Technological University Dublin
*City Campus
Safety Statement 2019
Third Level Education Sector

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*City Campus Locations: Grangegorman, Aungier Street, Cathal Brugha Street, Mountjoy Square, Rathmines, Bolton Street and Kevin Street.

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FOREWORD


TU Dublin, as an *employer* (among other requirements), is required under Sections 19 and 20 of the 2005 Act to:
- Identify hazards;
- Carry out a risk assessment; and
- Prepare a written safety statement for the *place of work* based on the above, and specify how the safety, health and welfare of employees will be secured and managed.

Due to the size, complexity and diversity of its operations, TU Dublin City Campus addresses the requirements of the 2005 Act with the provision of this main Safety Statement and School/Function risk assessments. Each School/Function risk assessment outlines the local arrangements in place for ensuring a safe and healthy work environment. Please refer to the website for links to the risk assessments for each School/Function on campus. In addition, TU Dublin City Campus has policies, procedures and guidance notes on various health and safety matters. All current documents are available on the website.

This Safety Statement applies to all *employees* of TU Dublin City Campus and other campus users who work or come into contact with the business of the University such as students, visitors and contractors/service providers. Note: As students are registered on courses, there is a greater level of responsibility for their safety and health compared with the other campus users mentioned previously.

The Health and Safety Office compiles this main Safety Statement and facilitates the compilation of the various School/Function risk assessments. The risk assessments are based solely on the information available on the date of compilation. If there is any inaccuracy, misstatement, omission or any other error of whatsoever nature contained herein, please bring this to the immediate attention of the Health and Safety Office. This Safety Statement is reviewed annually by the Health and Safety Office and updated as necessary or where significant change takes place. This is then recommended for approval to the Operations & Resources Committee (ORC) by the Health and Safety Subcommittee.

Relevant contents of the Safety Statement and risk assessments, particularly specific hazards, risks and preventative measures will be brought to the attention of all employees at least annually and to others at the place of work who may be exposed to any specific risks. This is completed locally by the management team. Employees engaging service providers/contractors should bring the hazards identified, the safety and health measures that must be taken, and relevant controls to the attention of those service providers/contractors.

A hard copy of the Safety Statement is available at the front desk/reception in each of the main campus buildings (where possible) and on the website. A list of all School/Function risk assessments is available in the appendices of this Safety Statement and the School/Function risk assessments are available online.

Edel Niland
Health and Safety Advisor

Date 16/7/2019
**“employer”, in relation to an employee—**

(a) means the person with whom the employee has entered into or for whom the employee works under (or, where the employment has ceased, entered into or worked under) a contract of employment,

(b) includes a person (other than an employee of that person) under whose control and direction an employee works, and

(c) includes where appropriate, the successor of the employer or an associated employer of the employer;

* “place of work” includes any, or any part of any, place (whether or not within or forming part of a building or structure), land or other location at, in, upon or near which, work is carried on whether occasionally or otherwise.

*The SHWW Act 2005 definition of an employee reads ‘a person who has entered into or works under a contract of employment and includes a fixed-term employee and a temporary employee.’ In the TU Dublin City Campus context, postgraduate students who hold an employment contract issued by the Human Resources Office are deemed to be employees of TU Dublin City Campus.
General Statement of Policy

Technological University Dublin (TU Dublin) City Campus is committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005, other associated legislation and the requirements of this Safety Statement, to ensure so far as is reasonably practicable, the safety health and welfare of its employees. In addition, it is our policy to meet our responsibilities under the Act to ensure students and other persons at the place of work but not in our employment, who may be affected by the work activities, are not exposed to risks, injury or ill health.

As per the General Duties of the Employer under Section 8 of the 2005 Act, we will ensure the following absolute duties are adhered to:

- A written safety statement is maintained and updated. Hazard identification and risk assessments are carried out taking account of the Principles of Prevention (Schedule 3, 2005 Act), reviewed as required and brought to the attention of all employees and relevant persons at least annually/following any amendment;
- Emergency plans and procedures are prepared and revised to deal with an emergency or the presence of serious or imminent danger;
- Welfare facilities are provided and maintained; and
- Accidents and dangerous occurrences are reported as required to the Health and Safety Authority (HSA).

As per the General Duties of the Employer under Section 8 of the 2005 Act, we will ensure in so far as is reasonably practicable, that:

- Work activities are managed and conducted to ensure the safety, health and welfare of employees;
- Identified protective and preventive measures are implemented and maintained;
- Improper conduct or behaviour likely to put an employee’s safety and health at risk is prevented;
- A safe place of work is designed, provided and maintained;
- A safe means of access and egress is designed, provided and maintained;
- Safe plant and equipment are designed, provided and maintained;
- Safe systems of work are provided;
- Risks to health from any article, substance or physical agent are prevented;
- The necessary information, instruction, training and supervision is provided to ensure the safety, health and welfare of employees and students;
- Where risks cannot be eliminated or adequately controlled, or in such circumstances as may be
prescribed, suitable protective clothing and equipment is provided and maintained; and
- The services of competent personnel are obtained where necessary for the purpose of ensuring
  the safety, health and welfare of employees and students.

The successful implementation of this policy requires the full support, commitment and active co-
operation of all managers, employees, students, visitors, contractors/service providers and other
campus users.

TU Dublin City Campus will allocate the necessary resources (financial, equipment, personnel and time)
and structures to safeguard employees and all campus users against the risks arising from activities in
the workplace. It is the strict duty of all employees to conform to safety policies and
practices/procedures and to carry out their responsibilities as detailed in this document and in
accordance with any other relevant legislation. Employees with specific responsibilities for safety, health
and welfare must properly delegate these in their absence.

Each employee is expected to make themselves familiar with the contents of this Safety Statement. In
addition, employees and students must also make themselves familiar with their School/Function risk
assessments, safety documentation and local safety arrangements. Employees who fail to cooperate
with safety procedures are subject to the normal disciplinary procedures.

Systems are continuously developed for effective communication and employees are consulted on
matters relating to safety, health and welfare at work. Employees and others are encouraged to put
forward suggestions for improvement to the safety statement.

Signed:  

Professor David FitzPatrick  
President, Technological University Dublin

Date: 31st May 2019

Signed:  

Professor Brian Norton  
Principal, Technological University Dublin City Campus

Date: 21 May 2017
1.2 Planning - Framework for Managing Safety, Health and Welfare

Currently we utilise the Health and Safety Authority (HSA) guidance document; *Workplace Safety and Health Management (HSA 2006)* as a framework for our safety documentation. The main components of the Safety Management System are:

1. Safety Policy and Commitment (Section 1 of this Safety Statement)
2. Planning (Section 1 of this Safety Statement)
3. Implementation and Operation (Section 2 of this Safety Statement)
4. Measuring Performance (Section 3 of this Safety Statement)
5. Auditing and Reviewing Performance (Section 3 of this Safety Statement)

1.3 Vision for 2019 – 2021

- Focus on prevention of accidents and ill-health;
- Focus on continuous improvement; and
- Integration of safety and health to all business activities
SECTION 2

2.1 Identification of Hazards, Assessment of Risks, Precautions

The identification of hazards, results of risk assessments and recordings of findings are available in the School/Function risk assessments on the website and from the School/Function Office. A listing of the School/Function risk assessments is available in the appendices. The safety arrangements and information in the following sections has been determined based on the conclusions drawn from the risk assessments.

The procedure for hazard identification and risk assessment is outlined in the appendices. Risk assessment workshops are available on request from the Health and Safety Office.

2.2 Implementation and Operation: Safety Arrangements and Information Resources, Roles, Responsibility, Accountability, Authority

Resources

Considerable resources are expended by each School/Function in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase of goods and services.

The development and implementation of health and safety policies, procedures, risk assessments and inspection/audit systems places significant demands on employees’ time both centrally and at local level. In addition, a considerable amount of time is devoted to providing and attending health and safety related training and to accident investigation.

Where additional equipment, training etc. is required whether as a result of risk assessment or legislative change, resources will be allocated with priority to meet the identified requirements.

In balancing the competing demands on overall finances, TU Dublin endeavours to provide the necessary financial resources to ensure, so far as is reasonably practicable, the safety of all. This includes:

- Rectifying safety shortcomings in existing buildings by way of a phased programme of work prioritised in accordance with the level of risk and the resources available. The Risk and Planning Function advises on the Corporate Risk Register and prepares a report for the Health and Safety Sub-committee.
- Engaging reputable contractors to maintain and service fire protection equipment and machinery. Engaging reputable contractors to maintain all buildings and equipment in a clean and safe condition.
- Ensuring that all new buildings/refurbishments comply with relevant fire, health and safety standards overseen by a competent person appointed by the Estates Office;
- Providing ongoing funding for competent health and safety advisors, both external and internal (e.g. Health & Safety Office, Radiation Protection Officer, designated competent persons, risk management service, specialist consultants etc.).
- Allocating to Schools/Functions, by way of their annual budgets, sufficient resources to ensure that health and safety issues are addressed in a phased, prioritised fashion at local level.
- Allocating an annual budgetary sum to the Health & Safety Office to support the implementation of various health and safety programmes and initiatives.
The Health and Safety Office website retains a reference library of literature, videos and other publications on health and safety matters. Library Services also offers a number of health and safety journals and reference materials.

**Roles, Responsibility, Accountability, Authority**
Details on the safety structure is available in the appendices.

**Governing Body**
The Governing Body is the highest authority in the University. They ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisational structure.

**President**
The President, Professor David FitzPatrick, is appointed by Governing Body to oversee the management of the University. He has ultimate responsibility for safety, health and welfare (SHW) and reports to the Governing Body on the implementation of policy on SHW.

**Principal**
The Principal, Professor Brian Norton, is responsible for Health and Safety at TU Dublin City Campus. He Chairs the Operations and Resources Committee.

**The Operations & Resources Committee (ORC)**
The ORC is the senior management team. It comprises of the President, Principal, Directors/Directors and Deans. The ORC are responsible for ensuring that due regard is given to health and safety in all decision-making. They are also responsible for functional areas and are leaders in the implementation of safety measures in their respective areas. They are responsible for ensuring that all their employees know what they must do and how they are held accountable. They oversee safety at Directorate level with a Safety Team to assist them to fulfil the duties assigned. The Chair also has allocated buildings under scope. The Safety Team reports into the Health and Safety Sub-committee. The Terms of Reference for the Safety Teams are available in the appendices.

**Presidential Appointees**
The President may appoint members of the ORC and other employees with specific responsibility for SHW, irrespective of other responsibilities, in order to ensure that:

a. The safety management system is established, implemented and maintained in accordance with the general employer duties as set out in the 2005 Act and any other legislation that applies to the workplace.

b. Reports on the performance of the Safety Management System are presented to the ORC for review, and used as a basis for continuous improvement.

**Director of Corporate Services**
The Director of Corporate Services, Mr. Denis Murphy has responsibility for safety, health and welfare on a day-to-day basis. He ensures that management and employees understand their responsibilities and have time and resources to carry them out. Reports on progress are presented at the Health and Safety Sub-committee meetings.
**Director of Student Development**

The Director of Student Development, Dr. Noel O’Connor is appointed the Chair of the Health and Safety Sub-committee. The Director reports to ORC on a monthly basis on safety matters. The Health & Safety Sub-committee is a management group to oversee safety, health and welfare. This group is responsible for ensuring that Directors/Directors and Deans, Heads of Schools/Functions, and all members of management implement and maintain compliance with the Safety Statement and safety policies. The Sub-committee may appoint Working Groups of competent persons to assist with the duties assigned. The Terms of Reference for the Health & Safety Sub-committee are available in the appendices.

**Director of Campus Services & Relocation**

The Director of Campus Services & Relocation, Mr. Paul Flynn is appointed to ensure a safe place of work, safe access/egress, safe Estate’s plant/equipment and that welfare facilities are designed, provided and maintained. This is implemented on a day-to-day basis by the Estates Officer and the employees under his charge. Reports on progress are presented at the Health and Safety Sub-committee meetings. Mr. Paul Flynn is also appointed as Chair of the Silver Team and Gold Team Liaison to manage and coordinate the tactical response to an emergency. Details of the framework for planning and managing the response to an emergency and the various tiers are available in the Emergency Management Policy and Plan.

**Head of Public Affairs**

Head of Public Affairs, Ms. Melda Slattery is appointed to oversee the development and maintenance of a health and safety communications strategy. Quarterly reports are presented at the Health and Safety Sub-committee meetings.

**Risk and Planning Function**

The Risk and Planning Function is in place to oversee risk management and incorporate health and safety risks into the annual work programme. Quarterly reports are presented to the Health and Safety Sub-committee.

**Head of Staff Development**

Head of Staff Development, Ms. Ashley O’Donoghue is appointed to oversee the health and safety training programme for all employees. Quarterly reports are presented to the Health and Safety Sub-committee.

**Health and Safety Advisor**

Health and Safety Advisor, Ms. Edel Niland is appointed to advise on health and safety matters in TU Dublin City Campus and the implementation of a Safety Management System. Periodic reports are presented to the Health and Safety Sub-committee.

**Occupational Health Advisor**

Occupational Health Advisor, Ms. Orlaith Waters is appointed to advise and assist the following Colleges/Directorates in their health and safety duties:

- College of Arts & Tourism
- Directorate of Corporate Services
- Directorate of Campus Services & Relocation
- Directorate of Academic Affairs, Digital & Learning Transformation
**Occupational Health Advisor**

Occupational Health Advisor, Ms. Yvonne McArdle is appointed to advise and assist the following Colleges/Directorates in their health and safety duties:

- College of Sciences & Health
- College of Business
- Directorate of Research, Enterprise & Innovation

**Occupational Health Advisor**

Occupational Health Advisor, Ms. Rosie Fleming is appointed to advise and assist the following Colleges/Directorates in their health and safety duties:

- College of Engineering and Built Environment
- Directorate of Student Development
- Office of the President
- Directorate of Equality, Diversity & Inclusion

### 2.3 Duties of the Employer and Employee under the 2005 Act

**Carried out by ORC (Directors/Directors and Deans) and members of Management (Heads of School/Function) on behalf of TU Dublin City Campus**

- Manage and conduct work activities in a safe manner;
- Prevent improper conduct and behaviour e.g. violence, bullying or horseplay at work;
- Design, provide and maintain a safe workplace and safe plant and machinery;
- Ensure safety and prevention of risk from the use of any substances or articles, from noise, vibration or ionising or other radiations or any other physical agent at the place of work;
- Provide safe systems of work;
- Designate competent persons to assist with the preparation of a risk assessment taking account of the general principles of prevention when implementing necessary safety, health and welfare measures;
- Ensure safety audits and inspections are undertaken;
- Provide and maintain suitable personal protective equipment where risks cannot be eliminated, or where such equipment is prescribed;
- Provide adequate training, instruction and supervision and any necessary information; and
- Ensure that workplace practices reflect the risk assessments and Safety Statement.

**Carried out by the Estates Office on behalf of TU Dublin City Campus**

- Design, provide and maintain (i) safe workplaces (ii) safe means of access to and egress from the workplace (including those with disabilities) and (iii) safe Estate’s plant and machinery under their remit. This means that the Estates Office are responsible for the maintenance and direct management of the common areas and the physical structure of all buildings and grounds. They are also responsible for the provision of fire prevention, detection and firefighting measures (including the maintenance of a Fire Register for each building in line with relevant legislation);
- Provide security, portering services and waste disposal;
- Provide and maintain welfare facilities and include the provision of adequate cleaning services;
- Designate competent persons to assist with the preparation of a risk assessment that take account of the general
principles of prevention when implementing necessary safety, health and welfare measures;

- Ensure adequate risk assessments are carried out for each building (place of work);
- Prepare, and where necessary, revise adequate plans and procedures to be followed and measures to be taken in the case of an emergency or the presence of serious or imminent dangers;
- Complete checks on Automated External Defibrillators (AEDs) and first-aid supplies at the front desk;
- Implement the measures proposed in the Personal Emergency Egress Plans;
- Ensure the safe installation and maintenance of all building services (e.g. gas, electricity etc.); and
- Ensure contractor safety management.

**Carried out by the Health and Safety Office on behalf of TU Dublin City Campus**

- Provide health and safety advice and support to the President, Principal, the ORC, Schools/Functions, College/Directorate Safety Teams, employees and others where relevant;
- Advise on the implementation of a Safety Management System;
- Record accidents and dangerous occurrences and investigate where necessary;
- Report accidents and dangerous occurrences to the Health and Safety Authority (HSA) as may be required in Regulations under the Act;
- Organise for health surveillance where required;
- Update and revise this Safety Statement;
- Submit statutory reports to the Health and Safety Authority and any other relevant bodies;
- Ensure safety audits and inspections are carried out;
- Obtain where necessary, the services of a competent person to assist in ensuring the safety, health and welfare of employees; and
- Act as Secretariat to the Health and Safety Sub-committee.

