SCHOOL OF LANGUAGES, LITERATURES AND CULTURAL STUDIES

HEALTH AND SAFETY STATEMENT

2013/14
# Health & Safety Statement

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HEALTH & SAFETY

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, do please 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/healthandsafety/safety_statement.pdf

This Health & Safety Statement consists of: -
- Emergency, First Aid and Fire Procedures
- School Health & Safety Policy
- Organisation & Responsibilities
- Health & Safety Arrangements

EMERGENCY DETAILS

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

Contact the University Central Security Centre (Ext No 1999) using the nearest telephone or 01 8961999 if using a mobile phone.

Extension 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. A number of staff within each School are 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.

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 fire alarm is a continuous ringing bell. People will also be alerted by the flashing red fire lights on various walls in the Arts Building.

FIRE ASSEMBLY POINTS

The assembly points for all departments within the Arts Building is at Assembly Point B in Fellows Square: see http://www.tcd.ie/Buildings/healthandsafety/images/assembly_points0408.pdf
HEALTH & SAFETY POLICY

1 STATEMENT OF INTENT AND OBJECTIVES

1.1 Statement of Intent

The School recognises and to the extent that it is within its power, will ensure compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, 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 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 within the constraints of resources made available to the School, 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.

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 a practical and appropriate awareness of health and safety as an integral part of work by all staff and students;

d) conforming, where it is in its place to do so, 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 ........................................... (Head of School)

Date ..........April 2013..................................
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.

Specific responsibilities in the School are listed below:

2.1 Head of the 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.

When it is within her/his power to do so, the Head will ensure that premises, School 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 result 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 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 Departmental Safety Officer

The Head of School delegates responsibility for health and safety to a School and Departmental Safety Officer. These appointments will be notified to the School and formally approved by the School Committee annually.

In the current year these positions are held by:

<table>
<thead>
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<tr>
<td>Department of French</td>
<td>Jackie Sharpe</td>
</tr>
<tr>
<td>Department of Germanic Studies</td>
<td>Hannes Opelz</td>
</tr>
<tr>
<td>Department of Hispanic Studies</td>
<td>Amanda Hopkins</td>
</tr>
<tr>
<td>Department of Irish</td>
<td>Caroline Anderson</td>
</tr>
<tr>
<td>Department of Italian</td>
<td>Aoife Rafferty</td>
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<tr>
<td>Department of Near and Middle Eastern Studies</td>
<td>Mary Keating</td>
</tr>
<tr>
<td>Department of Russian and Slavonic Studies</td>
<td>Zuleika Rodgers</td>
</tr>
<tr>
<td>Centre for European Studies</td>
<td>Eithne Healy</td>
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2.3 Teaching Staff

Members of the teaching staff have a responsibility for students 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:

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

   (a) to take reasonable care for his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work;
   (b) to co-operate with his/her employer and any other person to such extent as will enable his/her employer or the other person to comply with any of the relevant statutory provisions;
   (c) to report to his/her employer or his/her 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/she 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

1. This safety statement is maintained in its most up-to-date form on the School website at:  http://www.tcd.ie/langs-lits-cultures/
2. The School does not maintain, hold or operate any equipment, materials or procedures that present hazards beyond those of normal office environment. It is therefore more appropriate to rely on College training as part of the induction process for staff and students.
3. Beyond that, all staff are referred to the School Safety Statement at least annually, and reference and a link to it are included on the School website.

3.2 Consultation/Local Health and Safety Committee

Health and Safety issues are addressed via an agenda item on the School Committee. The School Safety statement is reviewed and if necessarily updated at that point. Staff and students are free to raise health and safety issues via the School Committee at other times as relevant. The School is represented at the Building Users Group for the Arts Building by the School Safety Officer.

3.3 Accident / Incident Reporting and Investigation

Incident report forms are available from the College website at http://www.tcd.ie/Buildings/healthandsafety/AccidentReportForm.doc

Reported incidents will be investigated by Departmental Safety Officers in the first instance and relevant action to prevent recurrence taken by them. Incidents that have implications, including incident involving absences of more than three days, should be reported to the Head of School, who will, when relevant, bring them to the attention of College Safety Officers.

3.4 Safety Inspections

These will be carried out annually by Departmental Safety Officers who will report any issues via their Head of Department to the Head of School.

3.5 Hazard Reporting

Hazards will be reported to the Buildings Office Help Line with a copy to the School Office.
3.6 Out of Hours Working

The standard rules and procedure for out of hours working in the Arts Building apply. Only staff with office space in the Building should have access outside hours when the building is normally open. During those hours when the security desk is not manned users must use the sign in/sign out book at the security desk. If there are colleagues in the vicinity working outside hours it is good practice to let each other know.

3.7 Management of Work-related Stress

The School accepts responsibility for areas within its cohort:

Where resources permit, Departments are responsible for addressing stress caused by poor physical working conditions. Where these are created by the structure of the buildings or pressures of work caused by inadequate capital or funding, these are outside the School’s control. Where they occur and are identified via the School’s review and reporting mechanisms above, they will be reported to the College as relevant.

The College’s Safety Statement can be viewed at: