

**SCHOOL OF EDUCATION**

**SAFETY STATEMENT**

**March 2009**

**Health & Safety Statement**  
**Contents**

HEALTH & SAFETY.....	3
EMERGENCY DETAILS.....	4
FIRST AID.....	4
FIRE PROCEDURE.....	4
FIRE ALARM.....	4
FIRE ASSEMBLY POINTS.....	5
HEALTH & SAFETY POLICY.....	6
1.0 STATEMENT OF INTENT AND OBJECTIVES.....	6
1.1 Statement of Intent.....	6
1.2 Objectives.....	7
2.0 ORGANISATION & RESPONSIBILITIES.....	8
2.1 Head of School.....	8
2.2 Senior Members of Staff.....	9
2.3 Teaching Staff.....	10
2.4 All Members of Staff.....	10
2.5 Students.....	11
3 HEALTH AND SAFETY ARRANGEMENTS.....	11
3.1 Information, Instruction and Training and Supervision.....	11
3.2 Consultation.....	11
3.3 Risk Assessments.....	11
3.4 Accident / Incident Reporting and Investigation.....	12
3.5 Fire Safety.....	12
3.6 Hazard Reporting.....	12
3.7 Out of Hours Working.....	12
Risk Assessment.....	13

## **HEALTH & SAFETY**

Health & Safety is important. The Safety, Health and Welfare at Work Act 1989 requires that you take all precautions, as far as is reasonably practicable, to avoid endangering yourself or others by your activities. The Health & Safety Statement and Codes of Practice for the School are set out below and you must read, understand and abide by them. This School Safety Statement supplements the College Safety Statement and College Policies, which are contained in the Staff Handbook and are accessible on the web at <http://www.tcd.ie/Buildings/Safety/statement.html>.

The Health & Safety Statement and Codes of Practice consist of: -

### **Emergency Details**

#### **School Health & Safety Policy**

1. Objectives
2. Organisation & Responsibilities
3. Health & Safety Arrangements
4. Specific School Policies and Codes of Practice

## **EMERGENCY DETAILS**

**In the event of an incident requiring emergency assistance, the fire/emergency services or medical assistance:**

**Contact the University Central Control Room at 200 Pearse St (Ext No 1999) using the nearest telephone or 01 8961999 if using a mobile phone.**

Extensions 1317 will also contact the Control Room.

### ***FIRST AID***

During normal office hours emergency medical attention can be obtained from the Student Health Services by contacting ext. 1556. Members of staff within each building have been trained as first aiders. They are responsible for administering first aid to staff, students and others (visitors, members of the public on campus) and ensuring their allocated first aid supplies are sufficient.

Details of first aid personnel are given on the relevant notices, posted at conspicuous locations throughout those areas (e.g. in the Arts Building next to the Security Desk).

**Should the local first aiders or the medical services providers in the Student Health Centre be unavailable then the emergency services can be contacted on extension 1999.**

### ***FIRE PROCEDURE***

#### **ANY PERSON DISCOVERING FIRE:**

1. Sound the alarm by breaking the nearest break glass unit.
2. Ring Control Centre (ext. 1999) informing them that the alarm has been raised and in which area.

#### **ON HEARING THE FIRE ALARM:**

- 1 Make your area safe (closing doors, switching off equipment).
- 2 Leave by your nearest available exit.
- 3 Report to your designated assembly point