**Duties of Employees under the 2005 Act**

An employee must:

- Comply with safety and health legislation;
- Take reasonable care to protect their own safety, health and welfare and that of any other person who may be affected by their acts or omissions at work;
- Not be under the influence of alcohol or drugs or a combination of alcohol and drugs to the extent that they are likely to endanger their own safety, health or welfare at work or that of any other person;
- If reasonably required by their employer, submit to any appropriate, reasonable and proportionate tests, by or under the supervision of a registered Medical Practitioner who is a competent person, as may be required by Regulations made under the 2005 Act;
- Co-operate with their employer or any other person, as necessary, to assist that person in complying with safety and health legislation as appropriate;
- Not engage in improper conduct or other behaviour such as violence, bullying or horseplay, which could endanger another person at work or their own safety, health and welfare;
- Attend safety and health training as required by the employer or by safety and health legislation;
- Undergo, as appropriate, any reasonable assessment required by their employer or as may be prescribed in the Regulations;
- Take account of the training and instructions given by the employer, correctly use any article or substance and protective clothing and equipment provided for use at work or for their own protection;
- Report to line manager or other appropriate person any accident, near miss or dangerous occurrence;
- Report to the employer, or other appropriate person, as soon as they become aware of any instance;
  - Where work is being carried on, or likely to be carried on, in a manner which may endanger their safety, health or welfare or that of another person;
  - Any defect in the place of work, the systems of work or in any article or substance likely to endanger
themselves or another person;
- A breach of safety and health legislation likely to endanger themselves or another person which comes to their attention;
- Not intentionally or recklessly interfere with, misuse or damage anything provided under safety and health legislation, or provided to protect the safety, health and welfare of persons at work, or to place at risk the safety, health or welfare of persons in connection with work activities without reasonable cause; and
- Contact the Health and Safety Office if a disability or medical condition could affect safety at work.

**RESPONSIBILITIES OF OTHERS**

**Responsibilities of Contractors/Service Providers**

- Comply with this Safety Statement, and all relevant policies and procedures;
- Comply with statutory obligations in respect of duties of contractors/service providers;
- Provide the necessary safety documentation such as a safety statement, risk assessments, method statements and anything else to the Estates Office as required;
- Carry out works in accordance with statutory legislation, taking into account the safety of others on site;
- Ensure that all plant and equipment used is safe and in good working order. Any plant or equipment requiring certification as required by law, must have necessary certification readily available for checking;
- Understand and accept the relevant safety procedures on the premises or project site;
- Complete the e-Learning programme for contractors/service providers;
- Liaise with the Estates Office to obtain relevant work permits;
- Comply with any safety instructions given by TU Dublin City Campus employees;
- Inform TU Dublin City Campus of any material or substance brought onto the site which has health, fire or explosive risks. Ensure these materials are used and stored appropriately; and
- Report any injury, accident or dangerous occurrence to the Estates Office immediately.

**Responsibilities of Franchise Holders, Campus Companies, Others with Shared Occupancy**

TU Dublin has a number of franchise agreements with contractors for the provision of services such as catering, banking, vending machines and others. Areas are also leased to start-up campus companies and may be shared with external organisations. Within campus companies, the Board of each company has ultimate responsibility to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees and other affected by their acts/omissions. Day to day responsibility for health and safety matters rests with the Manager of each Franchise/company/external organisation. The following responsibilities rest with all franchise holders contracted to carry out work/provide services on the campus, and to companies/others occupying and sharing our buildings/campus grounds:

- Produce evidence of their Safety Statement with risk assessments specific to their on-campus activities;
- Carry out work in accordance with relevant statutory provisions, taking into account the safety of others on site;
- Produce a statement to acknowledge that they agree to comply with our emergency and evacuation procedures where appropriate (shared buildings etc.) and also a statement to ensure that they will not endanger campus users by their acts/omissions;
- Produce evidence of compliance with insurance requirements to the Secretary;
- Provide safe plant and equipment in good working order. Any plant or equipment requiring certification as required by law, must have required certification readily available for checking;
- Provide employees with adequate health and safety training, consultation, information and supervision to work...
safely;

• Report any injury, accident, dangerous occurrence to the Secretary of TU Dublin City Campus immediately; and

• All external organisations that lease space are required under their lease and associated letter of offer to comply with health and safety legislation as it affects their activities and are reminded of their responsibilities in this regard.

Responsibilities of students, visitors, campus users

• Follow all safety policies and procedures;
• Do not enter any unauthorised area;
• Do not interfere with or use any property, equipment, materials or substances unless permission is sought and given by the relevant employee;
• Follow the evacuation procedure and instructions from those in charge, leave the building immediately and go straight to the Assembly point;
• Familiarise yourself with this Safety Statement and relevant risk assessments;
• Take reasonable care of your own safety and the safety of others;
• Co-operate on all matters relating to safety, health and welfare;
• Ensure that equipment is operated in a safe manner and maintain good housekeeping standards;
• Report any accident, dangerous occurrence, defective equipment or potential safety hazard to an employee; and
• Participate in any health and safety training required.

2.4 Commitment to Legal Compliance

TU Dublin commits to comply with all relevant legislation and in particular, that listed in the Legal Register which may be found in the appendices.

2.5 Protective and Preventative Measures

Provision and maintenance of welfare facilities

In accordance with legislation, we are committed to:

• Providing and maintaining facilities and arrangements for the welfare of employees at work; and
• Ensuring that every place of work is cleaned and waste removed as frequently as necessary to maintain an appropriate level of safety and health.

Welfare facilities are provided and maintained by the Estates Office and include the following:

✓ Adequate and suitable sanitary and washing facilities;
✓ Adequate number of lavatories and washbasins with hot and cold running water;
✓ Adequate and suitable showers for employees if required by the nature of the work;
✓ An adequate supply of potable drinking water;
✓ Suitable facilities for sitting/other ergonomic support, in the case where work can be done in a seated position;
✓ Suitable and adequate facilities for boiling water and taking meals or reasonable access to other suitable and adequate facilities;
✓ Easily accessible rest rooms/areas with seats with backs;
✓ Adequate provision for drying wet or damp work clothes;
✓ Adequate ventilation, temperature and lighting;
✓ Pedestrian and traffic management systems; and
Rest facilities for pregnant women and breastfeeding mothers.

Everyone is obliged to care for these facilities and must not misuse them. All welfare provisions should be maintained in a clean safe condition. Arrangements for regular cleaning of premises and removal of waste should be made with the local Estates Manager and is outlined in the School/Function risk assessments.

2.6 Competence, Training & Awareness

**Competence**

TU Dublin is required to appoint an adequate number of competent persons to enable them to comply with the Act and any regulations. The Act defines a competent person, as a person who possesses “sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken”.

As the definition in Section 2 (2) of the 2005 Act outlines, competence must be assessed in relation to a particular task to be performed. In this respect, the Health and Safety Advisor, Ms. Edel Niland and Occupational Health Advisors are the appointed competent officers to advise on health and safety matters for TU Dublin City Campus and the implementation of a Safety Management System. Each School/Function is responsible for hiring employees with competence in their specific fields of expertise.

In addition to the supportive and advisory role the Health and Safety Office provide in the above and facilitating risk assessments, the following persons have been identified as competent persons in specific technical fields:

- Radiation (Ionising): Ms. Jane Torris, School of Physics & Clinical & Optometric Sciences
- External Safety Consultants: Engaged as required

In certain circumstances, outside specialists or consultants may need to be engaged.

It is not possible for one person to be competent in all safety, health and welfare issues and therefore a number of people are required with different levels and degrees of competence. It is recognised that further competent persons are available in the following Working Groups (some still at formative stage) and assist with guidance in these specialist areas.

- Food Allergy Working Group
- Accident Review Working Group (where required after an accident/dangerous occurrence)
- Chemical Safety Working Group
- Biological Agent Working Group
- Electrical Safety and Portable Appliance Testing (PAT) Working Group
- Laser Safety Working Group
- Radiation Protection Advisory Committee
- Personal Protective Equipment (PPE) Policy Working Group
- Safety Communication Strategy Working Group
- Risk Assessment Working Groups

Appointed competent persons are given sufficient time, with no loss of pay to perform functions. TU Dublin City Campus will facilitate the co-operation between all competent persons and any Safety Representatives appointed. We will also provide all necessary information to the competent persons to allow them to discharge their functions.
**Training and awareness**

Employees will receive adequate safety, health and welfare training during time off from their work, where appropriate and without loss of remuneration. It will include, in particular, information and instructions in relation to the specific task to be performed and the measures to be taken in an emergency.

Sections 8, 9 and 10 of the 2005 Act require that sufficient information, training and supervision is provided to ensure the safety of employees, and also that such instruction, training etc. must take account of any employees with specific needs, to ensure their protection against dangers that may affect them. All training and information will be given in a form, manner and language that will be understood.

In accordance with *section 11 of the Act*, each employee is made aware of emergency action plans and arrangements pertinent to their workplace as part of the induction process by participating in the Emergency Response Training (ERT) programme.

Training is provided to employees on recruitment, in the event of transfer/change of tasks assigned, on the introduction of new equipment, systems of work or changes in existing equipment and on the introduction of new technology. This is a line management function facilitated by the Staff Development Office.

TU Dublin is required to provide training to employees where a risk assessment states that such training is required and there is a corresponding duty on all employees to attend such training. It is the responsibility of each Head of School/Function to identify the specific safety training needs of employees under their control, and to forward the details to the Staff Development Office. The Staff Development Office is responsible for providing training to ensure employees have the competencies required for their current role, for future career progression, and to deliver strategic goals and objectives. They will ensure that the requirement for adequate training is addressed by employing competent trainers.

Training requirements are outlined in the School/Function risk assessments and in each employee’s personal development plan.

Examples of safety training required for TU Dublin employees includes:

- Induction training;
- Emergency Response Training (ERT), as required by *S11; 2005 Act*;
- Manual handling of loads, as required by *Reg. 68 of the SHWW (General Application) Regulations, 2007*; and
- Health and safety briefings for management.

**Specialist Training is provided where required and as outlined in the risk assessments:**

- Emergency first-aid (1 day for all employees working in kitchens, laboratories and workshops);
- First-aid responder (3 day) (Reg. 165 *SHWWGenAppRegulations 2007*);
- Chemical safety (2001 Regulations);
- Gas safety;
- Safety representative and safety committee training;
- Safe pass;
- Forklift driving;
- Sharps handling;
- Radiation safety;
- Noise exposure (Reg. *13;SHWWGenAppRegulations 2007*);
• Safe driving for work;
• Personal protective equipment use (Reg. 67; SHWWGenAppRegulations 2007);
• Training with display screen equipment (Reg. 72; SHWWGenAppRegulations 2007);
• Training for prevention of bullying (HSA Code of Practice);
• Training and information in relation to biological agents (Reg. 7, 1994 Regulations);
• Self-propelled work equipment (Reg. 40; SHWWGenAppRegulations 2007);
• Vibration safety (Reg. 140; SHWWGenAppRegulations 2007);
• Explosive atmospheres (Reg. 173; SHWWGenAppRegulations 2007);
• Asbestos (Reg. 17; Asbestos Regulations 2006);
• Confined Space (Reg. 5(3)(b) 2001 Regulations);
• Abrasive wheels; and
• Other as required by risk assessment results.

This list is not exhaustive. Further details are available from the Staff Development Office. The health and safety training policy is available on the website.

**Communication, Consultation and Participation**

Communication, consultation and employee participation in health and safety is an integral part of our Safety Management System. TU Dublin is committed to meeting its obligations under Section 26 of the 2005 Act to ensuring adequate, appropriate and timely consultation and welcomes the views of everyone on issues relating to health and safety.

A hard copy of this Safety Statement is kept at the front desk/reception area of the main campus buildings. It is also available on the website, along with School/Function risk assessments.

Throughout the year, a basic safety awareness bulletin is circulated to remind employees and students of their health and safety duties and obligations, as well as the location and accessibility of the various safety documentation. It is the responsibility of the Head of each School/Function to ensure that this documentation is issued to all employees and students.

**Safety Management Groups**

There are a number of Safety Teams to oversee safety at College/Directorate level. The Chair of each Safety Team also has allocated buildings under scope. The Safety Team reports into the overall Health and Safety Sub-committee. The Health & Safety Sub-committee is a management group to oversee safety, health and welfare and is responsible for ensuring that Directors/Directors and Deans, Heads of School/Function, and all members of management implement and maintain compliance with the Safety Statement and safety policies. The Sub-committee may appoint Working Groups of competent persons to assist with the duties assigned. The Terms of Reference for the Safety Teams and Health & Safety Sub-committee are available in the appendices.

**School/Function Safety Committees**

School 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 on School/Function Safety Committee is available in the appendices.

**Schedule 4 Committees**

Employees will be supported if they wish to form a safety committee, complying with Schedule 4 of the Act. These will be called Schedule 4 committees. Details are available from this link [details](#). They may be used to meet some consultation requirements.
In order to establish and monitor good communication networks relating to health and safety throughout, nominees from Schedule 4 committees are invited to attend the Health and Safety Sub-committee meetings in an advisory capacity. This structure provides a mechanism whereby employees have an opportunity to participate and consult in relation to health and safety management on an ongoing basis.

Working groups appointed by the Health & Safety Sub-committee provide for consultation to be made in advance and in good time to allow employees and relevant stakeholders’ time to consider, discuss and give opinion on matters before managerial decisions are made at Sub-committee meetings. Information will be furnished as required by Section 9 regarding existing hazards, preventative and protective measures etc., by the Chair of each Working Group to allow all employees to participate fully and effectively in the consultation process. The purpose of the Working Groups is to ensure that knowledge and experience is pooled through active employee participation. Examples of Working Groups are outlined in the competence section.

In order to ensure effective consultation with employees and other campus users, TU Dublin is addressing the formation of a Safety Communication Working Group to strategically implement an effective safety communication programme. Employees who wish to raise a safety concern should in the first instance contact their line manager.

Statutory Safety Representatives
The employees at a place of work are entitled to select and appoint a Statutory Safety Representative. A Statutory Safety Representative does not have any duties (as opposed to functions), under the 2005 Act, other than those that apply to employees generally. They may however consult with and make representations to the employer on safety, health and welfare matters relating to employees in the place of work.

Any employee may be nominated for selection and direct appointment. Statutory Safety Representatives are elected per College/Directorate and Campus. There may be a total of four direct appointments per Safety Team. If five nominations are received, an election will be held by the Safety Team. A term of office of three years is advisable. The Secretariat for each Safety Team notifies the Health and Safety Office of all appointments made and the Health and Safety Office maintains a central list. The chairperson of the Safety Representative group is a nominee on the Health and Safety Sub-committee.

TU Dublin allows for sufficient time off duties, without loss of remuneration, for Statutory Safety Representatives to undertake training and to discharge their functions. This agreement is addressed locally with the Chair of each Safety Team and line management.

The Statutory Safety Representatives are informed of and invited to all relevant Safety Team meetings.

Further information on the role of Safety Representatives can be found in ‘Safety Representatives and Safety Consultation Guidelines’ which is available here.

2.7 An Emergency or Serious Danger, including First-aid and Fire

Emergency Management Policy and Plan
The University’s Emergency Management Policy and Plan provides a framework for planning and managing the response to an emergency to ensure the safety of its employees, students, campus users and the effective running of business critical systems.
There are three Teams involved in Emergency Management:

The **Bronze Team** is the local team present at the site/“on the ground” at the time of the incident. They are the members of the local College/Directorate Safety Team and are involved in the operational response to localised emergencies. This team assumes the primary response role for incidents or emergencies occurring on site which are within the capabilities of internal resources to control, which have no external impact and which do not necessitate the deployment of resources from external authorities or agencies. The Bronze Team are led by the Chair of the Safety Team.

The **Silver Team** is brought together by the Director of Campus Services and Relocation for a major emergency in circumstances where a serious incident occurs that may cause damage to facilities, lead to serious injury or loss of life or has a major impact on the normal and ongoing operations. The Silver Team may also act in a support role in circumstances where external intervention is necessary.

The **Gold Team** is brought together where an incident has far reaching consequences for the University (e.g. in the event of multiple deaths or the loss of an entire building) and is activated by the Chair of the Silver Team.

This Safety Statement outlines the following:

- **The planning, preventative and protective measures**;
- **The immediate response to fire/evacuation warning for all campus users**;
- **Emergency Procedure: Incident Alerting and First Response**;
- **The immediate response to various emergencies for all campus users**.

**Planning - Emergency Control Personnel**

**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 put themselves in any danger while undertaking their duties. The role and duty of an evacuation marshal is covered in Emergency Response Training.

**Persons in Control**

It is the responsibility of academic staff, event organisers and training providers to:

- Highlight the location of escape routes and emergency exits and communicate the evacuation procedure to persons under their control.
- Evacuate and lead persons to the designated Assembly Point.

