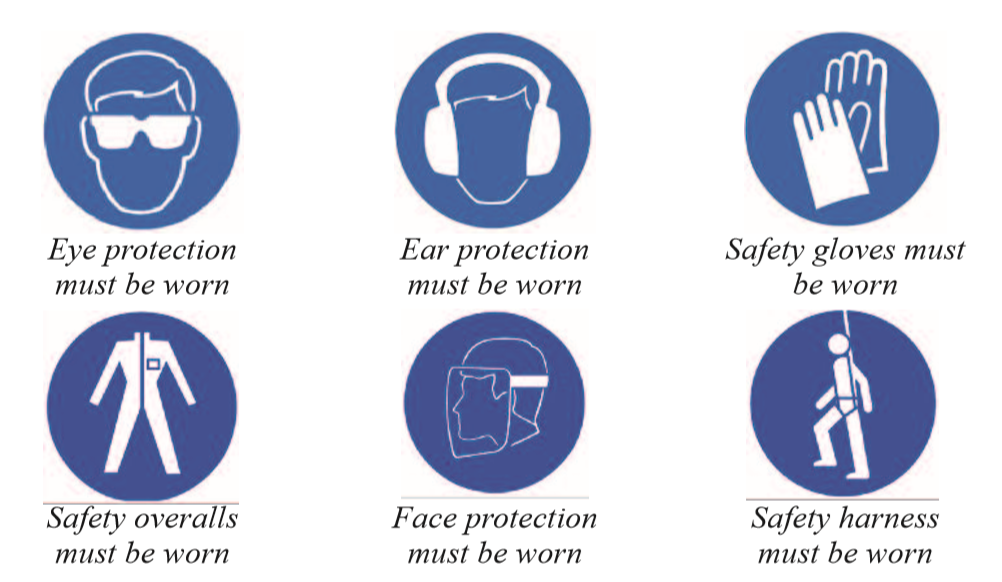
Young persons, pregnant employees, and visitors are addressed in the risk assessment section.

### Personal Protective Equipment Policy and Register of Equipment

All PPE and safety equipment purchased by the School/Function (or by students at the request of the School/Function) must be of approved standards and comply with relevant EC Directives regarding design and manufacture. Defects shall be reported to Managers/Supervisors.

The various areas where PPE must be worn are outlined in the risk assessments. This is further complemented with mandatory signage. PPE shall be provided and worn in designated areas and whilst carrying out specific tasks, based on the risk assessments.

Please outline staff and student arrangements for PPE e.g. staff are supplied with PPE by the School/Function and students purchase their own PPE. ***Tick 🗸the yellow box for PPE relevant to your School/Function.***





Chef Uniform Laboratory Coat (Howie) Safety Shoes

Other, Please list

***Please outline if PPE is disposable or if reusable, the cleaning and maintenance required*** Cleaned weekly

***Please outline the PPE training provided to staff and students***

### Procedure for Reporting Accidents/ Near misses/ Dangerous Occurrences/ Hazards

Employees and students are required to immediately inform their Supervisor/Line Manager of any accident/near miss/dangerous occurrence/hazard. An online [report form](https://www.tudublin.ie/for-staff/safety-health-welfare/reporting/) must be submitted to the [SHW Office](mailto:shw@tudublin.ie) within 24 hours.

Accidents will be investigated by the Manager/Supervisor in charge of the area in which the accident occurred and assisted as necessary by the Safety, Health and Welfare Office. The purpose of this investigation is to identify the causes of the accident and allow corrective action to be taken to prevent a re-occurrence. All staff, students and contractors/service providers are obliged to co-operate with such investigations and to provide any information which may be useful in establishing the circumstances surrounding the accident.

The reporting of certain accidents and dangerous occurrences to the Health and Safety Authority (HSA) will be completed by the Safety, Health and Welfare Office as required.

In the event of a serious accident/fatality the Safety, Health & Welfare Senior Manager will liaise with the Health & Safety Authority and Gardaí regarding the reporting and investigation of the accident.

### Statutory Testing/ Register of Equipment

Each School/ Function must keep a register of equipment that requires statutory testing ***(please complete details in the table below).***

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Location** | **Test Frequency** | **Test Company Details** |
|  |  |  |  |
|  |  |  |  |

### Training details

In addition to the general health and safety training requirements outlined in the Health & Safety Training Policy, the following specialised training is required for specific hazards relevant to this school/function ***(Please tick box🗸);***

Chemical Gas Biological Laser Machinery and plant

Working at heights Child Protection Training Other (please specify)

# Hazard Identification

Please use the checklist below to assist in the identification of hazards and complete the risk assessment in accordance with the risk assessment procedure and template provided below.

Further resources on risk assessment development and templates is available from the [SHW website](https://www.tudublin.ie/for-staff/safety-health-welfare/policies-protocols-and-sops/statement-arrangements--risk-assess/) and the [HSA website](https://www.hsa.ie/Search.aspx?cx=000825887272978772436%3Ainif9i4s4tq&ie=UTF-8&q=RISK+ASSESSMENT). The Safety, Health & Welfare Office is available to provide risk assessment training, review risk assessments completed by Schools/Function, and offer professional judgement and advice.

### Risk Assessment Procedure & Templates

**Introduction**

*Section 19 of the Safety, Health and Welfare at Work Act 2005* requires every employer, the self-employed, and those who control workplaces to any extent, to identify the hazards in the workplace under their control and to assess the risks presented by those hazards. Employers are required to do all that is reasonably practicable to minimise the risk of injury. A School/Function can achieve all that is reasonably practicable by:

• identifying the hazards and associated risks relating to the School/Function, and

• putting in place appropriate control measures such that it would be grossly disproportionate to do more.

**Purpose**

The purpose of this procedure is to set out how risk assessments are completed at TU Dublin.

**Scope**

The hazard identification, risk assessment and control process relates to all activities and equipment in the place of work under TU Dublin’s control.

**Responsibilities**

*Each Head of School/Function is responsible for:*

* Ensuring written risk assessments are carried out for all work activities and equipment in areas under his/her control;
* Convening a working group, where necessary, to assist with the risk assessment process (see working group section below);
* Consulting with and involving his/her employees as part of the risk assessment process;
* Keeping records of risk assessments completed;
* Ensuring control measures outlined in the risk assessments are implemented;
* Reviewing risk assessments annually or as necessary; and
* Communicating findings of risk assessments to all employees and others under their remit or to those who may affected by their work activities.

*The Safety, Health & Welfare Office is appointed to facilitate and support Heads of School/Function with the risk assessment process by:*

* Developing standard template forms for completion;
* Ensuring training is provided in the form of legal briefings and risk assessment methodology;
* Advising of changes in legislation or associated guidance that will impact on the requirement to carry out or revise a risk assessment;
* Reviewing risk assessments completed by Schools/Function and offering professional judgement and advice as appropriate; and
* Sourcing external expertise where necessary.

**Working Groups**

Collaboration and employee involvement is fundamental in ensuring risks are effectively managed as often they have the most knowledge of the hazards and risks associated with their work.

For Schools/Functions with considerable hazards to be risk assessed, in terms of the place of work or work activities or both, a working group of competent persons will be convened by the Head of School/Function to assist him/her with the risk assessment process. The group may consist of a mixture of employees to ensure a broad range of subject matter knowledge, skills and experience within the group e.g. school/function representatives from management, academic, technical, administration and support staff. Led by the Head of the School/Function, the working group will carry out the following:

* Undertake risk assessment workshop provided by the Safety, Health & Welfare Office;
* Assist in the preparation of risk assessments (steps 1-5 below);
* Head of School/Function consults with all his/her employees and takes feedback on board;
* Head of School/Function approves final version and brings to the Faculty Dean and University Safety Steering Committee for noting.

**Procedure**

The five main steps to completing a risk assessment are:

***Step 1: Look at the hazards***

The first step is to identify all the hazards in the workplace (see hazard check list below to assist). A hazard is anything with the potential to cause injury or ill health. Within your School/Function there may be several different types of hazard:

Physical hazards, such as manual handling, slip or trip hazards, poor housekeeping, fire, working at height, working with hot items, working in cold environments or using poorly maintained equipment.

Health hazards, such as noise, vibration, unsuitable light levels, harmful dusts or stress.

Chemical hazards, such as working with common everyday products from cleaning agents, glues and correction fluids to industrial solvents, dyes, pesticides or acids.

Human factor hazards, such as bullying by or violence from other employees or members of the public.

***Step 2: Assess the risks***

Risk means the likelihood that someone will be harmed by a hazard, together with the severity of the harm suffered. When we look at likelihood matched up with severity using the below categorisations, we can determine the level of risk associated and classify it numerically and by colour code (see risk matrix below). Risk also depends on the number of people who might be exposed to the hazard. In assessing the risk, you should estimate:

* how likely it is that a hazard will cause harm,
* how serious that harm is likely to be, and
* how often and how many individuals are exposed.

When assessing the risk, it is important to consider who may be exposed to a specific hazard. Apart from direct employees, think about the people who may not be in the workplace all the time, for example:

* students,
* cleaners,
* visitors,
* other employers’ workers such as contractors/service providers, and
* maintenance personnel.

Where the public access your offices/work areas under your control, you will need to assess the hazards that they are exposed to. Hazards could vary from slips, trips and falls to unauthorised entry to dangerous areas.

