Trinity College Dublin, the University of Dublin

FRAMEWORK (PARENT) SAFETY STATEMENT REV. 3.0.

Approved by Board 26 November 2020
Reviewed 8 December 2021
EXECUTIVE SUMMARY

Section 20 of the Safety Health and Welfare at Work Act 2005 provides that employers must prepare a written statement specifying the manner in which the safety health and welfare at work of his or her employees shall be secured and managed. At Trinity College Dublin, the variety of activities (academic and administrative) gives rise to numerous varied hazards and associated risks. In addition, the risk of getting Covid 19 is now part of our daily lives and will remain so for the foreseeable future. An appropriate framework and management programme must be in place to adequately control risks to staff, students, members of the public and others.

The Framework (Parent) Safety Statement sets out the overall Safety Management System and framework in place at Trinity College Dublin to comply with all health and safety legislation; to prevent accidents, incidents and cases of ill health; and to continually improve health and safety performance. Unit Safety Statements are also prepared at School and Discipline Level to further develop and build upon the requirements and principles outlined in the Framework (Parent) Safety Statement. The Safety Statements document the identified and assessed risks along with the risk management controls and safe working arrangements necessary to ensure the safety health and welfare of staff and students in the unit (and other individual who may be affected by their activities). Each School / Unit and Research Institute has also prepared local COVID 19 response plans to supplement and support the Safety Statements.

Section 2 of the Framework (Parent) Safety Statement contains the colleges occupational health and safety policy. Trinity values, above all else, the safety and health of our undergraduate and postgraduate students, staff, visitors, contractors and all others affected by our work activities. This policy clearly outlines Trinity College Dublin’s commitment to health and safety and the means by which this will be achieved. The policy statement is signed at the highest level by the Provost.

Senior management responsibilities are detailed in Section 3 and ensure that the workplace practices conform to the Safety Statement(s) requirements. Responsibilities are also clearly outlined for the Board of the college, senior management, the Chief Operations Officer, Head of Safety, Heads of Units, Academic staff and Principle Investigators (PIs), employees, students, visitors and contractors.

Safety consultation is a key element to the successful implementation of any safety management system. The Framework (Parent) Safety Statement (in Section 4) clearly outlines a hierarchy of consultation to remedy health and safety issues. In addition to the overall college Safety Committee, to ensure sufficient safety consultation in the organisation, there are seven Safety sub-Committees as follows: an Administration and Services Safety Committee, three Faculty Safety Committee and three Technical Safety Committees. Head of Schools / Units appoint a Unit Safety Officer to carry out the specific duties aimed at ensuring day to day compliance with the policy. Employees are further represented by the elected Safety Representatives.

The Framework (Parent) Safety Statement also includes:

- Arrangements for dealing with fire or other emergencies;
- Welfare arrangements;
- Details on how adequate information, training and instruction is provided to personnel to enable them to perform their work activities in a safe manner (and to assist in the prevention of injury or ill health in the workplace);
- Risk assessment arrangements for working with hazardous materials; biological agents; chemical agents; ionising radiation; lasers; cryogenic materials; and nanomaterials
• Risk assessment arrangements for ergonomic and manual handling tasks; lone works; working with electricity; travel and fieldwork; event planning; pregnant, postnatal and breast-feeding employees; and workplace transport safety.

• Specific policies for health and safety (such as the tobacco and e-cigarette policy);

• Audit and inspection arrangements; and

• Arrangements for the control of contractors and maintenance of construction activities on campus.

The Framework Safety Statement and local Safety Statements are supplemented and supported by the local Covid 19 Response Plans prepared by each school/unit/research institute in line with the Implementation Guidelines for Public Health Measures in Higher Education Institutions to contain the spread of the virus and protect staff, students, contractors and visitors.
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1.1 ABOUT TRINITY COLLEGE DUBLIN

Trinity College Dublin was founded in 1592, on the former Priory of All Hallows (For more history: [https://www.tcd.ie/about/history/]). Currently the University’s estate occupies a total of 306,000 sq. metres. Our buildings range in ages from 0 years old to over 300 years, 60% of our buildings are over 100 years old. 25% of our buildings are over 200 years old.

The buildings are situated on some 101 Acres (41 Ha) over 8 different sites around the city.

i. City Centre Campus (including Westland Square, Biosciences, Westland Row/Fenian St., Goldsmith Hall, Foster Place/Anglesea St., D’Olier St., South Leinster St, Stack B and Clare St.).

ii. Trinity Technology and Enterprise Campus - A significant site of 2.2 hectares approximately 1km from the College Green campus, currently provides almost 6% of the built accommodation at Trinity, however this site remains largely underdeveloped. A major redevelopment plan is currently being developed.

iii. Trinity Hall, Dartry (Student accommodation, 1,000 beds, 5km from the city centre campus)

iv. St James’s Hospital, our major Health Sciences Clinical teaching facility, 3 km from city centre campus

v. Tallaght Hospital, 12 km from city centre campus

vi. Santry Sports Facilities and Library Book Repository, 6km from city centre campus.

vii. Islandbridge-Boating Clubs, 2 km from city centre campus

viii. Iveagh Sports Grounds 5 km away from city centre campus (acquired in Dec 2017)

In 2017/18, there were 17,630 (undergraduate and postgraduate) students and 3,574 employees – a total college community of 21,204 – the equivalence of the population of the towns of Athlone or Naas. In addition, approximately 1.5 million tourists visit the College annually.

The structure of Trinity College and an explanation of the functions can be seen in the following link: [https://www.tcd.ie/provost/trinity-structure/]

Academic activities in education and research are all performed in one of the three faculties (Arts, Humanities and Social Sciences; Engineering, Mathematics and Science; and Health Sciences) each led by a Faculty Dean. There are also a number of interdisciplinary Trinity Research Institutes reporting to a designated Faculty Dean and there are three Science Foundation Ireland (SFI) Centres headquartered in Trinity. The Administration and Support functions of the university are delivered via the Provost Directorate and three divisions under the leadership of the Vice-Provost/Chief Academic Officer, the Chief Operating Officer and the Chief Financial Officer.

The variety in activities (whether on the academic or administrative side of the university) gives rise to numerous & varied hazards. For example, the Premises Services team is responsible for providing the day to day maintenance and management of buildings, which include attendant and cleaning services, minor works projects, pest control, contractor management and reactive maintenance. In addition, during the summer months the student residences are converted into hotel accommodation with the Premises Services team
providing a hospitality services that serviced 51,800 bed nights in 2017 which is 8 times more than the current largest hotel in the City Centre. Event management is also a key part of college life. Academic activities can raise numerous hazards including Chemical, Biological, Radiological and Laser Safety. In addition, new fields like Nanotechnology are also part of academic research and studies.

The Information contained in Trinity College Dublin, the University of Dublin Framework Safety Statement is to the best of our knowledge, true and accurate at the time of publication, and is for compliance and information purposes alone. Coláiste na Tríonóide, Baile Átha Cliath accepts no liability whatsoever for any loss or damage arising as a result of the unauthorised use of or for third party reliance on this information.

1.2 SAFETY LEGISLATION

Trinity College Dublin, has a duty of care to all staff, students, contractors and visitors under the Safety Health and Welfare at Work Act, 2005 and must comply with its requirements and those detailed in specific regulations enacted under its umbrella. The following are the legislation that the University must comply with; the list is non-exhaustive, may not apply everywhere and is subject to change from time to time. Copies of the legislation can be found on www.irishstatutes.ie

- Safety Health and Welfare at Work Act, 2005 and amendments
- Chemicals Act, 2008 and Chemicals (Amendment) Act 2010
- Safety Health and Welfare at Work (Carcinogens) Regulations, 2015
- Safety Health and Welfare at Work (Chemical Agents) Regulations, 2015
- Safety Health and Welfare at Work (Biological Agents) Regulations, 2013
- Safety Health and Welfare at Work (Construction) Regulations, 2013 and amendments
- Safety Health and Welfare at Work (Exposure to Asbestos) Regulations 2006
- Safety Health and Welfare at Work (Exposure to Asbestos) (Amendments) Regulations, 2006
- Safety Health and Welfare at Work (Electromagnetic Fields) Regulations, 2016
- Radiological Protection Act 1991 (Ionising Radiation) Regulations 2019
- Commission Regulation (EURATOM) no. 302/2005
- Fire Services Act 1981 and 2003

In addition to legislation, the following Codes of practice may also be applicable. Codes of Practice are intended to provide practical guidance on safe work in/or with their particular topic. A failure to observe any part of a Code of Practice will not of itself render a person liable to civil or criminal proceedings. Where the Code of Practice gives practical guidance on the observance of any of the relevant statutory provisions then compliance or non-compliance with those provisions of the code may be admissible in evidence in any criminal proceedings. You may use alternative methods to those set out in the Code in order to comply with the law. However, the special legal status accorded to the code means that if you are prosecuted for
breach of health and safety law, and it is proved that you did not follow the relevant provisions of the code, you will need to show that you have complied with the law in some other way or a court will find you at fault. These Codes apply to all places of work and this list is non-exhaustive.

- 2018 Code of Practice for the Chemical Agents Regulations
- 2013 Code of Practice for Biological Agents, updated 2017
- Code of Practice for Managing Safety and Health in Forestry Operations
- ESB Code of Practice for Avoiding Danger from Overhead Electricity Lines
- Construction Safety Code of Practice For Contractors with Three or Less Employees
- Code of Practice for Access and Working Scaffolds
- Code of Practice for Employers and Employees on the Prevention and Resolution of Bullying at Work
- Code of Practice for Rider-Operated Lift Trucks: Operator Training and Supplementary Guidance
- Code of Practice for Working in Confined Spaces

1.3 SAFETY TERMINOLOGY

This is a short list of terminology that will be mentioned throughout this document to assist in your understanding of the contents.

**Accident** Unexpected, unplanned event, in a sequence of events. It results in physical harm, injury or disease to an individual, damage to property, a near miss, a loss or any combination of these effects.