**Incident Controller**

A designated member of staff, usually the Estates Office personnel on duty or another appointed person, assumes the role of Incident Controller during a fire alarm activation or an emergency situation requiring evacuation. They may be tasked with the following main duties:

- Co-ordinate the investigation of alarm activations;
- Receive and document information from building users regarding the evacuation of the building;
- Liaise with the Emergency Services;
- Oversee the evacuation of the building;
• Give the “all clear” signal that it is safe to return to the building; and
• Complete the incident report evaluation template, submit a copy to the Health and Safety Office and retain original in the Fire Register.

Silver and Gold Team Members
Details of the Silver and Gold Team members are available from the Emergency Plan.

Bronze Team Members
Bronze Team members are the Safety Teams members and details are available in the Appendices.

College/Directorate Safety Teams
Safety Teams have the following roles:

• To ensure that emergency procedures and first-aid arrangements are in place and communicated to all employees and stakeholders;
• To assign responsibility to individual executives to establish emergency and first-aid procedures;
• To ensure that staff and students who do not comply with instructions to evacuate are reported to line management and student representative so that appropriate action can be taken where necessary;
• To ensure that all campus users are aware of this document; and
• To liaise with the Silver Team as required by the Emergency Management Policy and Plan.

Schools/Functions
Schools/Functions with specific hazards (e.g. gases/chemicals/biological agents etc.) are required to develop their own site-specific emergency procedures in conjunction with the risk assessment process.

The Head of School/Function can designate specific duties to employees to deal with localised emergencies.

First-Aider Contact List
The first-aider contact list is available on the website.

Emergency Control – out of hours
Outside normal operational hours, an external Security Service Provider based in the Security Control Centre in Orchard House is responsible for coordinating the response to an emergency and updating the Estates Officer at the first reasonable opportunity.

Contractors/Service Providers
Contractors and Service providers have a duty to train their staff in general emergency response and not create a hazard whilst on University Campus.

All Occupants
All occupants are required to leave the building promptly in the event of an evacuation and comply with directions given by evacuation marshals and the Incident Controller.

It is an offence not to comply with, or to obstruct evacuation procedures. Disciplinary action may be taken.

Planning arrangements

Evacuation for People with Disabilities
People with disabilities requiring assistance with evacuation are requested to give advance notification to the Health and Safety Office prior to arrival on campus or as soon as possible thereafter. This is to ensure that an assessment of their needs can be carried out and a Personal Emergency Egress Plan (PEEP) developed if appropriate. The requirements of
the PEEP is implemented by the Estates Office where feasible.

Where available, refuge points/areas provide a safe place for a specified period of time while awaiting. They are normally sited within a fire-safe enclosure such as a protected lobby, corridor or stairwell and are marked locally with signage.

**Assembly Points**
The Assembly Points are designated areas of safety where people assemble following an evacuation. The Assembly Points for each building are decided upon by the Safety Team, details are available on the website and posted locally on signage.

**Evacuation Drills**
Weekly fire alarm tests are carried out by the Estates Office. Evacuation drills are held each semester (one day-time drill and one evening/night-time drill (where appropriate). The Safety Team schedule the drills in consultation with key stakeholders. The alarm activation and evacuation of each building is co-ordinated by the Estates Office with the cooperation of evacuation marshals (all staff members). Any issues or difficulties that arise during an evacuation, or suggestions for improvement, must be reported through the online evacuation evaluation form (available on the website), the results of which are discussed at the relevant Safety Team meeting.

**First-aid**
First-aid is a vital first response aspect of managing injuries, whether minor or major. The following outlines the arrangements for the provision of first-aid;

<table>
<thead>
<tr>
<th>Location of First-Aid Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Aid Kits</td>
</tr>
<tr>
<td>First-aid kits are available at the front desk/reception in main buildings and in every occupied laboratory, workshop and kitchen.</td>
</tr>
<tr>
<td>Automated External Defibrillators (AEDs)</td>
</tr>
<tr>
<td>AEDs are available at the front desk/reception in main buildings. A full listing of all AED locations is available on the website</td>
</tr>
<tr>
<td>Emergency Showers</td>
</tr>
<tr>
<td>Specific details of locations are outlined in the School/Function risk assessments.</td>
</tr>
<tr>
<td>Eye-Wash Stations</td>
</tr>
<tr>
<td>Specific details of locations are outlined in the School/Function risk assessments</td>
</tr>
</tbody>
</table>

Any used or expired first-aid supplies should be reported to the designated person in each School/Function who is responsible for monitoring the contents and ensuring their replacement. The Health and Safety Office provide replacement supplies for first-aid kits on request. The order form for requesting first-aid supplies is available on the intranet site. Estates Office employees complete daily and monthly maintenance checks of the Automated External Defibrillators (AEDs).

**Location of first-aid rooms**
These rooms also serve as a rest facility for pregnant women and breastfeeding mothers.
First-Aid Training

First-aid training is available to all employees and is facilitated by the Staff Development Office. Schools/Functions are required to have a sufficient number of trained first-aid responders in accordance with the HSA guidelines and findings of the risk assessment for their area. All employees working in laboratories, workshops and kitchens are required to have a basic knowledge in first-aid by completing a 1 day Emergency First-Aid course.

<table>
<thead>
<tr>
<th>Building</th>
<th>Room/Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bolton Street</td>
<td>Room 136.1, Ground Floor</td>
</tr>
<tr>
<td>Cathal Brugha Street</td>
<td>Beside Porter’s Desk, Ground Floor</td>
</tr>
<tr>
<td>Kevin Street</td>
<td>Room 225, Second Floor</td>
</tr>
<tr>
<td>Mountjoy Square</td>
<td>Room G2, Ground Floor</td>
</tr>
<tr>
<td>Rathdown House, Grangegorman</td>
<td>Room RD003, Ground Floor</td>
</tr>
</tbody>
</table>
Emergency First – aid Procedure:

**ACCIDENT/INJURY/UNWELL**

Person discovers emergency

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**Front Desk/Reception Area of Buildings**

First-aid kit and automatic external defibrillator (AED) available at the front desk/reception of main buildings.

First-aid kits located in all occupied kitchens, workshops, and laboratories.

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**Contact First-Aider**

- Front desk/reception area.
- List of trained first-aiders is available on the website.
- If necessary contact Health and Safety Office for advice
  087 9809135 / 087 9809194 / 087 9809131 / 086 3891080

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**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 during term time)
  Southside (Aungier Street) Tel: (01) 402 3051/Northside (Linenhall) Tel: (01) 402 3614

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**If in Doubt of Severity of Injury/ Illness**

Contact Emergency Services on 112 or 999

(Nota: using a landline you may need to dial “0” for an outside line)

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**Serious Injury/ Illness**

- Dial 112/999 (You may need to dial “0” for an outside line)
- Keep the person comfortable until the ambulance arrives
- A friend/responsible person should accompany the person to hospital
- Contact Health and Safety Advisor 086-3891080

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**For All Accidents Complete an Accident Report Form**

Forms are available from the front desk and on the safety website.
When completed, the form should be sent immediately to the Health & Safety Office.
Preventative
All control measures are listed in the School/Function risk assessments. The Estates Office is responsible for ensuring that all service installations e.g. electrical and gas installations comply with relevant standards. Heads of School/Function are responsible for ensuring their activities do not pose a fire risk and that School/Function electrical and gas equipment complies with appropriate standards. All building users are responsible for ensuring good housekeeping and that their activities and acts/omissions do not pose a fire risk e.g. propping open fire doors, using fire extinguishers as door props etc.. TU Dublin has smoke-free buildings.

Protective
Active: Fire & Emergency Equipment
Each building is fitted with a fire alarm and detection system, which is maintained and monitored by the Estates Office (during opening hours) and an external company (out of hours). In addition, fire extinguishers and manual alarm call points are strategically located throughout each building for use in an emergency. All of the systems and equipment are monitored and maintained by the Estates Office and statutory periodic records of checks, tests and inspections are held in the Fire Register, available from the Estates Manager.

Passive: Emergency Exits & Escape Routes
Emergency exits and escape routes are highlighted locally in each building by means of directional signage, emergency floor plans and fire action notices.

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 if necessary.

- **On discovering a fire:**
  - 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
- Proceed to evacuate without delay, do not 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;
- 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;
- Disperse from the building and report to the designated Assembly Point; and
- Do not re-enter the building until the “all clear” has been given.

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 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.

Incident Alerting and First Response
The immediate response to various emergencies for all campus users.
The appendices outlines the immediate response to various emergencies. The purpose of these guidelines is to enable
campus users to quickly and decisively respond to an actual or potential emergency, which could threaten the safety of
persons, cause damage to property or equipment or disrupt campus operations. The Silver Team will implement further
response if the situation escalates to a major emergency.

2.9 Accident & Dangerous Occurrence Reporting and Investigation
TU Dublin is committed to reducing accidents, injury and ill-health to employees and students.

All *accidents, *dangerous occurrences and *near misses must be reported within 24 hours to the Health and Safety Office
using the appropriate form, which is available on the website. The accident report form is also available at the front
desk/reception of the main campus buildings. They must also be reported to the relevant Line Manager/Supervisor/Head
of School/Function. A Safety Representative has the right to inspect immediately where an accident or dangerous
occurrence has taken place, or where there is an imminent danger or risk to the safety, health and welfare of any person.
To facilitate this, Heads of School/Function endeavour to notify their local
Safety
Representative immediately in such a
scenario. The Health and Safety Office will also liaise with the Chair of the Safety Representative Group to communicate
relevant accidents and dangerous occurrences when notification has been received and an assessment has been made.

*accident, means an accident arising out of or in the course of employment which, in the case of a person carrying out
work, results in personal injury.

*dangerous occurrence“ means an occurrence arising from work activities in a place of work that causes or results in:
 a. the collapse, overturning, failure, explosion, bursting, electrical short circuit discharge or overload, or malfunction of
 any work equipment,
 b. the collapse or partial collapse of any building or structure under construction or in use as a place of work,
 c. the uncontrolled or accidental release, the escape or the ignition of any substance,
 d. a fire involving any substance, or
 e. any unintentional ignition or explosion of explosives.
 (SHWW Act 2005)

* near miss an incident in which no property was damaged and no personal injury was sustained, but where, given a slight
shift in time or position, damage or injury easily could have occurred (OSHA).

Investigation Procedures
The Health and Safety Office will instigate investigation where appropriate and will inform the Health and Safety Authority
(HSA) if required. It may be necessary to appoint an Investigation Working Group and/or to escalate a serious accident to
the local Safety Team. This will be overseen by the Health and Safety Office in consultation with the Chair of the local
Safety Team and the Chair of the Health and Safety Sub-committee.

The purpose of an investigation is to establish all the facts relating to the accident, to draw conclusions from the facts and
to make recommendations to prevent recurrence.

Reporting Procedures
Employees and students are required to immediately inform their Supervisor/Line Manager of any accident. A report form
must be completed and sent to the Health & Safety Office within 24 hours.

Visitors, contractors/service providers or any other third party are required to immediately inform their host/contact person if they are involved in an accident. An accident report form must be completed and sent to the Health and Safety Office and University Secretary without delay.

**Internal Reporting Procedure**
It is the responsibility of each Head of School/Function to ensure that the appropriate reporting and investigation procedures take place in the event of an accident or dangerous occurrence arising in their area.

It is the responsibility of the Health and Safety Office to ensure that all reported accidents and dangerous occurrences are documented and discussed at each local Safety Team meeting. Accident statistics can be discussed at the Health & Safety Subcommittee meeting.

**External Reporting Procedure**
The Health and Safety Office will report any reportable accident or dangerous occurrence to the Health & Safety Authority. These are some of the key points in relation to reporting of accidents and dangerous occurrences:

There are three situations in which an accident should be reported to the HSA:

a. Arising in the course of employment resulting in personal injury to the person carrying out the work activity where the employee is out of work for three or more consecutive days.

b. Arising in the course of employment, which results in personal injury to an employee who was not doing the work that is the subject of the accident where the employee is out of work for three or more consecutive days.

c. Arising from a work activity, which results in personal injury to a person outside of the course of employment. This could be an injury to a non-employee or member of the public.

- Only fatal and non-fatal injuries are reportable. Diseases, occupational illnesses or any impairments of mental condition are not reportable unless directly caused as a result of an assault (shock/fright).
- Fatal accidents must be reported immediately to the HSA and Gardaí. Subsequently, the formal report should be submitted to the HSA within five working days of the death.
- Non-fatal accidents or dangerous occurrences should be reported to the HSA within ten working days of the event.
- Injuries to any employee as a result of an accident while at work where the injury results in the employee being unable to carry out their normal work duties for more than three consecutive days, excluding the day of the accident, must be reported to the HSA.

**Records**
A record of all accidents and dangerous occurrences reported will be maintained by the Health and Safety Office, in the same format as was reported in, for a specified period from the date of the accident/dangerous occurrence in line with the record retention schedule.

**2.10 Sensitive Risk Groups**

**Pregnant, Post-Natal and Breastfeeding Mothers**

The *Safety, Health and Welfare at Work (General Application) Regulations 2007*, places a duty on employers to:

- Assess the risks and any possible effects on pregnant, postnatal or breastfeeding employees resulting from any activity at the place of work; and
- Ensure that pregnant, postnatal and breastfeeding employees are able to lie down to rest in appropriate conditions.

The Regulations apply once an employee informs her employer that she is pregnant, has recently given birth (within the
previous 14 weeks) or is breastfeeding.

Pregnant employees/students or their Head of School/Function should contact the Health and Safety Office as soon as they are aware of their staff member/student’s pregnancy, so that a pregnancy risk assessment can be carried out. This risk assessment highlights areas of concern and gives advice on appropriate controls/actions. The findings of the risk assessment are communicated to the Head of School/Function and to the staff member/student. Where medical issues arise in relation to the pregnant employee’s/student’s safety, the Health and Safety Office may refer the employee/student to the external Occupational Health Service Provider.

Prior to returning to work following maternity leave, employees who intend to take breastfeeding breaks must notify Human Resources at least four weeks in advance of their return. The arrangements for, and the legal entitlement to such breaks is outlined in the Maternity Leave Policy which is available from Human Resources. Where there is a designated rest facility, access to same for the purposes of breastfeeding/expressing milk is facilitated by the Health & Safety Office and is available to both employees and students on request.

Protection of Children and Young Persons
In cases where children must be present on our premises (including students under the age of 18), an appropriate risk assessment must be carried out by the host. School/Function risk assessments also cover students under the age of 18. When on TU Dublin property, the parents/guardians/host representative charged with responsibility for bringing the child onsite, are responsible for that child and must ensure that at all times they are supervised and protected from work activities, processes, equipment, machinery, agent etc.

The Child Protection Policy and Guidelines is available from Human Resources.

2.11 Student Placement
Students may be placed in another organisation for the purposes of training, work experience as part of their programme of studies or project completion.

Placement Officers (Mentors assigned) ensure that the host organisation is aware of their responsibilities with respect to the student’s safety. Students will be made aware of their obligations to comply with safety instructions, use/wear personal protective equipment/clothing and report accidents to the host organisation as well as to the Placement Officer/Mentor/Tutor. Information leaflets are available for host organisations, students and Mentors. The University recognises responsibilities towards those we accept for training or work experience in accordance with Section 2(5) of the 2005 Act.

2.12 Visitors
A visitor is a person other than an employee or contractor/service provider. Visitors may not be aware of the potential hazards associated with our place of work. To minimise the risk of injury to our visitors we will in so far as is reasonably practicable:

- Practice good housekeeping including keeping walkways clear and cleaning up spills immediately;
- Restrict access to hazardous areas;
- Prevent visitors from using equipment or machinery;
- Ensure appropriate safety signs and notices are displayed;
- Ensure safe walkways and access routes are maintained; and
- Put procedures in place to ensure visitors are evacuated in a safe and timely manner in the event of an emergency.

Visitors are required to:

- Conduct themselves in a safe manner at all times;
- Observe emergency procedures and, in the event of an emergency, to identify themselves to an employee and be escorted to the designated Assembly Point.
2.13 Out of Hours Access
Out of hours access is when a campus user requests access to a building outside normal hours of operation. An Out of Hours Access Policy and Procedure is in place. TU Dublin strongly recommends that, in the interest of health, safety and personal security, out of hours work should only be undertaken when absolutely necessary and no other alternatives are available. Undergraduate students are not permitted out of hour’s access.

2.14 Health Surveillance, Health Assessment and Medical Fitness to Work
Pre-employment medicals are facilitated by the Human Resources Department at recruitment stage.

School/Function risk assessments will determine if *health surveillance* is required in relation to the work activities in that area and the risks to safety, health and welfare. Health surveillance is made available to employees appropriate to the health and safety risks present and provided by an external Occupational Health Service Provider. Employees are encouraged to avail of any health surveillance provided. ‘Medical’ risk control measures, including vaccinations are provided through the appointed external Occupational Health Physician. Health surveillance records are maintained by this Service Provider, in accordance with legislation.