You also need to consider vulnerable groups for which you may need to put in place additional control measures. These vulnerable groups may include:

* young people, who may be more at risk due to their inexperience and lack of training;
* elderly people;
* pregnant, post-natal and breastfeeding employees;
* people with language difficulties or for whom English is not a first language;
* people with different abilities or disabilities; and
* people who are handling money or dealing with the public.

***Step 3: Decide on control measures***

Decide on the control measures to reduce risks and assign ownership for implementation. When deciding on the appropriate control measures to put in place, the working group need to ask themselves:

* Can we eliminate the hazard altogether?
* Can we change our activities to make it safer?
* If not, what safety precautions are necessary to control this risk as much as possible?

Schedule 3 of the SHWW Act 2005 [general principles of prevention](https://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Guide_to_SHWWA_2005.pdf) should be implemented with reliance on personal protective equipment being the last option.

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adaptation of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
9. The giving of appropriate training and instructions to employees.

***Step 4: Take Action***

Implement the control measures in the agreed timeline.

***Step 5: Review***

Monitor the effectiveness of the control measures implemented and review the risk assessments at least annually.



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| --- | --- |
| **School/ Function:** | **Locations (building location):** |
| **Risk assessment working group members:** |  |

**RISK ASSESSMENT TEMPLATES**

***Chemical, biological and infectious diseases risk assessment templates are available*** [***here***](https://www.tudublin.ie/for-staff/safety-health-welfare/policies-protocols-and-sops/statement-arrangements--risk-assess/)***.***

***For all other hazards use the standard template provided below in word. The template is also available in excel format on request.***

Table of content for risk assessments – if a School/ Functions wishes to table details

|  |  |  |
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| **Ref No/ ID number:** | **Hazard:** | **Page Number:** |
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| ***HAZARD CHECKLIST*** | | | |
| **HAZARD CHECKLIST**  *(please tick (****🗸****) yes or no)* | **No** | **YES** | ***If YES, please provide details and complete the risk assessment below*** |
| **Biological agents**  e.g. Blood/ food/air/ water borne  pathogens, hepatitis  sharps, clinical waste, other |  |  |  |
| **Chemicals**  e.g. solvents, paints, degreasers,  cleaning products, asbestos, acetylene |  |  |  |
| **Gases**  (natural gas, gases in cylinders and piped gases) |  |  |  |
| **Lasers** |  |  |  |
| **Physical** |  |  |  |
| Manual handling |  |  |  |
| Display Screen Equipment/Visual Display Units (i.e. computers, laptops) |  |  |  |
| Equipment/Machinery |  |  |  |
| Electricity |  |  |  |
| Hand Tools |  |  |  |
| Heat Sources / High Temperatures /  Hot Surfaces |  |  |  |
| Instrumentation |  |  |  |
| Lifting Equipment / Mechanical Aids  Vehicles |  |  |  |
| Noise |  |  |  |
| Power Tools |  |  |  |
| Pressure Systems |  |  |  |
| Machinery & Plant |  |  |  |
| Portable Electrical Appliances  (Note: PAT risk assessment to be completed) |  |  |  |
| **Radiation** |  |  |  |
| **Vibration** |  |  |  |
| **Working at Height**  (incl. use of ladders) |  |  |  |
| **Human Factors** |  |  |  |
| **Sensitive Work Groups:**  Pregnant Employees /Students & Nursing Mothers |  |  |  |
| Young Persons, Students on Placement |  |  |  |
| People with Disabilities |  |  |  |
| Visitors |  |  |  |
| Contractors/ Service Providers |  |  |  |
| Out of hours access |  |  |  |
| **Allergens** |  |  |  |
| **Psychosocial**  e.g. Violence, aggression, stress, bullying, harassment,  horse play |  |  |  |
| **OTHER HAZARDS /**  **ANY OTHER RELEVANT INFORMATION :** |  |  |  |

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| **PHYSICAL** | | | | | | |
| **Ref No/ ID number:** | | **Date of Assessment:**  **Review Date:**  **Risk Assessor(s):** | | | | |
| **Hazard** | **Risk(s) Associated/Description** | **Current Control measures** | **Risk Factor Rating**  **(1-25)** | **Further Control measures or actions to be implemented to reduce the risk** | **Action completed by whom and by when?** | **Status**  (In progress/ Outstanding/ Complete) |
| Severity (1-5) X Likelihood (1-5) |
|  |  |  | Choose an item. |  |  |  |
| **Persons at risk/ Who is harmed (please tick):** Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities Other (please specify) | | | | | | |

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| **OPERATIONAL** | | | | | | |
| **Ref No/ ID number:** | | **Date of Assessment:**  **Review Date:**  **Risk Assessor(s):** | | | | |
| **Hazard** | **Risk(s) Associated/Description** | **Current Control measures** | **Risk Factor Rating**  **(1-25)** | **Further Control measures or actions to be implemented to reduce the risk** | **Action completed by whom and by when?** | **Status**  (In progress/ Outstanding/ Complete) |
| Severity (1-5) X Likelihood (1-5) |
|  |  |  | Choose an item. |  |  |  |
| **Persons at risk/ Who is harmed (please tick):** Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities Other (please specify) | | | | | | |