**Near Miss** Event without immediate or serious consequences i.e. where there was potential for an accident but in that particular instance there was no injury or financial loss

**Competent person** A person is deemed to be a competent person where, having regard to the task he or she is required to perform and taking account of the size or hazards (or both of them) of the undertaking or establishment in which he or she undertakes work, the person possesses sufficient training, experience and knowledge appropriate to the nature of the work to be undertaken (S2 (2)(a) SHW@W Act). Account shall be taken, as appropriate, of the framework of qualifications referred to in the Qualifications (Education and Training) Act 1999.

**The Act** This refers to the Safety, Health and Welfare at Work Act, 2005 (or SHW@W Act), the primary legislation governing the management of health and safety in the workplace.

**Health and Safety Authority (HSA)** Have overall responsibility for the administration and enforcement of health and safety at work in Ireland. They monitor compliance with legislation in the workplace and can take enforcement action (up to and including prosecutions).

**Hazard** Anything that has the potential to cause harm. It doesn’t have to have caused harm in the past to be a hazard and most hazards are reasonable foreseeable – think outside the box! Anything with the potential to cause human injury or damage (this can include objects, substances, machines, work methods etc.)
Severity The seriousness of the damage done, e.g. scalding with hot water would probably be considered to be severe whereas a small burn may not. It can be up to and including death, or multiple fatalities.

Likelihood The probability that something will happen. This could be something that happens on a daily basis, once a month or yearly or never.

Risk A risk is the likelihood that someone will be harmed by the hazard, together with the severity of the harm. It is also dependent on the numbers and types of individuals exposed to the hazard. The likelihood, large or small, that someone will be harmed by the hazard, together with the severity of harm suffered.

Control Measures Precautions taken to minimize or eliminate risks. A fire alarm is a control, as is wearing safety glasses when using chemicals in a lab.

Risk Assessment The process of examining things that could cause harm to people or property and putting measures in place to prevent it from happening. Insurance companies have special statistical methods for assessing risk. The careful examination of, what in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm.

Reasonably practicable In relation to the duties of an employer, ‘reasonably practicable’ means that an employer has exercised all due care by putting in place the necessary protective and preventive measures, having identified the hazards and assessed the risks to safety and health likely to result in accidents or injury to health at the place of work concerned and where the putting in place of any further measures is grossly disproportionate having regard to the unusual, unforeseeable and exceptional nature of any circumstance or occurrence that may result in an accident at work or injury to health at that place of work. (S2 (2)(6) SHW@W Act)

Personal Protective Equipment (PPE) Equipment and clothing used by a person to reduce the risk of being harmed. This should be provided to staff by employers.

Safety Statement A statement, required under law, which identifies workplace hazards, risks, controls and safety procedures.

Safety Officer In the University context a Safety Officer is appointed by his/her ‘Head of area’ to assist in the fulfilment of the requirements of the Framework (Parent) Safety Statement. They will receive training and have sufficient knowledge and experience to fulfil this role.

Safety Representative The Safety Representative is a selected/elected position in accordance with Part 4 (Safety Representatives and Safety Consultation) and Section 25 of the Safety, Health and Welfare at Work Act 2005.

Safety Training Each employer must provide safety training to all employees to ensure that everybody is aware of the safety rules to be followed at work.
1.4 SAFETY MANAGEMENT

1.4.1 SAFETY STATEMENT

Safety, Health and Welfare at Work Act, 2005, Section 20, Safety Statement
20.—(1) Every employer shall prepare, or cause to be prepared, a written statement (to be known and referred to in this Act as a “safety statement”), based on the identification of the hazards and the risk assessment carried out under section 19, specifying the manner in which the safety, health and welfare at work of his or her employees shall be secured and managed.

In compliance with Section 20 of the Act (above), the University has produced this Framework or Parent Safety Statement. The Safety Statement is the university’s programme, in writing, for safeguarding safety and health in the workplace. It represents the university’s commitment to safety and health, and specifies the manner, the organisation and the resources necessary for securing and managing, employees’ health and safety.

Writing a Safety Statement will not in itself prevent accidents and ill health at work. However by making a commitment to promoting safety and health in the workplace and specifying the arrangements and resources to be made available, the Safety Statement plays a vital part in communicating Health and Safety protocols to all staff and students.

Senior Management (which includes Heads of Schools/Units/Departments/Disciplines should ensure that workplace practices conform to the Safety Statement. This is particularly critical where there’s specific legislation relating to an activity that must be complied with in order for the work to proceed (i.e. Biological agents Regulations/Chemical agents Regulations or Radiological agent’s legislation). Accordingly, checks / inspections / audits and reviews should be carried out to determine how well the aims of the Safety Statement are being achieved. Under safety law, there is a duty to implement improvement or corrective measures considered necessary and that any such improvement is implemented in respect of all activities and at all levels in the place of work.(SHW@W2005 S19(4))

The Safety Statement is required by law (Safety, Health and Welfare at Work Act, 2005) and there are penalties for failure to have one. This legislation applies to employers, employees and others (such as contractors, students and visitors) and sets out general “duties of care” for all parties.