Employees and students may be referred to an external Occupational Health Service Physician for a health assessment in relation to their work/studies where necessary to ensure their safety, health and welfare. TU Dublin will endeavour to implement any controls/recommendations as far as is reasonably practicable.

In certain circumstances, employees may be required to undergo an assessment by a nominated registered Medical Practitioner in the Occupational Health Service Provider to determine fitness to perform work activities. This is of particular importance if serious risks to safety, health and welfare of persons at work are concerned.

If employees themselves become aware that they have any disease, physical or mental impairment which could affect their or others health and safety at work, they should notify Human Resources or their Line Manager, so that appropriate action can be taken.

Employees who are regular users of Visual Display Units (VDUs) can avail of free eye and eyesight tests at the National Optometry Centre (NOC), Kevin Street.

**“health surveillance” means the periodic review, for the purpose of protecting health and preventing occupationally related disease, of the health of employees, so that any adverse variations in their health that may be related to working conditions are identified as early as possible;**

2.15 Personal Protective Equipment (PPE)
TU Dublin will ensure, in so far as is reasonably practicable, that the safety health and welfare of our employees is adequately protected. Where it is not possible to eliminate or reduce the risk through other means, Personal Protective Equipment (PPE) appropriate to the task/work environment will be provided as an additional control measure.

TU Dublin are committed to:

- The provision of adequate and suitable PPE;
- Ensuring that PPE is used, maintained and replaced in accordance with the manufacturer’s instructions;
- Ensuring that information is recorded to include supply of and training in the use of PPE as appropriate; and
- Ensuring that PPE is free of charge to employees.

On receipt of appropriate PPE, we expect all employees to:

- Use PPE correctly and whenever it is required;
- Report any defects in or damage to their PPE immediately;
• Participate in any training or instruction provided on the fitting, use and inspection of PPE; inform of any medical conditions that may affect the correct use of the PPE; and
• Look after PPE provided.

Risk assessments identify the specific requirements for PPE in each area. Students, visitors, and contractors/service providers are required to provide and maintain their own PPE.

2.16 Workplace Drugs, Intoxicants and Alcohol
Employees and students must ensure that they are not under the influence of an intoxicant (drugs (over-the-counter or prescription drugs and unlawful drugs) or alcohol or any combination of the two) to the extent that they are in such a state as to endanger their own safety, health or welfare or that of any other person. The Policy on Addiction and Substance abuse is available from the Human Resources.

2.17 Dignity at Work, Anti-Bullying and Harassment
We are duty bound to manage and conduct activities, in so far as is reasonably practicable, to prevent any “improper conduct or behaviour” which might affect the safety and health of employees. The 2005 Act also imposes a corresponding duty to employees to ensure they do not engage in improper conduct or behaviour.

*Bullying is a form of behaviour, which can have serious consequences for the health and welfare of the recipient. Bullying is therefore regarded as a workplace risk.

*The 2001 Report of the Task Force on the Prevention of Workplace Bullying, defines workplace bullying as:
“Repeated inappropriate behaviour, direct and indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual’s right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but, as a once off incident, it is not considered to be bullying”.

The Dignity and Respect at Work Policy and Procedures addresses the prevention of bullying and harassment in the workplace. It deals with complaints against employees in the workplace, which also includes work-associated events such as meetings, conferences and work related social events, whether on the premises or offsite. Bullying or harassment of employees and students will not be tolerated. The policy and procedure is available from Human Resources.

2.18 Work-Related Stress
It is recognised that from time to time employees may experience work related stress. School/Function risk assessments address control measures for stress. Employees who are subject to occupational stressors affecting them are encouraged to seek assistance from local management or from Human Resources. Where an employee raises stress as an issue, the Health and Safety Office can facilitate the completion of a risk assessment with relevant parties. An Employee Assistance Programme (EAP) is available to all employees. Students should liaise with their year tutor in relation to issues regarding stress. Students may also seek assistance from the Student Health Centre and Student Counselling Service.

2.19 Manual Handling of Loads
Regulation 68 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007 defines manual handling of loads as “any transporting or supporting of a load by one or more employees and includes lifting, putting down, pushing, pulling, carrying or moving a load, which by reason of its characteristics or of unfavourable ergonomic conditions involves risks, particularly of back injury, to employees”.

The University is committed to avoiding and reducing the need for manual handling of loads by employees, e.g. by the use of mechanical equipment, operational arrangements, etc. All employees should have some knowledge of safe lifting principles. This is addressed by providing practical manual handling training or e-Learning manual handling training. Details are available in the Health & Safety Training Policy for Employees.

2.20 Use of Display Screen Equipment (DSE)
In compliance with the Safety, Health and Welfare (General Application) Regulations 2007, Chapter 5 of Part 2 Display
The Health and Safety Authority states that it is continuing to develop formal traffic management procedures and site rules for vehicular traffic. Given the volume of pedestrian and vehicular traffic on campus, this is to be inspected and tested.

2.21 Work Equipment
Employees responsible for purchasing work equipment and those responsible for supervising its use are required to ensure its initial integrity and conformity with European safety requirements. They should consider where and how it will be used and any risks from its installation, commissioning, use or maintenance (including exposure to electricity, noise, vibration, radiation, etc.). Those using the equipment must have sufficient information and training to use it safely. In the case of work equipment which is exposed to conditions causing deterioration liable to result in a danger to safety or health, personnel responsible must ensure periodic inspections and where appropriate testing is carried out so that deterioration is detected and remedied in good time. The equipment must be maintained and a maintenance log kept. The Estates Office will ensure thorough examinations are carried out on lifting equipment as required under the General Application Regulations.

A Working Group is to be established to review and enhance all existing control measures and ensure that they are being adhered to and are consistent throughout.

2.22 Electrical Safety
We endeavour to ensure that all electrical installations are so designed, constructed, installed, maintained, protected and used, in accordance with statutory requirements. A portable equipment policy outlines the details regarding equipment that is to be inspected and tested.

2.23 Biological Agents
Biological Agents include bacteria, viruses, prions, clinical and biological samples, animals and mammalian cell lines. All first time use of a Biological Agent in research must be notified to/approved by the relevant Safety Team. The Head of School/Function is responsible for ensuring that biological agents risk assessments are completed and reviewed as necessary. A Working Group is being established to oversee this process.

2.24 Chemical Agents including Carcinogens and Mutagens
Chemical Agents include potentially hazardous substances used and produced in laboratories and workshops as well as cleaning agents, pesticides, oils, gases etc. used on campus. Chemical agents risk assessments must be prepared for activities involving potentially hazardous chemicals. It is our policy to use the least hazardous chemicals available and to reduce exposure to carcinogens to the lowest level technically possible. A working group has been established to oversee this process. The chemical agent policy is available on the website.

2.25 Smoke-Free Buildings
It is University policy to ensure that all of our workplaces are smoke-free (see policy on website). This policy has been developed to protect all employees, students, campus users, contractors/service providers and visitors from exposure to second-hand smoke, to ensure compliance with legal obligations, and to ensure a safe and healthy working and learning environment. Smoking (including the use of electronic cigarettes) is prohibited in all TU Dublin buildings.

2.26 Workplace Transport Safety and Traffic Management on Campus
Given the volume of pedestrian and vehicular traffic on campuses, it is recognised that the risks associated with the movement of vehicles on campuses must be carefully controlled. Controls such as signage and markings are in place. Work is continuing on developing formal traffic management procedures and site rules for vehicular traffic.

2.27 Driving for Work
The Health and Safety Authority states that driving for work includes any person who drives on a road as part of their work...
either in:

- A vehicle provided by their employer; or
- Their own vehicle and receives an allowance or payment from their employer for distances driven.

*Commuting* to work is only considered “driving to work” when the person’s journey starts from their home and they are travelling to a work location that is not their normal place of work.

The Health and Safety Authority and the Road Safety Authority have produced guidance on Safe Driving for Work which employees are required to adhere to. The Estates Office ensures that employees driving as part of their duties as above receive appropriate training. The transport of dangerous substances in private vehicles is prohibited.

### 2.28 Asbestos

TU Dublin adheres to the *Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 & 2010* and ensures that any work carried out on campus does not lead to the exposure of employees, students or contractors to asbestos fibres. When asbestos containing materials are in good condition and left undisturbed it is unlikely that asbestos fibres will be released into the air and therefore the risk to health is extremely low. An asbestos survey is carried out prior to any demolition or maintenance work in areas where asbestos containing materials are likely to occur. This is facilitated by the Estates Office who also maintain an Asbestos Register.

### 2.29 Radiation Safety

TU Dublin has a licence from the Environmental Protection Agency (EPA) for the custody and use of a range of isotopes. Those intending to work with radioisotopes must inform the *Radiation Protection Officer (RPO)*, Ms. Jane Torris. Notification of intent to import and work with isotopes other than those on the licence must be forwarded in writing one month in advance to the EPA through the RPO.

### 2.30 Trips, Travel and Events

A risk assessment form must be completed prior to a trip, event or travel by the organiser. This is then reviewed by the Health & Safety Office. For overnight/overseas trips, a health questionnaire must be completed by those going on the trip. Further information on risk assessments for trips/travel/events is available from the Health and Safety Office.

### 2.31 Management of Contractors and Service Providers

All building/maintenance work undertaken by outside contractors/service providers on behalf of a School/Function must be carried out under an Estates Office “Permit-to-Work” system. All contractors working on campus are required to complete the e-learning contractor’s induction course.

Details of the “Permit-to-Work” system are available from the Estates Office.

### 2.32 Safe Systems of Work

It is University policy to ensure that employees are not asked to perform tasks outside their competence and capacity. Safe systems of work and safe working procedures/Standard Operating Procedures (SOPs) are in place where required. Management shall keep a watching brief on safety matters and where necessary adjust or alter systems of work to make them as safe as is reasonably practicable. Safe systems of work are available from each School/Function.
SECTION 3
3. Monitoring, review and continuous improvement

To ensure that the existing control measures are working, the following takes place:

- Planning and setting standards;
- Measuring safety and health performance;
- Keeping the Safety Statement up to date; and
- Learning from experience.

3.1 Planning: Objectives and Programmes

Each year the Health and Safety Sub-committee as a management group establishes a work programme. This outlines the health and safety objectives and respective operational plans for the year. This is forwarded to the ORC for approval. It is monitored at each meeting and overseen by the Chair of the Health & Safety Sub-committee. A review of the annual work programme takes place at year-end.

3.2 Measuring Safety and Health Performance

Data on safety, health and welfare matters is used to monitor health and safety performance. Such data may include, but is not limited to:

- Accidents/dangerous occurrence/nearMISS records;
- Audit and inspection results;
- Attendance records for health and safety training;
- Emergency management exercises and fire evacuation;
- Completed risk assessments;
- Safety projects completed;
- Safety initiatives;
- Compliance with specific health and safety policies;
- Minutes and action listings from safety team meetings and working groups;
- The risk register; and
- Existence of School/Function risk assessments.

These are collated annually and formally noted at the Health & Safety Sub-committee. The Chair of this committee reports annually to ORC and the Governing Body. A review of health and safety performance forms an integral part of this report.

3.3 School/Function Risk Assessments

School/Function risk assessments will be reviewed at least annually by the Head of Schools/Function and their employees. This process will be facilitated by the Health & Safety Office and a Working Group will be established by the School/Function to oversee this where necessary.

Where training is required, the Staff Development Office will facilitate training in developing and updating Safety Statements and risk assessments in conjunction with the Health and Safety Office.

3.4 Communication

In compliance with Section 20.3 of the 2005 Act, the Chair of the Health & Safety Sub-committee will ensure that the contents of the Safety Statement are brought to the attention of all employees annually and following amendment. School/Function risk assessments will be brought to the attention of relevant employees by the Head of School/Function and confirmation that this has been completed will be sent to the Chair of the Health & Safety Sub-committee.
3.5 Legislative Compliance
The Health and Safety Office maintains a register of health and safety legislation and guidance relevant to all operations. This is updated regularly and any changes in legislation are communicated to the Health & Safety Sub-committee. The Health and Safety Office advises on changes required to the Safety Statement and School/Function risk assessments as a result of legislative changes.

3.6 Documentation
Health and safety documentation in compliance with General Data Protection Regulations is stored in electronic format on the health and safety directory of the electronic filing system. It is the responsibility of the Health and Safety Office to ensure that the overall documentation is filed and updated as necessary. It is the responsibility of each Head of School/Function to ensure that documentation pertaining to their respective areas is filed and updated as necessary.

3.7 Learning from Experience
A standard agenda item at each Health & Safety Sub-committee meeting is a review of accident/dangerous occurrence investigation and identification of measures that will enhance safety. The lessons learned from investigations may be replicated in processes and controls throughout and Safety Bulletins may be released to target stakeholders to highlight the measures that can be implemented to enhance current systems.

3.8 Audit and Review
This Safety Statement is reviewed annually by the Health and Safety Office and updated as necessary or where significant change takes place. Internal Audit Office carry out audits and externals may be contracted to complete evaluations/audits.
SECTION 4

4. Forms and Records

4.1 Responsible Person Register

The Safety Statement outlines the responsible person register in Section 2.

4.2 Emergency Contact Information and Emergency Services Contact Details

TU Dublin City Campus Internal contact numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Switchboard</td>
<td>(01) 402 3000</td>
</tr>
<tr>
<td>Chaplaincy</td>
<td>(01) 402 4308</td>
</tr>
<tr>
<td>Security Control Centre - 24 hour</td>
<td>(01) 402 4209 (01) 402 4206 (01) 8385892</td>
</tr>
<tr>
<td>(Orchard House, Grangegorman)</td>
<td></td>
</tr>
<tr>
<td>Student Counselling Service</td>
<td>(01) 402 3352</td>
</tr>
<tr>
<td>Employee Assistance Programme (VHI</td>
<td>Freephone 1800 995 955 (24 hour/ 7</td>
</tr>
<tr>
<td>Corporate Solutions)</td>
<td>days a week/ 365 days a year)</td>
</tr>
<tr>
<td>Estates Helpdesk</td>
<td>(01) 220 7666</td>
</tr>
<tr>
<td>Estates Officer</td>
<td>(01) 220 5034 0872250015</td>
</tr>
<tr>
<td>Health &amp; Safety Advisor</td>
<td>086 3891080</td>
</tr>
<tr>
<td>Public Affairs Office</td>
<td>(01) 402 7138</td>
</tr>
<tr>
<td>Student Health Centres:</td>
<td></td>
</tr>
<tr>
<td>Linenhall</td>
<td>(01) 402 3614</td>
</tr>
<tr>
<td>Aungier St.</td>
<td>(01) 402 3051</td>
</tr>
</tbody>
</table>
### FRONT DESK/RECEPTION CONTACTS

<table>
<thead>
<tr>
<th>AUNGIER STREET CAMPUS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Aungier Street Entrance</td>
<td>(01) 402 3061</td>
</tr>
<tr>
<td>Bishop Street Entrance</td>
<td>(01) 402 7004</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BOLTON STREET CAMPUS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Kings Inn Street Entrance</td>
<td>(01) 402 3607</td>
</tr>
<tr>
<td>E-Block</td>
<td>(01) 402 3724</td>
</tr>
<tr>
<td>Linenhall</td>
<td>(01) 402 4000</td>
</tr>
<tr>
<td>Beresford Street</td>
<td>(01) 8727157</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CATHAL BRUGHA STREET CAMPUS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathal Brugha St.</td>
<td>(01) 402 4302</td>
</tr>
<tr>
<td>Marlborough St.</td>
<td>(01) 402 4500</td>
</tr>
<tr>
<td>Sackville Place</td>
<td>(01) 402 7542</td>
</tr>
<tr>
<td>Mountjoy Square</td>
<td>(01) 402 4100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GRANGEGORMAN CAMPUS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Control Centre (Orchard House</td>
<td>(01) 402 4209/</td>
</tr>
<tr>
<td>24 HOUR</td>
<td>(01) 402 4206/</td>
</tr>
<tr>
<td></td>
<td>(01) 8385892</td>
</tr>
<tr>
<td>Rathdown House</td>
<td>(01) 402 4270</td>
</tr>
<tr>
<td>Park House</td>
<td>(01) 8385108</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>KEVIN STREET CAMPUS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Building</td>
<td>(01) 402 4625</td>
</tr>
<tr>
<td>Annexe</td>
<td>(01) 402 4612</td>
</tr>
<tr>
<td>Church Lane</td>
<td>(01) 402 4622</td>
</tr>
<tr>
<td>National Optometry Centre</td>
<td>(01) 4024900</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RATHMINES CAMPUS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>163 Rathmines Conservatory</td>
<td>(01) 402 3451</td>
</tr>
<tr>
<td>Chatham Row</td>
<td>(01) 402 3576</td>
</tr>
</tbody>
</table>

### External Emergency contact numbers

<table>
<thead>
<tr>
<th>Emergency Services</th>
<th>112/999 (If dialling from a landline phone you may need to dial “0” for an outside line)</th>
</tr>
</thead>
</table>
| Hospital          | Northside (01) 803 2000 Mater Hospital  
|                   | Southside (01) 410 3000 St. James 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 | **Southside:**  
Kevin Street: 01 666 9400  
Pearse Street: 01 666 9000 |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Gas Networks Ireland 24 hour Emergency</strong></td>
<td>1850 20 50 50</td>
<td></td>
</tr>
</tbody>
</table>
| **ESB Fault Emergency Line** | 1850 372 999  
Fault and Emergency: 021 4537000 (open 24 hours, 7 days per week) |
| **Health and Safety Authority** | 1890 289 389 |
| **Samaritans** | 1850 60 90 90 |
| **Environmental Protection Agency** | 1890 33 55 99 |
| **Employee Assistance Programme (VHI Corporate Solutions)** | Freephone 1800 995 955  
(24 hour/ 7 days a week/ 365 days a year) |
| **National Poisons Information Centre** | Members of Public: +353 (1) 809 2166. (8.00 a.m. to 10.00 p.m. 7 days a week) |

### 4.3 Training Register

The training register for all employees is maintained by the Staff Development Office.