**DO NOT TAKE ANY PERSONAL RISKS**

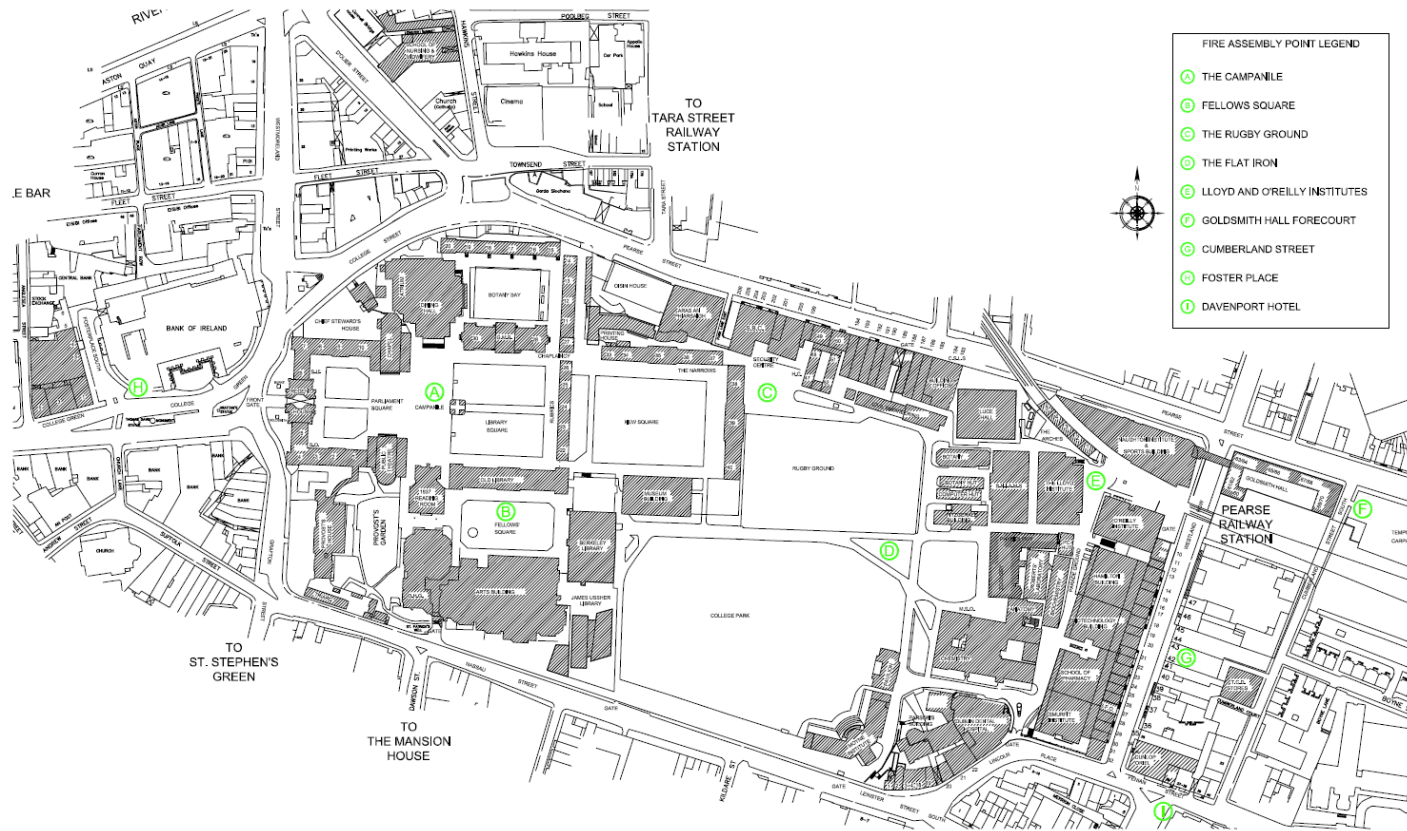
**DO NOT RETURN TO THE BUILDING FOR ANY REASON UNTIL AUTHORISED TO DO SO BY THE SENIOR FIRE OFFICER OR OTHER AUTHORISED PERSON AND UNTIL THE FIRE ALARM HAS BEEN SWITCHED OFF**

**DO NOT USE THE LIFTS**

### ***FIRE ALARM***

The Arts Building is provided with an automatic fire alarm system, which is regularly tested by the College Buildings Office. The fire alarm can be manually triggered from any of the several break-glass alarm boxes, which are placed in strategic areas around the Building. In the event of a fire the fire alarm system should be activated immediately and the building evacuated. Persons in charge of lecture theatres and teaching labs should assist with the evacuation of their areas.