1.4.2 WHAT IS COVERED BY A SAFETY STATEMENT?
The Safety Statement shall take account of all statutory provisions made under safety and health legislation which apply to the workplace. The areas to be covered by the Safety Statement are quite specific. The Framework (Parent) Safety Statement sets them out by:

- Specifying the manner in which the safety and health of all employees will be secured and managed
- Identifying the hazards and assessing the risks in the broadest sense
- Detailing the protective and preventative measures taken and the resources allocated to safety, health and welfare
- Detailing the plans and procedures for dealing with emergencies or serious and imminent danger
• Detailing the duties of employees as regards safety, health and welfare at work, and the requirement for them to co-operate on those matters with their employer and any person who has responsibility under the relevant statutory provisions
• Providing the names, and where applicable, job titles of persons assigned to perform tasks pursuant to this safety statement
• The arrangements for the appointment of safety representatives and safety consultation at the place of work and the names of any safety representatives and/or safety committee members

This Framework (Parent) Safety Statement has been compiled for all employees and sets out the standards required to be provided for their safety, health and welfare, which must be reflected in the local safety statements.

1.4.3. ACCESS TO THE FRAMEWORK SAFETY STATEMENT

All employees must be made aware of the relevant contents of this University Framework (Parent) Safety Statement (as well as their own local area Safety Statement) and have access to it.

The University must bring the Safety Statement to the attention of all employees, and in a form, manner and language that is reasonably likely to be understood. This should be done at least annually or whenever amendments are made.

It should also be brought to the attention of newly recruited employees upon commencement of employment.

The relevant contents of this University Safety Statement must also be brought to the attention of any other people on College premises who may be affected by health and safety risks and who therefore need to be aware of the necessary safety precautions (e.g. outside contractors, students, delivery personnel, cleaners).

A hardcopy the University Framework (Parent) Safety Statement is available upon request. The Safety Statement is also available online at http://www.tcd.ie/estatesandfacilities/health-and-safety/Risk-Safety/
SECTION 2: OCCUPATIONAL HEALTH AND SAFETY POLICY

The Board of Trinity College acknowledges that they have the ultimate responsibility and a direct influence on health and safety for all our staff, students, visitors and contractors. The health and safety policy below outline our commitment to ensuring that the workplace is as safe and healthy as reasonably practicable and that all relevant health and safety legislation is complied with.
OCCUPATIONAL HEALTH AND SAFETY POLICY

We of Trinity College Dublin, the University of Dublin ("Trinity") value, above all else, the safety and health of our undergraduate and postgraduate students, staff, visitors, contractors and all others affected by our activities and we are committed to working in accordance with the provisions of the Safety, Health and Welfare at Work Act 2005 ("the Act") and associated legislation in order to provide a safe and healthy educational, recreational and residential environment for all. To comply with Section 20 of the Act, we have prepared a Framework (Parent) Safety Statement which sets out the safety management programme in place at Trinity and specifies how safety, health and welfare is secured.

The framework Safety Statement and local Safety Statements for each functional Unit, School or Area are maintained and updated. In addition, each school/unit and research institute has developed and maintained local COVID 19 response plans in line with the Implementation Guidelines for Public Health Measures in Higher Education Institutions to supplement and support the Safety Statements. Trinity is committed to fulfilling our statutory obligations to manage and co-ordinate workplace safety, health and welfare, and to ensure that, so as far as is reasonably practicable, work activities are managed to safeguard the safety, health and welfare of our staff, students, visitors, contractors and others. We will achieve this by carrying out local risk assessments and bringing them to the attention of all staff and students at least annually. Within the risk assessments, protective and preventative measures have been identified, which will be implemented and maintained.

We will provide a safe place of work, including welfare facilities, which are adequately designed, maintained and have a safe means of access and egress. The University buildings and rooms will be adapted to facilitate physical distancing and all recommendations from the COVID 19 Senior Management Group will be fully implemented. Trinity will also provide safe plant and equipment and ensure that safe systems of work are in place.

We will ensure, as far as is reasonably practicable, that any improper conduct likely to put staff, students, visitors or contractors safety and health at risk, is prevented. All staff and students will be provided with the appropriate information, instruction, training and supervision as required to stay safe and healthy. We will, as far as is reasonably practicable, prevent risks to health from articles or substances such as chemicals, nanotechnology, and radiological and biological agents.

Where hazards cannot be eliminated, adequate arrangements in accordance with the General Principles of Prevention, including where required the provision of suitable protective clothing and equipment, will be put in place to reduce the risk of injury. Trinity have plans and procedures to be followed in the event of an emergency or serious or imminent danger.

The College has competent personnel to advise and assist in securing the safety, health and welfare of staff, students, visitors and contractors. A COVID 19 Senior Management group, chaired by the Provost, has been convened to implement and advise on the University’s Covid 19 Response Plan. The safety message is communicated to the college community through the College website, the University Safety Committee and its sub committees, local safety officers and safety representatives.
Our policy is subject to annual review and we appreciate any feedback in relation to this policy that allows us to continually improve our health and safety standards.