### 4.4 Personal Protective Equipment Register

These registers will be developed locally.

### 4.5 Accident Reporting and Investigation Forms

These are available on the safety website.

### 4.6 Chemical Safety Data Sheets

These are available locally in relevant Schools/Functions and it is envisioned that they will be more readily available from a central point with the outputs from the Working Group on chemical safety.

### 4.7 Permit-to-work

Use of the Permit-to-work system overseen by the Estates Office is required where there is a need to co-ordinate and control different activities and individuals. It is a means of achieving effective control of a system through formal written documentation. Examples where it is required include:
• All repair, maintenance or cleaning work in potentially dangerous areas;
• Any mechanical, electrical or process isolation procedures;
• Any atmospheric monitoring for dangerous fumes presence;
• Hot works;
• Working at height;
• Confined space entry.

The Estates Office prepare and facilitate all Permit–to-work systems for contractors and service providers.
APPENDIX 1
Organisational Safety Responsibilities

- **Health and Safety Office**
- **Competent Persons**
- **Safety Representatives**
- **Safety Committees (Sub 4). If requested**

**Employees**
- Shared responsibility for compliance with health and safety legislation. In particular, Responsibility to co-operate, attend training and report defects etc.

**Management, Supervisors**
- Responsible for the day-to-day implementation of safety arrangements

**Directors/ Directors and Deans, Safety Teams**
- Responsible for their functional areas
  - Each Safety Team is a management group to lead and integrate SHW at Directorate/College/School/Function and Campus level

**Director of Campus Services & Relocation**
- Responsible for ensuring a safe place of work, safe Access/egress, maintenance of estates equipment/machinery without risk, provision and maintenance of welfare facilities

**Director of Corporate Services & ORC Members**
- Health and Safety Sub - Committee
  - Responsible for health and safety services and the strategic development of policies and procedures
  - H & S Sub - committee is a management group to lead and integrate SHW in TU Dublin City Campus

**Governing Body**
- President
- Principal
  - Ultimate responsibility for SHW at TU Dublin

**Advisory Role**
Health and Safety Sub-committee and Safety Team Overview
TU Dublin City Campus Safety Team Organisational Structure

Safety Teams for the following Colleges/Directorates as outlined:

- College of Sciences & Health Safety Team
- College of Business Safety Team
- College of Engineering & Built Environment Safety Team
- College of Arts & Tourism Safety Team
- Corporate Services Safety Team
- Directorate of Research, Enterprise & Innovation Safety Team
- Campus Services & Relocation Safety Team
- Student Development Safety Team

Nominees from each relevant School/Function to sit on the Safety Team. It is imperative that these nominees are *management and supervisory grade.

Safety to be a standing agenda item for the following Directorates/Functions:

- Academic Affairs, Digital and Learning Transformation
- Equality, Diversion & Inclusion
- Office of the President

Statutory Safety Representatives to be elected for each College/Directorate, with arrangements for same facilitated by College/Directorate. Statutory Safety Representatives to be elected for each Campus with arrangements for same facilitated by Estates Office.

*Schedule 4 committees can be* facilitated by management if requested.

Health and Safety Office, Safety Representatives, *Schedule 4 committee* members and students to act in advisory capacity only.
<table>
<thead>
<tr>
<th>Buildings Allocated</th>
<th>Colleges and Schools represented on the Safety Team</th>
<th>Directorates and Functions represented on the Safety Team</th>
<th>Other Functions represented on the Safety Team</th>
</tr>
</thead>
</table>
| • Kevin Street including Annexe  
• Church Lane  
• National Optometry Centre (NOC)  
• New Bride Street Buildings  
• Marlborough Street | **College of Sciences & Health**  
• School of Chemical & Pharmaceutical Sciences  
• School of Biological and Health Sciences  
• School of Physics & Clinical & Optometric Sciences  
• National Optometry Centre  
• School of Mathematical Sciences  
• School of Computer Science  
• School of Food Science and Environmental Health | **Campus Services & Relocation**  
• Estates  
**Corporate Services**  
• Health & Safety | • Student’s Union  
• College Catering  
• Library  
• College/Function safety representatives  
• Campus safety representatives  
• Any other relevant/appointed staff member from a Directorate/College based in buildings under this Safety Team’s remit may also attend meetings, especially safety critical areas e.g. School of Electrical & Electronic Engineering |
<table>
<thead>
<tr>
<th>Buildings Allocated</th>
<th>Colleges and Schools represented on the Safety Team</th>
<th>Directorates and Functions represented on the Safety Team</th>
<th>Other Functions represented on the Safety Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Aungier Street</td>
<td>College of Business</td>
<td>Campus Services &amp; Relocation</td>
<td>• Student’s Union</td>
</tr>
<tr>
<td></td>
<td>• School of Accounting &amp; Finance</td>
<td>• Estates</td>
<td>• Aramark Catering</td>
</tr>
<tr>
<td></td>
<td>• School of Management</td>
<td>Corporate Services</td>
<td>• Library</td>
</tr>
<tr>
<td></td>
<td>• School of Retail &amp; Services Management</td>
<td>• Health &amp; Safety</td>
<td>• College/Function safety representatives</td>
</tr>
<tr>
<td></td>
<td>• Graduate Business School</td>
<td></td>
<td>• Campus safety representatives</td>
</tr>
<tr>
<td></td>
<td>• School of Marketing</td>
<td></td>
<td>• Any other relevant/appointed staff member from a</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Directorate/College based in buildings under this</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Safety Team’s remit may also attend meetings</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(especially safety critical areas)</td>
</tr>
<tr>
<td>Buildings Allocated</td>
<td>Colleges and Schools represented on the Safety Team</td>
<td>Directorates and Functions represented on the Safety Team</td>
<td>Other Functions represented on the Safety Team</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>• Bolton Street main building</td>
<td><strong>College of Engineering &amp; Built Environment</strong></td>
<td><strong>Campus Services &amp; Relocation</strong></td>
<td>• Aramark Catering</td>
</tr>
<tr>
<td>• E-Block</td>
<td>• School of Architecture</td>
<td>• Estates</td>
<td>• Student’s Union</td>
</tr>
<tr>
<td>• Linenhall</td>
<td>• School of Civil &amp; Structural Engineering</td>
<td><strong>Corporate Services</strong></td>
<td>• Library</td>
</tr>
<tr>
<td>• 81 Capel Street</td>
<td>• School of Multi-disciplinary Technologies</td>
<td>• Health &amp; Safety</td>
<td>• College/Function safety representatives</td>
</tr>
<tr>
<td>• Beresford Street</td>
<td>• School of Surveying &amp; Construction Management</td>
<td></td>
<td>• Buildings safety representatives</td>
</tr>
<tr>
<td>• Dublin Airport Business Park</td>
<td>• School of Transport Engineering, Environment and Planning</td>
<td></td>
<td>• Any other relevant/ appointed staff member from a Directorate/ College based in buildings under this Safety Team’s remit may also attend meetings, especially safety critical areas e.g. Print Media</td>
</tr>
</tbody>
</table>
### COLLEGE OF ARTS & TOURISM SAFETY TEAM
**CHAIR: MR. JOHN O’ CONNOR**

<table>
<thead>
<tr>
<th>Buildings Allocated</th>
<th>Colleges and Schools represented on the Safety Team</th>
<th>Directorates and Functions represented on the Safety Team</th>
<th>Other Functions represented on the Safety Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathal Brugha Street</td>
<td>College of Arts &amp; Tourism</td>
<td>Campus Services &amp; Relocation</td>
<td>Student’s Union</td>
</tr>
<tr>
<td>Sackville Place</td>
<td>School of Culinary Arts &amp; Food Technology</td>
<td>Estates</td>
<td>Catering</td>
</tr>
<tr>
<td>Conservatory of Music &amp; Drama (163 Rathmines)</td>
<td>School of Hospitality Management &amp; Tourism</td>
<td>Corporate Services</td>
<td>Library</td>
</tr>
<tr>
<td>Chatham Row</td>
<td>Conservatory of Music &amp; Drama</td>
<td></td>
<td>College/Function safety representatives</td>
</tr>
<tr>
<td>Grangegorman campus (North House and North House Annex)</td>
<td>School of Media</td>
<td></td>
<td>Campus safety representatives</td>
</tr>
<tr>
<td></td>
<td>School of Languages, Law &amp; Social Sciences</td>
<td></td>
<td>Any other relevant/appointed staff member from a Directorate/College based in buildings under this Safety Team’s remit may also attend meetings (especially safety critical areas)</td>
</tr>
<tr>
<td></td>
<td>Dublin School of Creative Arts</td>
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- Buildings under this Safety Team’s remit may also attend meetings (especially safety critical areas).
<table>
<thead>
<tr>
<th>Buildings Allocated</th>
<th>Colleges and Schools represented on the Safety Team</th>
<th>Directorates and Functions represented on the Safety Team</th>
<th>Other Functions represented on the Safety Team</th>
</tr>
</thead>
</table>
| Mountjoy Square (40-45)  | N/A Functions only | Corporate Services  
- Finance  
- Human Resource  
- Secretary  
- Health & Safety | College/Function safety representatives  
Campus safety representatives  
Any other relevant/appointed staff member from a Directorate/College based in buildings under this Safety Team’s remit may also attend meetings (especially safety critical areas)  
Catering  
Shared building of Park House and Mountjoy Square |
| Park House | Campus Services & Relocation  
- Estates | | |
# DIRECTORATE OF RESEARCH, ENTERPRISE & INNOVATION SAFETY TEAM

**CHAIR: PROFESSOR BRIAN O’ NEILL**

<table>
<thead>
<tr>
<th>Buildings Allocated</th>
<th>Colleges and Schools represented on the Safety Team</th>
<th>Directorates and Functions represented on the Team</th>
<th>Other Functions represented on the Safety Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Greenway Hub</td>
<td></td>
<td>Research, Enterprise &amp; Innovation Services</td>
<td>• College/Function safety representatives</td>
</tr>
<tr>
<td>• FOCAS Institute</td>
<td></td>
<td>• Graduate Research School</td>
<td>• Campus safety representatives</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Research Support</td>
<td>• Any other relevant/appointed staff member</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Hothouse</td>
<td>from a Directorate/College based in</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ESHI</td>
<td>buildings under this Safety Teams remit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FOCAS</td>
<td>may also attend meetings (including safety</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• ICE</td>
<td>critical areas).</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Campus Services &amp; Relocation</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Estates</td>
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</tr>
<tr>
<td></td>
<td></td>
<td><strong>Corporate Services</strong></td>
<td></td>
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<td></td>
<td>• Health &amp; Safety</td>
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</tr>
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<td>Directorates and Functions represented on the Safety Team</td>
<td>Other Functions represented on the Safety Team</td>
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<tr>
<td>Rathdown House</td>
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<td>Student Development</td>
<td>Aramark Catering</td>
</tr>
<tr>
<td>Clock Tower</td>
<td></td>
<td></td>
<td>College/Function safety representatives</td>
</tr>
<tr>
<td>Glassmanogue</td>
<td></td>
<td></td>
<td>Campus safety representatives</td>
</tr>
<tr>
<td>Bradogue</td>
<td></td>
<td></td>
<td>Any other relevant/appointed staff member</td>
</tr>
<tr>
<td>St. Laurence’s</td>
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<td></td>
<td>from a Directorate/ College based in buildings under this Safety Team’s remit may also attend meetings (especially safety critical areas)</td>
</tr>
<tr>
<td>Buildings Allocated</td>
<td>Colleges and Schools represented on the Safety Team</td>
<td>Directorates and Functions represented on the Safety Team</td>
<td>Other Functions represented on the Safety Team</td>
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<tr>
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<td>-----------------------------------------------</td>
</tr>
<tr>
<td>• All campuses and Security Control Centre, Orchard House</td>
<td>N/A</td>
<td>Campus Services &amp; Relocation</td>
<td>• Building Contractors</td>
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<tr>
<td></td>
<td></td>
<td>• Estates</td>
<td>• GDA</td>
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<tr>
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<td>Corporate Services</td>
<td>• PPPs</td>
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<tr>
<td></td>
<td></td>
<td>• Health &amp; Safety</td>
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APPENDIX 2
Controlled Document Register

The following documents are regarded as controlled documents and can only be modified and issued through the appropriate channels and procedures as indicated.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Prepared by:</th>
<th>Approved by:</th>
<th>Issued by:</th>
<th>Current Issue:</th>
<th>Date Issued:</th>
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<tr>
<td>Safety Statement</td>
<td>Health and Safety Office</td>
<td>ORC</td>
<td></td>
<td></td>
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<tr>
<td>Accident Report Form</td>
<td>Health and Safety Office</td>
<td>Health &amp; Safety Sub-committee</td>
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<tr>
<td>Safety Policies and Procedures</td>
<td>Health and Safety Office</td>
<td>Health &amp; Safety Sub-committee</td>
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<tr>
<td>Radiation Manual</td>
<td>RPO</td>
<td>Health &amp; Safety Sub-committee</td>
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<tr>
<td>Health and Safety Training Policy</td>
<td>Staff Development Office and Health and Safety Office</td>
<td>ORC</td>
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<tr>
<td>School/Function risk assessments</td>
<td>School/ Function Management and Working Groups</td>
<td>Health and Safety Sub-committee</td>
<td></td>
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</table>
Procedure: Hazard Identification, Risk Assessment and Determining Controls.

Purpose
The purpose of this procedure is to set out how we identify hazards, assesses the risk associated with the hazards and put control measures in place to reduce the risk associated with the hazard to the lowest level possible.

Scope
The hazard identification, risk assessment and control process covers all activities.

Responsibility
The Head of School/Function is responsible for ensuring risk assessments are carried out for all activities and equipment in their area.

The Head of School/Function will ensure that risk assessments are reviewed annually.

The Health and Safety Office will inform the Head of School/Function of changes in legislation that will impact on the requirement to carry out a risk assessment.

Procedure
TU Dublin has appointed a Health and Safety Advisor with responsibility to advise on procedures relating to planning for routine and non-routine hazard identification, risk assessment and risk control activities.

Risk assessment workshops are available from the Health and Safety Office.

Heads of School/Function in each functional area are responsible for carrying out risk assessments on potentially hazardous activities that their employees participates in and that others may be exposed to and for ensuring that adequate safe work practice sheets (SWPS) are put in place to reduce the risk associated with the activity.

The Head of School/Function will approve the SWPS which are applicable to their specific area.

The completed risk assessment forms and safe work practice sheets will be taken into account when setting safety objectives and drawing up programmes.

Procedure: New Risk Assessments and Safe Work Practice Sheets

Heads of School/Function will ensure that all activities and processes under their control have been evaluated by the risk assessment/risk control procedure and that they are re-evaluated on an annual basis to ensure the validity of the current risk assessment/control.

In carrying out the procedure, hazards will be eliminated wherever practicable in line with the principle of prevention.

All new equipment, processes, practices must be evaluated, and the control measures resulting implemented. The risk assessment/risk control procedure will be carried out as required by changing conditions within the organisation. These
conditions will include the following:

1. A change in the organisation’s activities (new activities, processes or equipment);
2. A need to improve safety performance in a particular area;
3. Changes in legislation or safety standards;
4. In the event of an accident;
5. Where changes to individuals health circumstances require it.

The risk assessments emanating from the procedure will be kept up to date. Heads of School/Function will ensure that risk assessments are reviewed annually to ensure that they reflect any changes that may have taken place in the way activities are conducted.