# FIRE ASSEMBLY POINTS



- FIRE ASSEMBLY POINT LEGEND
- ⓐ THE CAMPANILE
  - ⓑ FELLOWS SQUARE
  - ⓒ THE RUGBY GROUND
  - ⓓ THE FLAT IRON
  - ⓔ LLOYD AND O'REILLY INSTITUTES
  - ⓕ GOLDSMITH HALL FORECOURT
  - ⓖ CUMBERLAND STREET
  - ⓗ FOSTER PLACE
  - ⓓ DAVENPORT HOTEL

**Notes:**  
 1. Do not scale from this drawing. Use figured dimensions only.  
 2. All dimensions to be checked on site.  
 3. All errors and omissions to be reported to this office.  
 4. Drawing to be used in conjunction with relevant consultant drawings and specifications.

**Project:**  
 Fire Observations 2007

**Title:**  
 Trinity College Dublin  
 Multi-Campus Fire Observations - Fire Assembly Points

**Client:**  
 Trinity College Dublin

**Drawn by:**  
 P.M.G.  
 Issue Information  
 Drawing No. 505-FO-004  
 Drawing Title Multi-Campus Fire Observations - Fire Assembly Points  
 General Information 505

**Date:**  
 10.15.07

**Scale:**  
 1:2500 @ A3  
 1:2500 @ A3  
 1:2500 @ A3  
 External Refs

**Director of Buildings' Office**  
 West Chapel  
 Trinity College  
 Dublin 2

**Phone:** (+353) 01 896 2000  
**Fax:** (+353) 01 879 3799  
**Web:** <http://www.tcd.ie>  
**Email:** [dbob@tcd.ie](mailto:dbob@tcd.ie)



# **HEALTH & SAFETY POLICY**

## ***1.0 STATEMENT OF INTENT AND OBJECTIVES***

### **1.1 Statement of Intent**

The School recognises and will ensure compliance with the requirements of the Safety, Health and Welfare at Work Act, 1989, associated legislation made under the Act and the College Safety Statement and College Policies and Codes of Practice documents.

All reasonable steps will be taken to ensure that no person's – be it staff, students or others – health, safety and welfare is put at risk by, or as a result of the activities of the School.

Adequate resources will, as far as is reasonably possible, be made available in relation to health, safety and welfare matters.

All affected will receive the necessary, and up to date, information, instruction and training and adequate levels of supervision for them to undertake activities in a safe manner.

Both proactive and reactive approaches towards health, safety and welfare will be taken.

Thorough consultation will take place with staff, Safety Representatives and student representatives on health, safety and welfare in order to ensure the effectiveness of this and the College Safety Statements.

This local Statement will be kept up to date through regular review and, if necessary, revision.

## 1.2 Objectives

By achieving all of the above the School will ensure that it meets its objectives for health, safety and welfare of:

- a) establishing a safe environment for all;
- b) establishing and maintaining safe working procedures for staff and students;
- c) encouraging health and safety as an integral part of work by all staff and students;
- d) developing and maintaining a safety consciousness and a safety culture in all within the School; and
- e) conforming to the requirements laid down in the Safety, Health and Welfare at Work Act. 1989, any further provisions made under the Act, other applicable legislation and the College Safety Statement, College Policies and Codes of Practice documents.

Signed .....

  
Professor Michael Grenfell  
(Head of School)

Date ..... 7/10/10 .....

## **2.0 ORGANISATION & RESPONSIBILITIES**

### **Responsibilities**

Health & Safety is the responsibility of everyone. Staff and students have a personal responsibility for the safety of themselves and others and any potentially hazardous situation should be notified, without delay, to the Head of School or School Administrator.

Specific responsibilities in the School are listed below:

### **2.1 Head of School**

The Head is responsible for implementing the College Safety Statement and the School Safety Statement, so far as is reasonably practicable, within his/her area of responsibility.

The Head is responsible for the health, safety and welfare at work of all staff and students under his/her supervision, and those members of the public using the facilities under his/her control, or who may be affected by the School's activities.

The Head will ensure that premises, plant and equipment, and activities within his/her area of responsibility comply with current legislation and codes of practice.

The Head will ensure that policies, codes of practice, procedures and any other information necessary for the safe and healthy operation of his/her school are prepared, made available to his/her staff and students and are adhered to. These documents will be kept up to date by regular review and revised if no longer applicable.