Signed: Linda Doyle

Date: 8th December 2021

Dr Linda Doyle, President & Provost, Trinity College Dublin, the University of Dublin
SECTION 3: HEALTH AND SAFETY MANAGEMENT ROLES AND RESPONSIBILITIES

3.1 THE PROVOST AND THE BOARD OF THE COLLEGE

The Provost and the Board of the College have ultimate responsibility for Health and Safety in Trinity College. The Board of the College includes, amongst others, the following individuals:

- The Provost of the College – Dr Patrick Prendergast
- The Vice Provost of the College – Professor Jürgen Barkhoff
- Registrar – Professor Brendan Tangney
- Secretary to the College – Mr. John Coman

Full details of the names of board members can be found at the following link: http://www.tcd.ie/committeepapers/board/membership/

The employer’s duties are set out in Section 8 of the Act are as follows:

8.—(1) Every employer shall ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

(2) Without prejudice to the generality of subsection (1), the employer’s duty extends, in particular, to the following:

(a) managing and conducting work activities in such a way as to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;

(b) managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;

(c) as regards the place of work concerned, ensuring, so far as is reasonably practicable—
   (i) the design, provision and maintenance of it in a condition that is safe and without risk to health,
   (ii) the design, provision and maintenance of safe means of access to and egress from it, and (iii) the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;

(d) ensuring, so far as it is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;

(e) providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;

(f) providing and maintaining facilities and arrangements for the welfare of his or her employees at work;
(g) providing the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health, and welfare at work of his or her employees;

(h) determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3;

(i) having regard to the general principles of prevention in Schedule 3, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;

(j) preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;

(k) reporting accidents and dangerous occurrences, as may be prescribed, to the Authority or to a person prescribed under section 33, as appropriate, and

(l) obtaining, where necessary, the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

3.2 SENIOR MANAGEMENT – DEANS, DIRECTORS

Senior Management (Deans of Faculties, Directors of Functional Units) are responsible for ensuring that their areas of responsibilities are compliant with legislation and local college safety rules and regulations.

3.3 CHIEF OPERATIONS OFFICER – GERALDINE RUANE

In addition to the general requirements (3.2), the Chief Operating Officer is also the Chair of the University Safety Committee in line with the College Statutes.

3.4 HEAD OF SAFETY – DR KATHARINE MURRAY

In accordance with Section 18 of the Act, the University has appointed competent staff to oversee health and safety within the University. A Head of Safety has been appointed to assist the university with the planning, implementation and monitoring of measures aimed at improving the standards of health and safety in College. They shall:

• Lead the team of safety professionals in the University Safety Office that advises Trinity on and oversees the broader safety management programme and provides competent
and professional advice to assist in the planning, implementation and monitoring of good health safety and welfare practice in the university.

- Ensure the development of policies and procedures to meet with legislative requirements and the highest industry standards for approval by the University Safety Committee.
- Ensure the timely dissemination of information relating to regulatory compliance to appropriate members of the University.
- Undertake monitoring, by auditing and inspection, of the implementation of policies and the maintenance of appropriate standards with a view to ensuring compliance with Health and Safety legislation.
- Promote the development and introduction of common standards of good practice across the University.
- Establish and maintain a mechanism to investigate and report upon incidents that cause risk of or lead to personal injury or damage to property.
- Ensure the development and maintenance of appropriate central record systems relating to all hazards.
- Ensure the development and maintenance and delivery of appropriate Safety Training to staff, postgraduate students and sometimes undergraduate students in Trinity as required by Safety Health & Welfare legislation and University procedures.
- Keep the University Framework Safety Statement up to date and to assist Units across the university in reviewing/revising and keeping their Unit Safety Statement up to date.
- To ensure that routine safety inspections and audits are carried out as and when required.

Together with a team of specialist safety advisors, Dr Gillian Gunning (Radiological Protection), Mr. Cathal Ryan (Fire Safety), Dr Mary McDonnell (Biological Hazards) and Mr. Maurice Sweeney (Hazardous Materials Facilities), we advise the university on their obligations and best practices to manage Health and Safety.

### 3.5 HEADS OF SCHOOLS/DISCIPLINES/UNITS

Senior members of staff are responsible for implementing and maintaining College Health and Safety policy and procedures in their areas, as far as is reasonably practicable, given the resources allocated by Board. For the purpose of this section ‘Heads of Unit’ means any senior management who is in control of an Area, Department, Academic Discipline or School etc.

These *Heads of Units* have been granted full responsibility and control over their specified buildings or areas. Within individual rooms the most senior member of staff or person nominated, carries similar control for the room when occupied. Day to day management of the policy within Departments or areas can be further delegated to individual persons if a specific role or action is required. *Heads* of their respective *Units* are expected to name a deputy to act on their behalf in their absence.
Specific responsibilities for Heads of Units in relation to safety include the following:

1. Ensuring that a Unit Safety Statement is prepared, reviewed, and updated as necessary for their Department / School.
2. Appointing a Unit Safety Officer. This person is to carry out specific duties aimed at ensuring day to day compliance with the policy. The duties of a Unit Safety Officer are outlined in Section 4.5
3. Appointing Fire Wardens and deputies. This is to carry out specific fire safety duties in relation to fire prevention in the department and assisting in evacuation procedures. The Unit Safety Officer can act as Fire Warden. Where Units share a common building, it may be necessary to have a warden per floor or area. The College Fire Safety Officer will advise as to the location and numbers of wardens required. The duties associated with individual Fire Wardens are outlined Appendix 1.
4. Facilitating safety inspections and audits in their Unit, ensuring they are completed and carrying out a proportion of them too.
5. Attending a Legal Briefing to understand one’s responsibilities. This is mandatory as per Minutes of Board Meeting below:

   **BD/13-14/218 College Safety Committee**
   The Board noted and where a decision was required, approved the draft Minutes of meeting of 7 February 2014.
   In particular, the Board agreed that there should be mandatory health & safety training for Heads of School and Heads of Area.