Working groups of competent persons will be appointed to oversee this process with the Head of School/ Function facilitated by the Occupational Health Advisors.
Terms of Reference: Health and Safety Sub-committee (Reporting to ORC)

1. Membership

Voting Members:
Chair: President/other appointed by the President for a two year term
Permanent members: Director of Corporate Services
Director/Director and Dean (rotated every two years)

Non-Voting Attendees:
Permanent Attendees: A College Manager (rotated annually)
Health & Safety Advisor
Occupational Health Advisors
Secretary
Estates Officer
Students’ Union Vice President for Welfare
Students’ Union staff representative
An elected student representative
Radiological Protection Officer
Public Affairs Officer
Risk and Planning Co-ordinator
An elected Staff Safety Representative from the group of Staff Safety Representatives *
Schedule 4 committee nominee (if in place)

Ad hoc Attendees: Other colleagues may be invited to address specific items as required.

* This attendee and deputy are elected from the cohort of Safety Representatives

Purpose
To advise and support the President and the ORC in its efforts to comply with the statutory requirements under health and safety legislation and to meet the required health and safety needs of the University.

In Scope:
All health and safety matters within University owned/operated premises and grounds and approved off-site activities involving students and employees. The buildings included within this scope are provided in the appendices.

2. Terms of Reference

- To monitor and report to the President and ORC on the risks and opportunities within the area of ‘purpose’ as defined in section 2 above and to keep under review the implications of the Risk Register associated with the relocation of activities to the Grangegorman campus;
- To review, make recommendations to ORC and monitor the active management of health and safety and action plans of the operational units, (including the Safety Teams), that are required to mitigate identified risks and exploit opportunities;
- To monitor and report to ORC on progress towards the achievement of agreed objectives and to prepare an annual work programme of the Sub-committee in line with priorities;
• To enhance the integration of health and safety into the existing management structures and to ensure effective monitoring and review of the Safety Statement and risk assessments;
• To develop and monitor implementation of policies, procedures, guidelines and codes of practice that ensure compliance with national legislation, so as to support the management of health and safety matters throughout;
• To receive, consider and make recommendations to ORC on (i) reports from enforcing authorities, internal inspections etc. and (ii) reports and proposals submitted from executives from other functional areas and from working groups appointed;
• To review, monitor and make recommendations to ORC with respect to relevant external and internal developments;
• To monitor compliance in relation to its regulatory and statutory obligations and to draft recommendations for corrective actions as necessary; and
• Through its membership, disseminate the content of Sub-committee meetings to relevant stakeholders.

Deliverables

• Annual work programme;
• Report to ORC;
• Report to Governing Body;
• Policies and procedures, as required, for ORC and/or Governing Body approval;
• Safety Statement; and
• Risk Register.
• Reports; Radiation Manual etc.

Governance

Frequency of meetings: Every two months

Reporting: To ORC

Quorum: Two voting members

Voting: Decisions to be achieved by consensus of voting members.

Chair: The Chairperson provides an objective voice to the discussions and debate of the Sub-committee. S/he is required to represent the agreed position of ORC with respect to health and safety and remind members and attendees of the agreed objectives on relevant matters. It is the responsibility of the Chairperson to ensure that the Sub - committee functions properly; that there is full participation at meetings; that all relevant matters are discussed and that effective decisions are made and carried out. The Chair of the Sub-committee is responsible for reporting back to ORC and subsequently to the appropriate functional areas to ensure the implementation of agreed decisions.
Secretariat: The role of the Secretariat is to co-ordinate the business of the Sub-committee including liaison with members, the preparation of the agenda, the circulation of papers and the communication of decisions. The Secretariat is required to prepare any outcome reports from the meeting, including any advice or recommendations agreed, to be signed off by the Chair. The Secretariat may also be required to prepare key documents on behalf of the Chair/Sub-committee. The Secretariat is the custodian of the Sub-committees procedures and advises the Chair, members and attendees accordingly.

It is the responsibility of the Secretariat to ensure that proper records of minutes of all meetings are maintained in the agreed format; that minutes, proposals and other documentation as agreed by the Sub-committee are forwarded to stakeholders and Chairs of each Health and Safety Team in a timely fashion; that decisions are communicated to relevant parties promptly; and that decisions, papers and other documentation as agreed by the Sub-committee/ORC are circulated by the relevant stakeholders. The Secretariat for this Sub-committee will be managed by the Health & Safety Office.
Terms of Reference: Safety Teams (Reporting to the Health & Safety Sub-committee)

1. Membership

Chair: Director of College/Support function
Permanent members: A management grade from each School/Function
Estates Maintenance Manager(s) relevant to the buildings in scope
Estates Service Supervisor(s) relevant to the buildings in scope
Occupational Health Advisor
Statutory elected Staff Safety Representatives
An elected student representative
A Students Union staff representative
College/Senior Functional Manager
Library nominee
Catering/service provider nominee

Ad hoc Attendees: Other colleagues under the Safety Teams remit may be invited to address specific items as required, especially for safety critical areas.

2. Purpose

To ensure that relevant health and safety issues are co-ordinated and managed effectively and ensure that there is full compliance with relevant legislation.

In Scope:

All health & safety matters in respect of employees, students and visitors within the designated Safety Team and designated buildings.

Terms of Reference

- To ensure that all relevant Schools/Functions have a comprehensive and up-to-date risk assessments in place.
- To ensure that emergency procedures and first-aid arrangements are in place and communicated to all employees and stakeholders.
- To assign responsibility to individual executives to establish emergency and first aid procedures.
- To approve a standard report (template format) to be submitted to the Health & Safety Sub-committee.
- To raise matters with other Safety Teams, concerning buildings designated to those Teams, in order to initiate and progress health & safety action items of concern to members.
- To analyse monthly accident reports prepared by the Occupational Health Advisor and to prepare and monitor implementation of action plans.
- To designate specific Emergency Response Teams to deal with critical accidents and monitor activities of these Teams including specific training as required.
- To develop a communications system to inform employees, students and relevant stakeholders within the scope of the Safety Team and designated buildings of health and safety matters.
- To monitor compliance with health and safety policies and procedures for all Schools/Functions within the scope of the Safety Team; and
- To liaise with the Emergency Management Team as required by the Emergency Management Policy and Plan (acting as the Bronze Team).
Deliverables

• School/Function risk assessments
• Emergency procedures & First-Aid arrangements
• Establishment of communications system for employees & students
• Bimonthly (every two months) reporting to Health & Safety Sub-committee through recorded minutes and template

Governance

Frequency of meetings: Every two months

Reporting: To Health & Safety Sub-committee

Quorum: 5 Members

Chair: The Chairperson provides an objective voice to the discussions and debate of the Group. S/he is required to represent the agreed position of TU Dublin City Campus with respect to health & safety matters and remind members and attendees of the agreed objectives on relevant matters. It is the responsibility of the Chairperson to ensure that Team functions properly; that there is full participation at meetings; that all relevant matters are discussed and that effective decisions are made and carried out. The Chair of the Team is responsible for ensuring that the minutes are forwarded to the Secretary of the Health and Safety Sub—committee.

Secretariat: The role of the Secretariat is to co-ordinate the business of the Team including liaison with members, the preparation of the agenda, the circulation of papers and the communication of decisions. The Secretariat is required to prepare any outcome reports from the meeting, including any advice or recommendations agreed, to be signed off by the Chair. The Secretariat may also be required to prepare key documents on behalf of the Chair/Team. The Secretariat is the custodian of the Team procedures and advises the Chair, members and attendees accordingly. It is the responsibility of the Secretariat to ensure that proper records of minutes of all meetings are maintained in the agreed format; that minutes, proposals and other documentation as agreed by the Team are forwarded to the Health & Safety Sub—committee in a timely fashion; that decisions are communicated to relevant parties promptly; and that decisions, papers and other documentation as agreed are uploaded on the agreed on-line portal for view by the relevant stakeholders. It is the responsibility of the Secretariat to ensure minutes from the Health and Safety Sub-committee are communicated to the Team members. Secretariat for the Safety Team will be managed by the relevant College Manager/ Senior Functional Manager.
Terms of Reference: Allergen Working Group

1. Role/Purpose
The Technological University Dublin (TU Dublin) Allergen Working Group (TUDAWG) will provide strategic direction and leadership and act in an advisory capacity to ensure that all allergens are managed effectively in the University.

The TUDAWG sets out to:
1. Review status of food allergen management in the University (including disclosure, collation and assessment of information, access to areas, ensuring non exposure where necessary, and procedure for dealing with high risk students on relevant programmes, review of existing students and incoming populations, failure to adhere to procedures etc.)
2. Review the draft student food allergen management plan.
3. Develop a programme (policy, procedures, and guidelines) for the management of all allergens in the University.
4. Provide recommendations to the Health and Safety Sub – committee.

2. Term of Reference
This Term of Reference is effective from October 2017 and will be ongoing until terminated by agreement between the parties. It is agreed that the members will remain on a reserve panel of experts and be called for advice at any stage.

3. Membership
The TUDAWG is a working group of the Health and Safety Sub – committee and will comprise of representation from:
- Health and Safety Office
- All relevant Schools/Functions
- Student Services
- Student Health Centre
- TU Dublin SU
- Other relevant stakeholders as required
- External expertise as required

4. Roles and Responsibilities
The working group is accountable for:
- removing obstacles to the working groups successful delivery, adoption and use
- maintaining at all times the focus of the working group on the agreed scope, outcomes and benefits
- monitoring and managing the factors outside the working groups control that are critical to its success.

The membership of the working group will commit to:
- Attending all meetings and if necessary nominate a proxy.

5. Meetings
- A meeting quorum will be 4 members of the working group
- Meetings will be held each semester or as required

6. Amendment, Modification or Variation
This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the working group members.
Terms of Reference: Chemical Safety Working Group

1. Role/Purpose
The Technological University Dublin (TU Dublin) Chemical Safety Working Group (TUDCSWG) will provide strategic direction and leadership and act in an advisory capacity to ensure all chemicals are managed effectively in TU Dublin.

The TUDCSWG sets out to:
1. Review current status of chemical safety management at TU Dublin.
2. Develop a policy for the management of all chemicals at TU Dublin which is appropriate to TU Dublins consolidation to the campus at Grangegorman.
3. Provide recommendations to the Health and Safety Sub – committee.

2. Term of Reference
This Term of Reference is effective from October 2017 for a two year duration for the working group and will at that point be terminated by agreement between the parties. It is agreed that the members will remain on a reserve panel of experts and be called for advice at any stage.

3. Membership
The TUDCSWG is a working group of the Health and Safety Sub – committee and will comprise of representation from:

- Health and Safety Office
- All relevant Schools/Functions
- Student Services
- TU Dublin SU
- Other relevant stakeholders as required

4. Roles and Responsibilities
- The working group is accountable for:
  - recommending how obstacles to the working groups successful delivery, adoption and use can be removed;
  - maintaining at all times the focus of the working group on the agreed scope, outcomes and benefits; and
  - monitoring and reviewing the factors outside the working groups control that are critical to its success.

- The membership of the working group will commit to:
  - attending scheduled group meetings and if necessary nominating a proxy;
  - making timely decisions; and
  - notifying members of the group, as soon as practical, if any matter arises which may be deemed to affect the development of the working group.

5. Meetings
- A meeting quorum will be 4 members of the working group;
- Meetings will be held each semester; and
- If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members.

6. Amendment, Modification or Variation
The Terms of Reference may be amended, varied or modified and approved by the Health and Safety Sub –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, 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 Health and Safety Office representative can attend as a non-voting member.

2. Meetings

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

3. Agendas and Minutes

Recommended agenda items include:

- Business arising from previous meeting;
- Recent hazards and accident reports;
- Workplace inspections/audits findings;
- Training needs or upcoming courses of interest;
- First-aid requirements e.g. first responders first-aid equipment needs;
- Emergency management requirements e.g. last emergency evacuation and feedback, local emergency procedures;
• Feedback from the Safety Teams and Sub-committee;
• Legislative or policy changes that are applicable to the work area; and
• Any changes 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 Safety Team for assistance in issue resolution. Urgent issues should be brought to the attention of the Head of School/Function and/or the Dean/Director as soon as possible for resolution.
APPENDIX 4
All events (accidents/incidents) resulting in personal injury must be reported within 24 hours by completing this form. In the case of a serious incident (major injury, potential fatality, fatality or serious accident), the Health & Safety Office must be contacted. The Health and Safety Advisor can be contacted at 086 389 1080 or 4024192.

ALL sections are to be completed, signatures obtained and when complete, please send to:
TU Dublin City Campus Health & Safety Office, 40-45 Mountjoy Square, Dublin 1.

### 1. General information

<table>
<thead>
<tr>
<th>Date of event (dd/mm/yy): __________________</th>
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<tbody>
<tr>
<td>Address where event occurred: ____________________________</td>
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### 2. Details of injured person (where applicable)

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<th>Student/ Apprentice* [ ]</th>
<th>Visitor [ ]</th>
<th>Contractor (’s employee)** [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other [ ]</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Occupation: ____________________________ | Department /course code: ____________________________ |

*Student or staff no. _____  **Name of Contractor: ____________________________

### 3. Incident Details

<table>
<thead>
<tr>
<th>When was incident first reported (dd/mm/yy) ? __________________</th>
<th>To whom was it initially reported? __________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>By whom was it reported (name &amp; job title) ? ___________________</td>
<td></td>
</tr>
<tr>
<td>Did the injured person cease work immediately? (Y/N)_________</td>
<td>If no, when did work cease? ____________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description of event (including preceding events):</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Task being done at the time of incident:</td>
<td></td>
</tr>
<tr>
<td>Details of tools/machinery/ PPE or equipment required to perform the task:</td>
<td></td>
</tr>
<tr>
<td>Were they being used? (Y/N)____ If so, please specify the type &amp; condition:</td>
<td></td>
</tr>
</tbody>
</table>

### 4. Injury / Illness Details

<table>
<thead>
<tr>
<th>Medical treatment:</th>
<th>None [ ]</th>
<th>First-aid [ ]</th>
<th>University nurse [ ]</th>
<th>University doctor [ ]</th>
<th>GP [ ]</th>
<th>Hospital [ ]</th>
<th>other [ ]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What first aid was given?</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>First Aider (name): ____________________________</th>
<th>Contact no. __________________________</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What type of injury was sustained(e.g. cut, burn, sprain/strain) ?</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>What part(s) of body were injured (specify left or right side)?</th>
<th></th>
</tr>
</thead>
</table>

### 5. Witness to event

<table>
<thead>
<tr>
<th>Witness to incident: (name &amp; job title) __________________</th>
<th>Contact no. __________________________</th>
</tr>
</thead>
</table>

**Witness report form to be completed separately as required**

<table>
<thead>
<tr>
<th>CCTV: coverage Y/N</th>
<th>CCTV retained? Y/N</th>
</tr>
</thead>
</table>

### 6. Signature of person completing form:

<table>
<thead>
<tr>
<th>Signature of person completing form: ____________________________</th>
<th>Date: ____________________________</th>
</tr>
</thead>
</table>

**Date Received by Health & Safety Office:** ____________________________  **Reference No.** ____________________________
Listing of Health and Safety Related Legislation
Currently applicable (this list is not exhaustive)

- SAFETY, HEALTH AND WELFARE AT WORK ACT, 2005
- SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS 2007 (S.I. NO. 299 OF 2007)
- PUBLIC HEALTH (TOBACCO) ACT 2002 AND PUBLIC HEALTH (TOBACCO) (AMENDMENT) ACT 2004
- SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) REGULATIONS, 2007
- EC (PROTECTION OF OUTSIDE WORKERS FROM IONISING RADIATION) REGULATIONS, 1994
- SAFETY, HEALTH AND WELFARE AT WORK (BIOLOGICAL AGENTS) REGULATIONS, 2013
- TOBACCO (HEALTH PROMOTION AND PROTECTION) REGULATIONS, 1995
- THE RADIOPHYSICAL PROTECTION ACT (IONISING RADIATION), ORDER 2000
- SAFETY, HEALTH AND WELFARE AT WORK (CONFINED SPACES) REGULATIONS 2001
- SAFETY, HEALTH AND WELFARE AT WORK (EXPOSURE TO ASBESTOS) REGULATIONS 2006
- SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) (AMENDMENT) (NO.3) REGULATIONS 2016 (S.I. NO. 370 OF 2016)
- SAFETY, HEALTH AND WELFARE AT WORK (ELECTROMAGNETIC FIELDS) REGULATIONS 2016 (S.I. NO. 337 OF 2016)
- SAFETY, HEALTH AND WELFARE AT WORK (CARCINOGENS) REGULATIONS 2015 (S.I. NO. 622 OF 2015)
- SAFETY, HEALTH AND WELFARE AT WORK (CHEMICAL AGENTS) REGULATIONS 2015 (S.I. NO. 623 OF 2015)
- SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) (AMENDMENT) (NO. 2) REGULATIONS (S.I. NO. 70 OF 2016)
- SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) (AMENDMENT) REGULATIONS 2016 (S.I. NO. 36 OF 2016)
- SAFETY HEALTH AND WELFARE AT WORK (BIOLOGICAL AGENTS) REGULATIONS 2013 (S.I. NO. 572 OF 2013)
- SAFETY HEALTH AND WELFARE AT WORK (CONSTRUCTION) REGULATIONS 2013 (S.I. NO. 291 OF 2013)
- SAFETY HEALTH AND WELFARE AT WORK (GENERAL APPLICATION) (AMENDMENT) REGULATIONS 2012 (S.I. NO.445 OF 2012)
- SAFETY, HEALTH AND WELFARE AT WORK (EXPOSURE TO ASBESTOS)(AMENDMENT) REGULATIONS 2010 (S.I. NO. 589 OF 2010)
- SAFETY, HEALTH AND WELFARE AT WORK (GENERAL APPLICATION)(AMENDMENT) REGULATIONS 2010(ARTIFICIAL OPTICAL RADIATION) (S.I. NO. 176 OF 2010)
- SAFETY, HEALTH AND WELFARE AT WORK (EXPOSURE TO ASBESTOS) REGULATIONS 2006 (S.I. NO. 386 OF 2006)
- SAFETY, HEALTH AND WELFARE AT WORK (WORK AT HEIGHT) REGULATIONS 2006 (S.I. NO. 318 OF 2006)
- CHEMICALS ACT 2008 (NO. 13 OF 2008) AND CHEMICALS (AMENDMENT) ACT 2010 (NO 32 OF 2010)
- ORGANISATION OF WORKING TIME ACT 1997 (NO. 20 OF 1997)
- REGULATIONS UNDER THE DANGEROUS SUBSTANCES ACT 1972 AND AMENDMENT 1979
Risk Assessments

ACE Safety Statement

School of Accounting & Finance Safety Statement

School of Art, Design & Printing Safety Statement

College of Arts & Tourism Directors Office Safety Statement

Dublin School of Architecture Safety Statement

Buildings Office Safety Statement

School of Biological Sciences Safety Statement

Campus Life Safety Statement

Career Development Centre Safety Statement

Chaplaincy Safety Statement

Conservatory of Music & Drama Safety Statement

Campus Planning Safety Statement

School of Civil & Structural Engineering Safety Statement

CREST Safety Statement

School of Computing Safety Statement

Student Counselling Service Safety Statement

School of Chemical & Pharmaceutical Sciences Safety Statement

School of Culinary Arts & Food Technology Safety Statement

Disability Support Service Safety Statement

Foundation Safety Statement

College of Engineering & Built Environment Academic Services Safety Statement

ESHI Safety Statement
Finance & Resources & Office of Secretary to Governing Body Safety Statement

Fit2Go Club Safety Statement

FOCAS Safety Statement

Food Science & Environmental Health Safety Statement

Graduate Business School Safety Statement

Grangegorman Library Safety Statement

Health and Safety Office Safety Statement

Hothouse Safety Statement

School of Hospitality Management & Tourism Safety Statement

Human Resources Safety Statement

Information Services Safety Statement

International Office Safety Statement

School of Languages, Law & Social Sciences Safety Statement

Learning, Teaching & Technology Centre Safety Statement

Library Aungier Street Safety Statement

Library, Bolton Street Safety Statement

Library, Cathal Brugha Street Safety Statement

Library, Kevin Street Safety Statement

Library, Rathmines Safety Statement

School of Management Safety Statement

School of Marketing Safety Statement

School of Media Safety Statement

Mountjoy Square Library Safety Statement

School of Mathematical Sciences Safety Statement

School of Multidisciplinary Technologies Safety Statement
National Optometry Centre (NOC)

School of Physics & Clinical & Optometric Services Safety Statement

Office of the President Safety Statement

Directorate of Research and Enterprise Safety Statement

School of Retail Services Management Safety Statement

School of Surveying & Construction Management Safety Statement

Societies Safety Statement

Staff Training & Development Office Safety Statement

Student Administration Safety Statement

Student Health Centre Safety Statement

Sport and Recreation Service Safety Statement

Detailed reports of all above are available on the safety website
APPENDIX 7
## TU Dublin City Campus – Associated Buildings

<table>
<thead>
<tr>
<th>Number</th>
<th>Campus Name</th>
<th>Buildings/Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Aungier Street Campus</td>
<td>Main Building</td>
</tr>
<tr>
<td>2.</td>
<td>Bolton Street Campus</td>
<td>Bolton Street, Main Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>E-Block</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Beresford Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>81 Capel Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Linenhall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dublin Airport Business Park, Aviation Technology Centre</td>
</tr>
<tr>
<td>3.</td>
<td>Cathal Brugha Street/Marlborough Street Campus</td>
<td>Main Building CBS/Marlborough Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sackville Place</td>
</tr>
<tr>
<td>4.</td>
<td>Grangegorman Campus</td>
<td>Bradogue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clocktower Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Glassmanogue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Greenway Hub</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North House</td>
</tr>
<tr>
<td></td>
<td></td>
<td>North House Annex</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orchard House</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rathdown House</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Park House</td>
</tr>
<tr>
<td></td>
<td></td>
<td>St. Laurence’s</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Broombridge</td>
</tr>
<tr>
<td>5.</td>
<td>Kevin Street Campus</td>
<td>Kevin Street Main Building</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kevin Street Annex</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Church Lane</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FOCAS Institute, Reception</td>
</tr>
<tr>
<td></td>
<td></td>
<td>National Optometry Centre (NOC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Bride Street Building</td>
</tr>
<tr>
<td>6.</td>
<td>Mountjoy Square Campus</td>
<td>Mountjoy Square, Main Entrance</td>
</tr>
<tr>
<td>7.</td>
<td>163 Lower Rathmines Road (Conservatory of Music &amp; Drama)</td>
<td>Main Building, Rathmines</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chatham Row</td>
</tr>
</tbody>
</table>
APPENDIX 7
Technological University Dublin First Response Procedures for all Campus Users

First response procedures and general guidelines for all campus users to various emergency situations that could arise at TU Dublin.

These procedures are interlinked with the TU Dublin Emergency Policy and Management Plan.
BOMB THREAT OR SUSPECT PACKAGE/DEVICE

A bomb threat may come to the attention of the receiver in various forms, for example; written, verbal, discovery of a suspect package/device. Action in relation to all threats must be assessed by the Chair of the Silver Team, who will determine the level of response required in consultation with the Gardaí and the senior management team (Silver and Gold team members). Campus users resident and affected by the threat will be notified and advised of the action being taken in relation to the threat.

Response

Phone Threat

- Try to remain calm and take details such as:
  - Time, information from telephone display, caller’s exact words, background sounds and noises, code words.
- Try to obtain information regarding the suspect package/device: location (Eircode), when is it set to activate, what it looks like;
- Ask the caller to repeat details;
- Try to keep the caller on the phone as long as possible;
- Do not erase message if left on voicemail;
- Call the Security Control Centre/Estates;
- Await further instruction.

Written Threat/receipt/discovery of a suspect item

- Handle the item or package as little as possible;
- Do not open or touch suspicious objects or packages;
- Do not subject to excessive heat, flame, direct sunlight or immerse in water;
- Note the appearance, sound and exact location of the suspect item;
- Calmly and discreetly keep campus users away from potential danger area;
- Call the Security Control Centre/Estates;
- Await further instruction;
- Do not use a two way radio or mobile phone in the immediate vicinity;
- If the threat is received by email, do not reply, delete or forward the email;
- If evacuation is recommended and time permits, shut down gas (if applicable), leave doors and windows open, proceed to an Assembly area that is not in line of sight to possible danger areas.

For all threats:

1. Immediately notify the Security Control Centre/Estates and an Garda Síochána;
2. Remain calm and await further instruction from the Security Control Centre/Estates Office and chair of Silver Team who will decide if evacuation is necessary;
3. Do not discuss the situation with the media or outsiders;
4. All enquiries should be directed to the Office of Public Affairs.

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.
BIOLOGICAL AGENTS SPILL/RELEASE

This may be a spill or release of a biological agent inside a building or to the environment. Minor and low risk spills may be managed by staff members who are familiar with spill protocols in their School/Function. Large spills/releases may require the evacuation of the building. Depending on the nature and extent of the incident, assistance may be brought in from other public support agencies or specialised contractors. The following are general guidelines only and response procedures will depend not only on the quantity involved but also the hazardous characteristics of the agent and where the spill/release has occurred. In all situations, personal protection is of primary importance and clean-up of spills is secondary. All Schools/Functions working with biological agents are required to develop and practice their own site-specific emergency procedures.

DEFINITION

**Minor Spill**
- Does not spread rapidly
- Does not endanger people
- Does not endanger the environment

**Major Spill**
- Spreads rapidly
- Presents an exposure hazard (e.g. inhalation, skin absorption)
- Endangers people or environment

**Minor Spill (low risk confined to a small area)**
- Assess the scene. Determine what was spilled/released and what has been contaminated;
- Wear/use appropriate personal protective clothing and equipment (PPE);
- Wipe up spill with paper towel;
- Discard towel as biohazardous waste;
- Any glassware should be picked up with forceps or a disposable scoop and treated as hazardous sharps waste; and
- Clean surface with suitable disinfectant;

**Major Spill (significant splashing or aerosol generation; medium/large)**
- Assess the risk and determine the appropriate response; i.e. (i) clean up or (ii) evacuate and contact specialists;
  - **Clean Up**
    - Refer to School/Function spill procedure;
    - If safe to do so, contain the spill using appropriate spill kit;
    - Wear/use appropriate personal protective clothing and equipment (PPE);
    - Ventilate the area if appropriate;
    - Remove contaminated clothing;
    - Wash all exposed skin;
    - Place warning sign on door;
    - Secure area;
    - Allow aerosols to settle for 30 minutes before re-entering;
    - Gather suitable cleaning supplies and PPE before re-entering area;
    - Thoroughly disinfect and clean the area;
    - Dispose of biohazardous waste in accordance with School/Function procedures;
    - Notify Head of School/Function;
  - **Evacuate and contact specialists**
- Raise the alarm if needed;
• Evacuate area/building and close door;
• Secure area;
• Contact Emergency Services (999 or 112) (if calling from a campus landline you may need to dial “0” for an outside line);
• Remove contaminated clothing;
• Wash all exposed skin;
• Notify Head of School/Function;
• Await direction from Head of School/Function or Silver Team.

Response to Biological Contamination of Individual
• Scene Safety! Alert people in area of danger;
• Remove contaminated person from area of exposure (ONLY IF SAFE);
• Otherwise, wait for emergency personnel to arrive – dial 999 or 112 (if calling from a campus landline you may need to dial “0” for an outside line);
• Do not touch the person until they are decontaminated unless you can safely protect yourself against exposure with personal protective clothing and equipment (PPE)

Decontamination (EYES):
• Flush with copious amounts of water for at least 20 minutes. Use eyewash station or tap water or sterile eye wash from the first-aid kit.

Decontamination (SKIN/BODY):
• Remove contaminated clothing and footwear and flush area with copious amounts of water via emergency shower/tap water for at least 20 minutes;
• After decontamination, keep individual warm until arrival of Emergency Services;
• Ensure the container label and any other critical information is ready for Emergency Services personnel.

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

CHEMICAL AGENTS SPILL/RELEASE

This may be a spill or release of a chemical agent inside a building or to the environment. Minor and low risk spills may be managed by staff members who are familiar with protocols in their School/Function. Major spills/releases may require the evacuation of the building. Depending on the nature and extent of the incident, assistance may be brought in from other public support agencies or specialised contractors. The following are general guidelines only and response procedures will depend not only on the quantity involved but also the hazardous characteristics of the chemical and where the spill/release has occurred. In all situations protection of personnel is of primary importance and clean-up of spills is secondary. All Schools/Functions working with chemicals are required to develop and practice their own site-specific emergency procedures. Always refer to Safety Data Sheet and/or spill procedure in the chemical agent risk assessment for the School/Function.
DEFINITION

Minor Spill
- Does not spread rapidly
- Does not endanger people
- Does not endanger the environment

Major Spill
- Spreads rapidly
- Presents an exposure hazard (e.g. inhalation, skin absorption)
- Endangers people or environment

Minor Spill (low risk)
- Cleaned up by person at spill scene/person responsible for chemical as per School/Function spill procedure;
- Wear/use appropriate personal protective clothing and equipment (PPE);
- Dispose of waste appropriately.

Medium Spill (medium risk)
- Always refer to Safety Data Sheet and/or spill procedure in the chemical agent risk assessment for the School/Function;
- Special precautions may need to be taken for flammable liquids, volatile toxic compounds, direct contact hazards etc.;
- Wear/use appropriate personal protective clothing and equipment;
- Cordon off the spill area;
- If safe to do so, contain and absorb the spill using appropriate spill kit;
- Ventilate the area;
- Dispose of waste appropriately;
- Decontaminate the area and any affected equipment as per School/Function protocol.

Major Hazardous Material/Chemical Spill (high risk)
- Do not enter any confined area where there is a risk of being exposed to toxic atmospheres;
- Do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity of the spill;
- If safe to do so, cordon off the spill area;
- Raise the evacuation alarm (call point/break glass unit) and evacuate the building;
- Contact the Security Control Centre/Estates;
- Notify Emergency Services 999/112 immediately for any major hazardous chemical spill;

Response to Chemical Contamination of Individual
- Scene Safety! Alert people in area of danger;
- Do not touch the person until they are decontaminated unless you can safely protect yourself against exposure with personal protective clothing and equipment.
- Remove injured person from area of exposure (ONLY IF SAFE);
- Otherwise, wait for emergency personnel to arrive – dial 999 or 112 (if calling from a campus landline you may need to dial “0” for an outside line);

Decontamination (EYES):
- Flush with copious amounts of water for at least 20 minutes. Use eyewash station or tap water.
- Always seek medical attention for a chemical splash to the eye, even if there is no obvious damage or side effects. Ensure the container label and/or the safety data sheet for the chemical is made available to medical personnel.
Decontamination (SKIN/BODY):

- Remove contaminated clothing and footwear and flush area with copious amounts of water via emergency shower/tap water for at least 20 minutes;
- After decontamination, keep individual warm until arrival of Emergency Services;
- Ensure the container label and the safety data sheet (SDS) for the chemical and any other critical information is ready for Emergency Services personnel.

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

CRASH/IMPACT COLLISION BY VEHICLE/BICYCLE/OTHER ON CAMPUS

- Assess the situation. Remain calm, ensure your own safety;
- Check yourself and others for injuries and render first-aid if practicable;
- Contact Emergency Services 112/999 (If calling from a campus landline you may need to dial “0” for an outside line);
- If in any doubt about scene safety, stand back and await arrival of Emergency Services;
- If possible determine whether there are injured or trapped people as a result of the crash/collision;
- Note hazards on site e.g. diesel/petrol/oil and inform emergency services when they arrive;
- If able, move vehicles out of path of traffic, to a safe place, and activate hazard lights; and
- Do not leave the scene until you have exchanged information with other motorists, or the Gardaí release you from the scene.

Note: This guidance is about your safety. Contact your insurer for guidance regarding insurance claims.
If you are involved in a crash in a University vehicle, follow the steps above, and also report the incident to the University Secretary for more information.

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

DEMONSTRATION/CIVIL DISORDER/PROTEST

TU Dublin respects the right of peaceful protest carried out in a lawful manner, and the right of peaceful free assembly and/or speech. It should be noted that the majority of protests are peaceful and non-violent. On most occasions these activities are planned and involve liaison with TU Dublin officials.

A protest should generally not be disrupted unless one or more of the following conditions exists:
- Disruption of the normal operations;
- Obstruction of access to facilities;
- Threat of physical harm to persons or damage to facilities;
- Unauthorised entry into or occupation of any room, building or area of the campus, including such entry or occupation at any unauthorised time;
- Unauthorised or improper use of any property, equipment or facilities.

General Guidelines

- If any campus user detects that a protest is about to occur/has occurred at a campus building, they should:
• Immediately report all available information to any member of senior management or the Security Control Centre/Estates;

• Any engagement in dialogue with those protesting, should be done in a tactful manner to ensure that the situation is not further exacerbated;

• In the event that a protest blocks access to facilities or interferes with operations, the protestors should be asked to leave or to discontinue the disruptive activities;

• If the protestors persist in disruptive activity, staff should take all reasonable actions to limit disruption and to work around the protest where possible;

• In the event that a violent protest in which injury to persons or property occurs or appears imminent, the following will occur:

  • If possible, an attempt should be made to communicate with the protestors to convince them to desist from engaging in violent activities in order to avoid further escalation of possible violent confrontation;

  • The Gardaí Síochána should also be notified.

• Operational decisions will be taken by senior management to determine appropriate actions in response to the protest. The assistance of the Gardaí Síochána should be sought to remove any protestors who are preventing the conduct of lawful business or who are acting in an unlawful manner.