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| **HUMAN FACTORS** | | | | | | |
| **Ref No/ ID number:** | | **Date of Assessment:**  **Review Date:**  **Risk Assessor(s):** | | | | |
| **Hazard** | **Risk(s) Associated/Description** | **Current Control measures** | **Risk Factor Rating**  **(1-25)** | **Further Control measures or actions to be implemented to reduce the risk** | **Action completed by whom and by when?** | **Status**  (In progress/ Outstanding/ Complete) |
| Severity (1-5) X Likelihood (1-5) |
|  |  |  | Choose an item. |  |  |  |
| **Persons at risk/ Who is harmed (please tick):** Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities Other (please specify) | | | | | | |

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| **CHEMICAL** | | | | | | |
| **Ref No/ ID number:** | | **Date of Assessment:**  **Review Date:**  **Risk Assessor(s):** | | | | |
| **Hazard** | **Risk(s) Associated/Description** | **Current Control measures** | **Risk Factor Rating**  **(1-25)** | **Further Control measures or actions to be implemented to reduce the risk** | **Action completed by whom and by when?** | **Status**  (In progress/ Outstanding/ Complete) |
| Severity (1-5) X Likelihood (1-5) |
|  |  |  | Choose an item. |  |  |  |
| **Persons at risk/ Who is harmed (please tick):** Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities Other (please specify) | | | | | | |

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| **BIOLOGICAL** | | | | | | |
| **Ref No/ ID number:** | | **Date of Assessment:**  **Review Date:**  **Risk Assessor(s):** | | | | |
| **Hazard** | **Risk(s) Associated/Description** | **Current Control measures** | **Risk Factor Rating**  **(1-25)** | **Further Control measures or actions to be implemented to reduce the risk** | **Action completed by whom and by when?** | **Status**  (In progress/ Outstanding/ Complete) |
| Severity (1-5) X Likelihood (1-5) |
|  |  |  | Choose an item. |  |  |  |
| **Persons at risk/ Who is harmed (please tick):** Students Staff members Visitors Contractors/ Service provider Sensitive risk groups (young persons, pregnant women, people with disabilities Other (please specify) | | | | | | |

### Appendices

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**Appendix 1**

**School/Function Safety Committees**

School/Function management can either choose to have health and safety as a standing agenda item at School/ Function meetings or set up a safety committee. The School/Function Safety Committee has an advisory and consultative function.

**Guidance Document for School/Function Safety Committee**

**School/Function Safety Committee**

**This Committee has an advisory role regarding health and safety in their School/Function.**

Examples of activities that Safety Committees may undertake at the School/Function level include:

* Assistance in the identification and control of hazards;
* Encouragement of safe work practices;
* Assistance in the development of safe working procedures, operating procedures and

maintenance schedules;

* Assistance in the development of School/Function laboratory safety manuals (where relevant)

and specific induction programs;

* Identification of employee and student training needs;
* Development and review of School/Function policies, practices and consultative procedures;

**1. Structure**

It is recommended that School/Function Safety Committees have involvement from both staff and students where applicable. Each area of teaching and research should be represented on the committee. Members will include as appropriate:

* Head of School/Function, Manager or their nominee
* Academic staff
* Professional services staff
* Technical staff
* Student representatives.

Membership and the Chair of the committee are reviewed at the first meeting of each year. The Chair should be the Head of School/Function or their nominee. New membership should be encouraged each year. If requested, a representative from the Safety, Health & Welfare Office can attend as a non-voting member.

**2. Meetings**

Meetings should be conducted at least every 3 months or more frequently if required.

**3. Agendas and Minutes**

Recommended agenda items include:

* Business arising from previous meeting;
* School/Function risk assessments
* Recent hazard and accident reports;
* Workplace inspections/audits findings;
* Training needs or upcoming courses of interest;
* First-aid requirements e.g. first responders and first-aid equipment needs;
* Feedback from the Campus and University Safety Health and Welfare Committees;
* Legislative or policy changes that are applicable to the work area; and
* Any issues that may affect the health and safety of employees/ students/ others in the School/ Function.

Minutes of meetings are to be recorded and circulated to the members of the School/Function Safety Committee.

**4. Issue Resolution**

Issues should be attempted to be resolved at the School/Function Safety Committee level. If the issue cannot be resolved it should be forwarded to the Campus Safety Committee for assistance in issue resolution. Urgent issues should be brought to the attention of the Head of School/Function and/or the Dean/Head of Service as soon as possible for resolution.