6. Monitoring the implementation of the Unit safety statement in their Area
7. Co-operating in the distribution of health and safety documentation and information relevant to their Unit.
8. Ensuring that all accidents/incidents/dangerous occurrences are reported in accordance with the College’s reporting procedures.
9. Liaising and co-operating with elected safety representatives.
10. Ensuring that Fire drills and other emergency procedures are initiated, organised and managed within the physical areas of their Unit.
11. Ensuring staff/students are provided with safety training, by directly organising
relevant training or by ensuring the attendance of staff/students at designated courses, as appropriate

12. Arranging for the identification of safety equipment requirements, including personal protective equipment within their Unit, and to make arrangements for its provision, as far as is reasonably practicable before work is commenced

13. Co-operating with other College personnel in the management of health and safety within their Units.

14. Ensure that new members of the Unit receive adequate induction with respect to health and safety matters

In addition:

- Units are encouraged to have one person detailed to carry out the duties of Departmental Safety Officer and Fire Warden where that is practical. This is purely for administrative purposes; however the Head of Unit shall have the final say on this matter.
- Where a Head of Department does not appoint a Departmental Safety Officer or Fire Warden, the duties associated with these positions, as outlined in Section 4.5 and Appendix 1 respectively, will be automatically assigned to the Head of Unit, being the person responsible for safety management in that Unit.
- Each Departmental Safety Officer and Fire Warden should have a deputy to act in that person’s absence, and absences should be co-ordinated to ensure that both are not away at the same time.

3.6 ACADEMIC STAFF/PRINCIPLE INVESTIGATORS

Academic staff have a key role and responsibility in assessing risks and implementing control measures identified to avoid or reduce harm that arise from both teaching and research activities. Safety legislation applies to all aspects of research. Principal Investigators (PIs) are responsible to the Board for the research work they undertake and must take responsibility for the health and safety management of this work.

Academic staff are responsible for:

- Undertaking suitable and sufficient risk assessments;
- Applying principles of risk avoidance, in preference to reduction; and
- Identifying and implementing control measures and safe working practices.

Additional specific requirements for Principal Investigators (PI) and/or Supervisors are found in SECTION 8 RISK ASSESSMENT

Academic staff are responsible for ensuring that in planning and developing course programmes, research projects and any other activities, adequate consideration is given to health and safety. Academic staff are responsible for liaising with technical staff, to ensure there are adequate health and safety instructions, training and supervision in relation to teaching and research activities.

3.7 EMPLOYEES

Every employee has a personal responsibility to work safely and co-operate with the management and Board of the College in providing a safe place of work. This is a legal
requirement (see below), but also exists because a healthy and safe workplace is only achievable through the involvement and co-operation of all members of staff.

Section 13 of the Safety Health and Welfare at Work Act 2005 sets out the general duties of employees, as follows:

13.—(1) An employee shall, while at work—

(a) comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee’s acts or omissions at work,

(b) ensure that he or she is not under the influence of an intoxicant to the extent that he or she is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,

(c) if reasonably required by his or her employer, submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of, a registered medical practitioner who is a competent person, as may be prescribed,

(d) co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provisions, as appropriate,

(e) not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,

(f) attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,

(g) having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare at work, including protective clothing or equipment,

(h) report to his or her employer or to any other appropriate person, as soon as practicable—

   (i) any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health or welfare at work of the employee or that of any other person,
   (ii) any defect in the place of work, the systems of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or
   (iii) any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which he or she is aware.
Section 13 applies to all employees which includes all staff including Heads of School, supervisors, managers, Directors etc. These requirements are in addition to any duties that may arise as Head of School, Department or Unit. As an employee your duties not only require compliance with this Framework (Parent) Safety Statement but also your local Department/Unit/School Safety Statement and any additional duties assigned to you within. These delegated duties are essential for the day to day implementation of safety measures, and employees are obliged to carry out these functions in accordance with Section 13 of the Act, as above.

3.8 STUDENTS

The University 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. Failure to comply with safe procedures or instructions may result in the commencement of disciplinary procedures by the college.

3.9 VISITORS

Trinity College Dublin has up 1.5 Million visitors annually to the campus, which would not include individual visitors to specific offices. The majority of these visitors are transient in nature visiting only for a short period of time, others avail of the College’s accommodation and stay for a longer period. Under Section 12 of the Act (*Every employer shall manage and conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that in the course of the work being carried on, individuals at the place of work (not being his or her employees) are not exposed to risks to their safety, health or welfare*), Trinity College has an obligation to provide a safe area for our visitors to come to. We do expect them to conduct themselves in a safe manner at all times. Visitors are required to observe the fire policy and in the event of an emergency they should identify themselves to an employee and they shall be escorted to the designated assembly point.

3.10 CONTRACTORS

A *Contractor* means any employer whose employees carry out construction work and includes both main contractor and sub-contractor. *Contractor* may also include a self-employed person where such a person supplies materials and labour or labour only. In general, a *contractor* is anyone the University contracts to work and who is not an employee. Contractors carry out maintenance, repairs, installation, construction, demolition and many other jobs and services.

It is the responsibility of any Trinity staff (whether engaged by E&F or engaged by Schools or Units), engaging contractors to ensure that they have engaged contractors who comply with safety legislation contracting company/individuals to ensure that all their personnel accept responsibility for maintaining their work areas to the highest possible standards and to ensure their work has minimal health, safety and environmental impact on University building users and users of adjacent buildings during large or smaller construction / refurbishment projects or the construction / demolition phase of new building projects. Contractors will normally be
working in a live educational environment which will predominantly remain fully active and functioning throughout the construction period.

Contractors must comply with the requirements of ‘HSE Guidelines for the management of Contractors on University Premises’ (See Section 11)

3.11 DISCIPLINARY PROCEDURE/COMPLIANCE

The University has compiled two disciplinary procedures (General and Academic Staff). Examples of misconduct include ‘serious breaches of University’s safety regulations. Notwithstanding internal disciplinary procedures certain acts and omissions are strictly prohibited by law and could result in prosecution of individuals. Failure to comply with university safety processes, procedure, policies and legislation are serious matters and will be reflected in the sanctions applied. These procedures can be found at:

Staff Disciplinary Procedure
Academic Staff Conduct

The HEAD OF SAFETY is authorised through the Board to escalate any non-compliance up to and including stopping the activity in the event of serious breaches of safety legislation. Where this action is taken, the Head of Safety will notify the Chief Operating Officer and the Provost of the circumstances and the breaches of legislation that have led to the action taken.
Staff, students, contractors and visitors are reminded of the following hierarchy of consultation to remedy any Health and Safety issues. Where one level does not remedy the situation, the next level is to be used. The Head of Safety is also available to offer advice, and elected Safety Representatives may also be approached in relation to the matter.

1. The matter is raised with the Immediate Supervisor
2. The matter is raised with the Departmental Safety Officer or Fire Warden
3. The matter is raised with the Head of Department
4. The matter is raised at Local/Faculty Safety Committee level
5. The matter is raised at College Safety Committee level
6. Where there is an immediate risk to life or limb or persistent non-compliance the Safety Office can prohibit and stop a work activity. Where appropriate College disciplinary measures may also be implemented relating to the incident/event.

4.1 SAFETY COMMITTEE

The Safety Committee is a Committee of Board with responsibility for ensuring the Board is informed of its legal duties with respect to the safety, health and welfare of students, staff and visitors on College premises and facilities, assisting the Board and Council in complying with these obligations and assisting College to operate to the highest possible standards of
safety, health and welfare through the development, co-ordination and implementation of policies, practices and action plans to ensure safety, health and welfare.

The Safety Committee shall consist of:
(a) The Chief Operating Officer,
(b) The Head of Safety,
(c) The Chairpersons of principal sub-committees of the College Safety Committee (7),
(d) One elected member of Board,
(e) The Director of Campus Infrastructure,
(f) Occupational Health Physician / the Director of the College Health Services,
(g) The Director of Human Resources,
(h) The Chief Risk Officer
(i) Two nominees of the Safety Representatives group,
(j) One nominee of the Students’ Union, and
(k) One nominee of the Graduate Students’ Union.

The Chairperson of the Safety Committee is the Chief Operating Officer, and the Head of Safety is Secretary to the College Safety Committee. Details of the current members of the committee are available in the current college calendar.

The Safety Committee shall:
(a) allocate and disburse the risk reduction budget
(b) appoint Chairs of reporting Sub-Committees
(c) develop and adopt safety management systems
(d) establish procedures to be adopted in the event of emergency
(e) develop and adopt internal practices and policies on matters of safety, health and welfare
(f) develop and adopt internal technical standards and guidance documents.

In accordance with the Statutes, in exercising its functions the Safety Committee has the authority to act as agent on behalf of Board and Council; and the Principles of Agency shall apply to it. The Terms of Reference for the Safety Committee are detailed in Appendix 2.

4.2 FACULTY SAFETY COMMITTEES (3)

The three faculties, the Faculty of Health Sciences, the Faculty of Arts, Humanities and Social Sciences and the Faculty of Engineering, Mathematics and Science each have their own Safety Committee, for which the respective Dean of the Faculty is the Chair. The Head of Safety is an ex-officio member of each of the committees. Faculty Safety Committees meet a minimum of three times a year.

4.3 TECHNICAL SAFETY COMMITTEES (3)

There are three technical safety committees, the Biological, the Radiological and the Chemical Safety Committees. These committees are to provide the college with expert guidance on specific hazards and to define guidance and policy in their use. The Head of Safety is an ex-officio member of each of the committees.
4.4 ADMINISTRATIVE/SUPPORT SERVICES SAFETY COMMITTEE

The Administrative and Support Services safety Committee is composed of representatives from the non-academic areas. The Head of Safety is an ex-officio member of the committee.