**ELECTRICAL EMERGENCY**

**If a person has been electrocuted:**

• Assess the situation and ensure your own safety;

• Turn off the source of electricity, if possible and safe to do so. Activate the emergency electrical shut off in a kitchen/laboratory/workshop;

• Avoid direct contact with the affected person while they are in contact with the electrical current;

• Do not approach the casualty until the scene is safe and the power supply has been isolated!

• Keep onlookers away from live or energised equipment;

• Contact 112/999; If calling from a campus landline you may need to dial “0” for an outside line;

• If it is not possible to isolate the power supply and it is safe to do so, stand on a dry insulated surface (e.g. rubber mat or heavy book) and use a dry NON-METAL object to break contact between the casualty and the source of electricity;

• Once it is safe to do so, check casualty for response and administer first-aid;

• If in any doubt about scene safety, stand back and await arrival of Emergency Services; and

• Alert Estates Office and/or the Porter on duty, who will secure area and contact electrician/ESB;

• **ESB 24 HR FAULT & EMERGENCY CONTACT 1850 372 999 / 021 4537000**

**Suspected Electrical hazard/fault**

• Take item out of use; and

• Alert Estates Office and/or the Porter on duty, who will secure area and contact electrician/ESB.

• **ESB 24 HR FAULT & EMERGENCY CONTACT 1850 372 999 / 021 4537000**

**Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.**
EXTREME WEATHER EVENTS

- Check local and national media to keep abreast of official warnings and advice from the authorities;
- Internal communications from TU Dublin will be circulated via email, social media and the website;
- Avoid unnecessary travel if it is not safe;
- If you are already on campus, stay there until advised otherwise;
- Remain indoors and close windows and doors;
- Bring indoors or firmly secure any objects outside that could become airborne in strong winds;
- Make any necessary provisions for water, food and heating in the event of road closures, disruptions to water and power supplies; and
- Do not use electrical equipment during an intense electrical storm.

FATALITY ON/OFF CAMPUS (Relating to TU Dublin Business/Activity)

- Ensure your own safety; if you feel like you could be in danger, remove yourself from the location;
- If you are a trained first-aider check vital signs and commence CPR and defibrillation if deemed appropriate;
- Contact Emergency Services 999/112 (if calling from a campus landline you may need to dial “0” for an outside line).
- If on University campus, inform the front desk/reception and/or the Security Control Centre/Estates;
- If it seems the person was a victim of violence, communicate this when you call for help;
- Do not touch anything, as the area may be a crime scene. Do not touch skin or body fluid, as the body may contain potential blood borne pathogens that can infect you and others;
- If practicable, cover the body and ensure it cannot be disturbed until assistance arrives;
- Close off the area e.g. room/corridor/grounds;
- Disperse any spectators;
- Await the arrival of assistance and update them;
- Cooperate with Emergency Services (Medical Professionals and Gardai); and
- Seek support from the Employee Assistance Programme.

FIRE

On suspecting a fire i.e. smelling or seeing smoke:
- Do not investigate alone;
- Alert front desk/reception and wait for further instruction; and
- Prepare to evacuate if necessary.

On discovering a fire:
- 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:
• Proceed to evacuate without delay, do not 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;
• 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;
• Disperse from the building and report to the designated Assembly Point; and
• Do not re-enter the building until the “all clear” has been given.

FOOD POISONING (on/off campus relating to TU Dublin business activity)

SUSPECTED:
As suspected food borne illnesses can have a gestation period of some length, it must be considered that the first notification of concern could be some time after consumption and from persons no longer on campus.
• If you suspect you have food poisoning, contact your General Practitioner (GP);
• Follow medical guidance and do not return to work until advised;
• Persons at risk such as very young children, the elderly and persons who are immune-compromised should seek medical attention as early as possible.

CONFIRMED:
• If your GP confirms that you have food poisoning you should also report it to the Food Safety Authority of Ireland or your local environmental health officer in the HSE.
• All confirmed cases should be reported to the manager of the canteen/catering service provider concerned and to the Health and Safety Office;
• Provide as much information as possible e.g. when and where you purchased/consumed the suspect food, when you first felt ill and your symptoms. If you still have any of the suspect food, put it in a sealed container and store it in the fridge or freezer;

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

FLOODING

Action in the event of a flood:
• If practicable, isolate the source of flooding/water leakage;
• Prevent unauthorised access to the affected areas.
• Avoid use/contact with electrical equipment/services;
• Contact the Estates Office;
• Evacuate to a place of safety;

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

The Estates Office will make decisions regarding control and access to buildings and areas affected by floods, and issue the “all clear” for safe re-entry and continued occupancy. In extreme cases of flooding it may be necessary to request assistance from Dublin City Council or Dublin Fire Brigade. In such cases the local Safety Team will help co-ordinate the response.

GAS EMERGENCY/EXPLOSION

If you smell natural gas:
• Do not smoke/light match;
• Do not turn electrical switches on or off;
• Turn gas off at meter;
• Do not enter any confined area, where there is a risk of being overcome by gas;
• Open doors and windows to ventilate area.

If the natural gas odour persists or if in doubt:
• Raise the alarm by activating the alarm call point/break glass unit;
• Evacuate the building and go to the Assembly Point;
• Inform Estates Office;
• For unportered buildings contact Gas Networks Ireland 24 hour emergency 1850 20 50 50;
• Await instruction from Incident Controller/Gas Networks Ireland or Emergency Services personnel.

The following procedures are general guidelines for all Schools/Functions where gas cylinders are used. All Heads of School/Function are responsible for ensuring they have specific procedures for dealing with gas leaks and fires involving gases. These procedures need to be documented and communicated to staff, students and any other relevant persons.

Procedures for Staff Working with Specific Gases

The following is taken from BOC’s ‘Safe under Pressure’ 2019 Manual. Minor and low risk gas cylinder leaks may be managed by staff members who are familiar with protocols in their School/ Function. Major spills/releases may require the evacuation of the building. Depending on the nature and extent of the incident, assistance may be brought in from other public support agencies or specialised contractors. In all situations protection of personnel is of primary importance. All Schools/Functions working with gases are required to develop and practice their own site-specific emergency procedures. Always refer to gas supplier information and gas risk assessments for the School/Function.

Gas cylinders/gas line leak

Compressed Gas Leak – Minor

A minor gas leak presents no or only minimal inhalation or fire hazard.

Hissing cylinders will indicate leakage from a cylinder valve. If a leak is suspected, check that the valve is closed properly using moderate force (hand tight) and perform a leak test. If the cylinder continues to leak, contact the cylinder supplier.

• Be aware that gases can accumulate and displace oxygen in a space that is not well ventilated (asphyxiation hazard);
• Remove ignition sources if gas is flammable;
• Restrict access to the area;
• Place cylinder in or next to a fumehood if possible;
• Tighten fitting on cylinder;
• Locate leak if possible;
• Contact cylinder supplier for advice;
• If a fumehood is not available and there is a direct route outdoors, Then move to outdoor location using an appropriate cylinder cart;
• Notify Line Manager/Head of School; and
• Notify Estates Office.

Do not try to repair the leak, contact the supplier and ask for appropriate response instructions.

Compressed Gas Leak – Major
A major gas leak presents a large or uncontrollable leak risk or fire hazard, involves an acutely toxic gas, and/or more than minimal personal risk.

• Shut down gas supply (note the location of emergency gas shut off points in kitchens, laboratories and workshops).
• Alert area occupants using the break glass unit and evacuate the building;
• Call Emergency Services 112/999; if calling from a campus landline you may need to dial “0” for an outside line;
• Do not turn on/off anything electrical;
• If possible, ventilate the affected area (only if it can be done safely and only if the leak is ventilated to the outside) prior to leaving the area. Leave fumehoods running.
• Provide information to the Incident Controller/Emergency Services;
• Contact the supplier/manufacturer for emergency repair information.

If a gas cylinder is directly involved in a fire
• Raise the alarm and evacuate the building;
• Call Emergency Services, 112/999; if calling from a campus landline you may need to dial “0” for an outside line;
• Estates Office to advise internal and external neighbours within 200 metre hazard zone area about the danger;
• Inform supplier;
• Cylinders which are not directly involved in the fire and have not become heated should be moved as quickly as possible to a place of safety, provided this can be done without risk to building occupants nor risk to the person(s) moving the cylinders. Make sure the cylinder valves are closed;
• When the Emergency Services arrive, explain the location and number of gas cylinders directly involved in the fire and the types of the gases they contain. The Emergency Services cannot enter campus buildings to deal with the situation without this information.

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

Cylinders in Fires
All gas cylinders, whatever their gas contents, are potentially dangerous when exposed to a fire.

Gas cylinders involved in a fire may explode due to the pressure inside the cylinder.

Procedure:
• Evacuate the area;
• Call the fire brigade;
• Inform Estates Office;
• Contact the gas supplier;
• Cylinders that are not directly involved in the fire and have not become heated should be moved as quickly as possible to a safe place provided this can be done without undue risk. Make sure the cylinder valves are closed;
• When the fire brigade arrives inform them of the location and number of gas cylinders directly involved in the fire and the names of the gases they contain.

Contamination of Cylinders

Procedure:
• If you become aware that a cylinder has become contaminated, by whatever means or whatever contamination, contact the gas supplier;
• Label the cylinder before it is returned to the supplier giving any information about the known or suspected contamination. This information is required even if the containment, such as water, has been emptied out of the cylinder before return.

HOSTAGE SITUATION

If you hear or witness a hostage situation
• Remove yourself from any danger, exit the building immediately and move to a place of safety;
• Notify anyone you may encounter as you go, to exit the building immediately;
• Call for help or dial 999/112; if calling from a campus landline you may need to dial “0” for an outside line;
• Be prepared to give Gardaí the following information: location and room number of incident, number of possible hostage takers, physical description and names of hostage takers, if possible number of possible hostages, any weapons the hostage takers may have, your name and any further information requested; and
• Report the situation to the Estates Office.

If you are taken hostage
• Remain calm, be polite, and cooperative with your captors;
• Do not attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors;
• Do not draw attention to yourself with sudden body movement, statements, comments or hostile looks;
• Observe the captors and try to memorise their physical traits, voice patterns, clothing, or other details that can help provide a description later;

INFECTIOUS/COMMUNICABLE DISEASES

Examples of notifiable infectious diseases (this list is not exhaustive):
• Meningitis, Measles, Mumps, Tuberculosis (TB), Pandemic Influenza etc. Further details available from this link.

SUSPECTED:
• Early diagnosis and treatment is vital
• Staff members should attend their local General Practitioner or Accident & Emergency Department;
• Students can attend the Student Health Centre during term-time;
CONFIRMED:

- Once a diagnosis is confirmed, the GP is obliged to notify the Public Health Department (Health Service Executive) of certain communicable diseases;
- The Public Health Department will advise the University on any measures to be taken;
- Do not make announcements to staff/students until confirmation of diagnosis and further instructions have been received from the Public Health Department (from the Health Service Executive (HSE)).
- Further information is available from the HSE at [https://www.hpsc.ie/topics-a-z/](https://www.hpsc.ie/topics-a-z/)

INTRUDER/CRIMINAL ACTIVITY

- Remember that ensuring your own safety is the primary goal;
- Try to remain calm and attempt to remove yourself from danger/seek safe refuge;
- If you can safely leave the area, then do so;
- Avoid confrontation. Stay away from the suspect and out of danger;
- Allow the suspect to leave the building. Do not approach, pursue or attempt to detain them;
- Raise the alarm by phoning the local Front Desk;
- If in immediate danger call out for help or contact emergency services on 999/112 (if dialling from a campus landline you may need to dial “0” for an outside line); and
- Where necessary, report to Gardaí and seek medical treatment for shock/other injuries.

  Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

LIFT

Procedure for a person trapped in a lift

- Stay calm and use lift telephone or intercom or your mobile phone to call for help;
- Contact the Estates Office/ with details such as building and lift locations and any information inside the lift; and
- Wait for assistance.

Procedure for finding a person trapped in a lift

- Contact the Estates Office if possible with details such as building and lift locations and any information inside the lift;
- Reassure persons trapped inside the lift. Let them know help is on its way;
- Continue to monitor the safety and welfare of those trapped in the lift; and
- Wait for assistance.

  Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

MAJOR EQUIPMENT/STRUCTURAL FAILURE

- Contact the Estates Office;
- Do not interfere or try to repair any equipment;
• Cordon off/mark the area as unsafe if it is accessible to others;
• Do not place yourself at risk;
• If possible, leave the building and go to a place of safety. Use caution as there may be falling debris;
• If you cannot leave the building, go to a place of safety within the building. This may include sturdy doorways with good overhead protection or cover under furniture e.g. tables, remain calm, do not move from safe cover and if trapped raise the alarm if possible; and
• Treat all fallen cables as electrically live.

The Estates Office will make decisions regarding control and access to buildings and areas affected by a major utility failure. They will issue the “all clear” for safe re-entry and continued occupancy. In extreme cases, the Emergency Plan will be initiated by the Silver Team. Await further instruction.
MEDICAL EMERGENCY

ACCIDENT/INJURY/UNWELL

Person discovers emergency

Front Desk/Reception Area of Buildings

First-aid kit and automatic external defibrillator (AED) available at the front desk/reception of main buildings.
First-aid kits located in all occupied kitchens, workshops, and laboratories.

Contact First-Aider

- Front desk/reception area.
- List of trained first-aiders is available on the website.
- If necessary contact Health and Safety Office for advice
  087 9809135 / 087 9809194 / 087 9809131 / 086 3891080

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 during term time)
  Southside (Aungier Street) Tel: (01) 402 3051/Northside (Linenhall) Tel: (01) 402 3614

If in Doubt of Severity of Injury/ Illness

Contact Emergency Services on 112 or 999
(Note: using a landline you may need to dial “0” for an outside line)

Serious Injury/ Illness

- Dial 112/999 (You may need to dial “0” for an outside line)
- Keep the person comfortable until the ambulance arrives
- A friend/responsible person should accompany the person to hospital
- Contact Health and Safety Advisor 086-3891080

For All Accidents Complete an Accident Report Form

Forms are available from the front desk and on the safety website.
When completed, the form should be sent immediately to the Health & Safety Office.
MISSING PERSON

This applies to a staff member or student who is reported missing during the course of work/study/social activities directly associated with the University.

- If any member of the University community receives a missing person report or has reason to believe that a staff member or student is missing, they should: Gather as much information as possible;
- Contact the Security Control Centre/Estates and/or Chair of the Silver Team;
- Await further instruction.

SUICIDE/SUICIDE THREAT

- Call Emergency Services 112/999
- Do not interfere with the scene;
- Keep the person calm if threat is notified;
- Disperse any spectators;
- Avoid contact with bodily fluids if present;
- If there is an apparent fatality, cover the body if practicable and make sure that it cannot be disturbed.

SYRINGES/SHARPS (FOUND)

- Consult the safe work procedures if in a laboratory situation;
- Do not attempt to remove/handle the item unless trained and equipped to do so;
- Contact the Estates Office;
- Cordon off/mark the area as unsafe but do not conceal the object;
- All syringes should only be handled with approved personal protective clothing and equipment; and
- In the event of a needle stick injury seek urgent medical attention.

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.

UTILITY FAILURE/LOSS OF BUILDING SERVICES

In cases where there is a utility failure, loss of building services (e.g. no electricity, running water or where temperatures drop to below 17.5 degrees), the chair of the Safety Team will confer with the Estates Office, and if necessary with the Silver Team, and make a decision whether to send people home and make alternative working arrangements.

Complete an Accident Report/Near Miss/Dangerous Occurrence Form as appropriate.
VIOLENT ATTACK (Physical/sexual assault)

If you are in the building/on campus when such an incident occurs remember that ensuring your own safety is the primary goal. Safeguard your own safety by taking the following actions:

- Remove yourself from danger/seek safe refuge if possible;
- Do not approach, pursue or attempt to detain;
- Call out for help or contact Emergency Services 999/112 (if dialling from a campus landline you may need to dial “0” for an outside line);
- Raise the alarm by contacting the Estates Office;
- Cooperate with the Emergency Services (Gardaí) and their investigation;
- Seek medical treatment for shock/other injuries. Ensure appropriate medical treatment is afforded.
- A sexual assault is a very personal and traumatic crime for the victim and must be handled with the sensitivity and wellbeing of the victim foremost. The preservation of physical evidence can prove to be of significance in obtaining the subsequent conviction of an offender and therefore where circumstances permit, the victim should be discouraged from cleansing themselves or disposing of clothing worn at the time of the incident until the Gardaí arrive.

The Employee Assistance Programme is available to staff and the Student Counselling Service is available to students.

WATER CONTAMINATION

- Report suspected cases to the Estates Office and the Health & Safety Office;
- Label suspected water source as unsafe for use;
- Follow any public health notices;
- Do not consume water or use for food preparation;
- Seek medical advice (if necessary).