The Head will ensure that adequate information, instruction, training, including induction training, and supervision are given to all staff and to all students within his/her area of responsibility.

The Head will ensure that suitable and sufficient assessments of risks created by activities within the School are undertaken as required by the Safety, Health and Welfare at Work Act, 1989 and associated regulations and that these risks are either removed or reduced to the lowest practicable level.

The Head will monitor activities within his/her area of responsibility and ensure the identification, reporting and as far as is reasonably practicable the rectification of hazards.

The Head will ensure accidents or dangerous occurrences within his/her area of responsibility are fully investigated, recorded and documented on the appropriate forms and any remedial measures identified are implemented. The Head will also ensure any accident that results in an employee being absent from normal duties for more than three days or in a non-employee requiring medical attention is reported on the statutory form to the Health and Safety Authority.

He/she will ensure that safety and health are given the necessary consideration in all aspects of operations within his/her responsibility.

The Head will ensure that adequate protective clothing and equipment is available, and where identified worn and used, in compliance with the legal and policy requirements for all activities within his/her area of responsibility.

The Head will submit a report to the Faculty Safety Committee or other appropriate committee on health and safety matters within his/her area of responsibility at the end of each calendar year.

The Head will consult, either separately or collectively, with his/her staff, students and safety representatives on matters related to health and safety and welfare.

The responsibility for the health and safety of teaching and non-teaching staff, research workers, students and visitors in the School is vested in the Head. The Head may delegate to staff such duties -duly documented - as considered appropriate to assist in discharging his/her responsibilities. The Head must ensure that those staff have received the appropriate information, instruction and training and have the authority to undertake these duties.

## **2.2 Senior Members of Staff**

Duties of Heads of Departments / Research Centres with regard to safety management:

- To ensure that a departmental safety statement is prepared, reviewed and updated as necessary
- To cooperate in the undertaking of department safety inspections and duties in their area
- To monitor the implementation of the departmental safety statement in their area
- To ensure that accidents/dangerous occurrences are reported in accordance with College reporting procedures <http://www.tcd.ie/Buildings/Safety/safetyaccidentreporting.php>
- To liaise and cooperate with elected safety representatives
- To cooperate in the initiation, organisation and local management of fire drills and other emergency procedures within the physical areas of the department / area
- To cooperate in the provision of staff safety training, by directly organising relevant training or by ensuring the attendance of staff at designated courses, as appropriate
- To arrange for the identification of safety equipment requirements, including personal protective equipment within their department/area, and to make arrangements for its provision, as far as is reasonably practicable
- To cooperate with other college personnel in the management of health and safety within their department / area

Duties of Safety Officers:

- Be familiar with the College safety statement
- Liaise with the College Safety Officer
- Periodically review Health and safety procedures within their area
- Advise and assist the Head of School/Department on any revision of the School/Department Health and Safety Statement

- Monitor that safe working practices and procedures, together with any necessary risk assessments are completed and complied with
- Disseminate health and safety information and reports and pass to appropriate members of staff and students within their School/Department

### **2.3 Teaching Staff**

Members of the teaching staff have a responsibility for students who work under their direction, and must satisfy themselves, so far as is reasonably practicable, that the equipment, materials and environment provided for their students' use are safe when used in the manner specified, and that they and their students are aware of the potential hazards and risks associated with any piece of work, the precautions to be taken, and all relevant emergency procedures.

### **2.4 All Members of Staff**

At all times members of staff must: -

Carry out their duties in accordance with the Safety, Health and Welfare at Work Act, 1989:

*( a ) to take reasonable care for his own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work;*

*( b ) to co-operate with his employer and any other person to such extent as will enable his employer or the other person to comply with any of the relevant statutory provisions;*

*( c ) to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing provided (whether for his use alone or for use by him in common with others) for securing his safety, health or welfare while at work; and*

*( d ) to report to his employer or his immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he becomes aware.*

Be familiar with the College Safety Statement and the School Safety Statement and policy documents in so far as these are likely to affect their activities.

Report (in accordance with University procedures) any incident, stating whether injury or damage resulted, as soon as is practicable. Report as soon as is practicable any hazardous situation to their immediate supervisor.

Ensure that they are familiar with all exit and fire exit routes for locations in which they are working, the location of fire fighting equipment and the actions to take in the event of an emergency.

## **2.5 Students**

The School has a duty to ensure the health, safety and welfare, so far as is reasonably practicable of its students. Students are expected to co-operate by taking proper care for the health and safety of themselves and others who may be affected by their acts or omissions.

Students are expected to follow any instructions in safe practices and procedures and ensure they do not intentionally or recklessly interfere or misuse anything provided in the interest of health, safety and welfare.

## **3. HEALTH AND SAFETY ARRANGEMENTS**

This section of the School Safety Statement details what arrangements for health, safety and welfare issues are in place locally within the School.

### **3.1 Information, Instruction and Training and Supervision**

Details of current available dates to attend the Safety Training sessions are available on the Safety, Health Welfare website at <http://www.tcd.ie/Buildings/Safety/safetytraining.php>

You can request a place on one of the training courses by filling out the online booking form: [Click here to book a training session](#).

Click on the links below to view the lists of attendees on recent training courses:

[Fire Wardens Training Attendees](#)

[Fire Safety Demo Attendees](#)

### **3.2 Consultation**

Staff and students concerned about health and safety should initially discuss the situation with their immediate supervisor. If the matter cannot be resolved at that level, then it should be raised with the School Safety Officer, Head of Department/Area, Head of School, College Safety Officer. All employees may also raise the matter with their Elected Safety Representative (<http://www.tcd.ie/Buildings/Safety/safetysafetyconsultation.php>)

### **3.3 Risk Assessments**

The current risk assessment is appended to this document. Reviewing and revising assessments will undertaken as appropriate. New risks or control measures should be brought to the attention of the School Safety Officer.

### 3.4 Accident / Incident Reporting and Investigation

All accidents or incidents must be reported on the official College Accident Reporting Form. This form may be downloaded from the web site <http://www.tcd.ie/Buildings/Safety/safetyaccidentreporting.php>, completed and sent to the Director of Buildings Office.

When completed a copy of the form should be forwarded to the School Safety Officer (for information and follow up action), the College Safety Officer (for information, and advice re: future prevention) and Ms. Patricia Gray, West Chapel, (for insurance purposes).

If a member of staff is absent for greater than 3 working days as a result of an occupational accident or an occupational related illness, the Head of Department must specifically advise the College Safety Officer, as a separate mandatory report must be made to the Health and Safety Authority.

### 3.5 Fire Safety

Fire Warden	Location	Site
Keara Eades	School	Arts Building
Vacant	¾ Foster Place	¾ Foster Place

### 3.6 Hazard Reporting

Hazards must be reported to the Buildings Office Help Line (ext. 1828) or to lecturers or supervisors by students.

### 3.7 Out of Hours Working

There are no defined, normal, working hours for the School. However, access doors in most buildings will be locked outside 08.30-18.00hrs, Monday to Friday and at all times Saturdays & Sundays.

The only circumstances in which those other than staff members, postdoctoral workers, graduate and undergraduate students and accompanied visitors will be permitted to be in the School outside the above hours are as follows:

- i. Persons attending evening lectures.
- ii. Persons attending society meetings.
- iii. Security Staff.
- iv. Cleaning Staff.
- v. Maintenance Staff.
- vi. Persons with special permission of the Head of Department.

## Risk Assessment

<u>Location</u>	<u>Hazard</u>	<u>Risk Assessment</u>	<u>Control Measures</u>	<u>Person Responsible</u>
			Head of School has overall responsibility for Health and Safety within the area as stated in the College Safety Statement. Day to day duties may be delegated to other individuals as listed in this document.	Prof. M. Grenfell
	Lack of Safety Management	High	The Head of School is responsible for appointing a School Safety Officer and Fire Wardens. Keara Eades has been duly appointed to both positions. Local Safety Officers and Fire Wardens in all sites should be identified.	Prof. M. Grenfell
	Lack of Safety Management	High	The Head of School is to appoint Safety Officers in other School sites to ensure the continuance of all relevant Health and Safety control measures.	Prof. M. Grenfell
	Lack of Safety Management	High	The Head of School is to periodically review and monitor the School safety statement and carry out a risk assessment.	Prof. M. Grenfell

	Fire	High	The Safety Officer is to carry out a weekly check of the area occupied in the Arts Building to ensure escape routes are free. Local Safety Officers should be appointed to inspect other sites occupied by the School	Keara Eades
	Fire	High	The Safety Officer is to periodically ensure that rooms occupied in the Arts Building are kept in a tidy manner. Local Safety Officers should be appointed to inspect other sites occupied by the School.	Keara Eades
	Fire	High	Staff are reminded that fire exits, corridors access and escape routes are not to be obstructed.	All Building Users
	Fire	High	As a preventative welfare measure, all staff are encouraged to attend a basic fire training session.	All Building Users
	Fire	High	On hearing the fire alarm (a continuous ringing bell) staff are instructed to; <ol style="list-style-type: none"> <li>1. Leave the building with any visitors you are responsible for.</li> <li>2. Go to the assembly point</li> <li>3. Re-enter only when the alarm is turned off.</li> </ol>	All Building Users

	Fire & Electrical Shock	High	No alterations or repairs to any electrical items fixtures or fittings. The Buildings Office technical staff or appointed contractors only are to carry out any alterations or repairs.	All Building Users
	Fire & Electrical Shock	High	The use of extension leads, adaptors is to be minimised as far as possible. Electrical sockets are not to be overloaded.  One-bar fires should not be used.	All Building Users
	Slips, trips and Falls	Medium	Trailing cables are not to be left in any circulation routes as far as possible. Cables in circulation routes must be kept as short as possible and covered with a cable guard mat. All items of disrepair to fixtures, fittings, flooring, stairs or fabric of the building are to be reported to the Safety Officer for repair as soon as possible.	All Building Users

	Visitors to the Building	Low	<p>All visitors who are present in the building for more than a brief period, are to become the responsibility of the invitee. The invitee is to take charge of the visitor(s) in the event of an evacuation or if any specific procedures apply.</p> <p>All staff are requested to challenge as far as is reasonably practical , any person unknown to staff or not in building on official business.</p> <p>All staff to keep their offices locked when not in use. Section heads are to ensure their sectional areas are adequately secured and locked.</p>	All Building Users
--	--------------------------	-----	--	--------------------

**COLLEGE SECURITY**

**SECURITY BASE LOCATED AT 200/201  
PEARSE STREET (near Beckett Centre).**

**MANNED OVER 24 HOURS – 7 DAYS A WEEK.**

**TELEPHONE NUMBERS**

**1317**

**\*1999**

*\*Strictly emergencies only.*

**IF CALLING FROM OUTSIDE COLLEGE USE  
THE PREFIX**

**896.**

**WHEN CALLING FROM OUTSIDE THE 01  
AREA OR USING A MOBILE PHONE USE THE  
PREFIX**

**01.**

**e.g. 01 896 1317**

**Security advice for staff and students working in College buildings.**

1. Ensure that all door and window locking devices are in working order.
2. Keep all offices, labs and lecture rooms locked when not in use.
3. Utilise a key control system. Department keys should be accounted for at all times.
4. Do not label keys with their use - use a code system instead.
5. Keep desk drawers, presses and filing cabinets locked when not in use or unattended.
6. Petty cash should be kept to the minimum required and kept secured at all times.
7. Avoid having valuable personal property in your office or lab. This is not insured by College.
8. Secure handbags in a drawer or filing cabinet and do not leave wallets, purses or other valuable property in jackets or coats hanging up.
9. After hours, report any problems of a security nature which you may come across to College Security i.e. unsecured or open doors and windows, faulty locking devices etc.
10. Be on the alert for persons acting in a suspicious manner i.e. loitering in toilets, corridors and secluded areas in the building. Report the matter immediately to College Security, any Security Officer or Attendant or any staff member. Your immediate action in making this report could prevent the commission of a crime.

**Telephone numbers**

College Security      Ext 1317  
   Ext 1999 (Emergency line)

**Issued by the Chief Steward, April 1999.**