4.5 SCHOOL/DEPARTMENT/UNIT SAFETY OFFICERS

Each Head of School/Unit must appoint a School/Unit Safety Officer. This person is to carry out specific duties aimed at ensuring day to day compliance with the policy. The duties of a School/Unit Safety Officer are:

(a) Be familiar with the Framework (Parent) Safety Statement.
(b) Periodically review Health and Safety procedures within their area.
(c) Advise and assist the Head of Department on any revision of the Departmental Health and Safety policy.
(d) Monitor that safe working practices and procedures, together with any necessary risk assessments which are completed and complied with.
(e) Disseminate Health and Safety information and reports and pass to appropriate members of staff and students within their departments.
(f) Monitor that adequate precautions are being taken regarding any special hazard in, or about to be introduced into the department.
(g) Conduct or co-ordinate systematic Health and Safety inspections and accident investigations to identify unsafe or unhealthy conditions or work practices, and monitor any preventative action taken including implementation.
(h) Attend relevant Departmental and Faculty Safety Committee meetings.
(i) Monitor that plant equipment and processes within areas are being maintained as required by any relevant instructions, statutory provisions, codes of practice etc. and that staff and students are suitably informed instructed trained and supervised.
(j) Maintain adequate Health & Safety records where appropriate as required by relevant statutory provision or College/Departmental Safety Statements.
(k) Monitor the standard of housekeeping in their area and ensure a high level is maintained as far as is reasonably practicable.
(l) Monitor that suitable and sufficient personal protective equipment is available and used within their areas.
(m) Act with the delegated authority of the Head of Department in matters of safety urgency.
(n) Refer promptly to the Head of Department in the first instance any safety problems that cannot be resolved on a time scale commensurate with the risk.
(o) Report all defects in plant equipment structure or fabric promptly to the Head of Department or Buildings Office.
(p) Ensure that new members of the Department / Area receive adequate induction with respect to health and safety matters.
(q) Report to the Senior or Junior Deans any matters requiring disciplinary proceedings.
4.6  SAFETY REPRESENTATIVES

Employees of the College are further represented by Elected Safety Representatives. A draft Code of Practice for Safety Representatives is detailed in Appendix 3.

The names and contact numbers of the College Safety Representatives are as follows:

**Arts Building / admin / service / support:** Vacant  
**Library:** Mr. Colin Brennan, Ms. Lyndsey Johnson  
**Faculty of Engineering, Mathematics and Science:** Mr. David Igoe  
**Buildings Office:** Mr. Philip Stuart  
**Faculty of Health Sciences:** Mr. Trevor Woods  
**Facilities:** Ms. Susan Kirwan/ Ms. Liz Clarke

Safety Representatives may consult with and make representations to College on Safety Health & Welfare matters relating to College employees. Further details on the role and function of Safety Representatives are outlined in the College Code of Practice for Safety Representatives.

4.7  LOCAL UNIT/SCHOOL/DEPARTMENTAL SAFETY STATEMENTS

All areas must have a local safety statement. It is the responsibility of the Head of Unit to produce and maintain the Unit Safety Statement. The Head of Unit must ensure that all staff, and any other relevant persons are made aware of the contents of the local safety statement. The Unit safety statement will outline the controls and procedures to be implemented at department level to ensure the safety health and welfare of staff and students in that department, and any other individual who may be affected by their activities. The document should be reviewed at least annually and must at a minimum comply with the requirements in the University Safety Statement.

4.8  HEALTH AND SAFETY AUTHORITY

The Health and Safety Authority (HSA) has overall responsibility for the administration and enforcement of health and safety at work in Ireland. They monitor compliance with legislation at the workplace and can take enforcement action (up to and including prosecutions). HSA Inspectors can conduct inspections of all places of work to monitor compliance with health and safety laws.

4.8.1 What to do if an Inspector calls?

An Inspector may call to your area following an accident, a complaint or as part of a routine inspection. An HSA Inspector is entitled by law to enter any place of work, and if they visit to carry out an inspection you should carry out the following actions:

(i) Please ensure that you check the Inspector’s Identification (you cannot refuse entry to an Inspector, but you can delay entry while you check their identity – the phone number for the HSA is 1890 289389 or 01-6147000)

(ii) Please contact the Safety Office and advise them that an Inspector is on site. If a member of the Safety Office team is available, they will attend the Inspection.

(iii) Have your local Safety Statement available for the inspector to review.
(iv) Accompany the Inspector on any tour of the area that is carried out – do not leave an Inspector unaccompanied during the visit.
(v) Take notes of any comments, advice or information the Inspector gives during their visit – any information given is a legal request and should be considered.

Following a visit, the inspector may leave one of 4 documents (each with a greater degree of severity):

(i) Report of Visit
(ii) Improvement Direction
(iii) Improvement Notice
(iv) Prohibition Notice

These legal documents must be responded to within specific timescales and the Safety Office must be contacted in relation to any of these documents received. The Safety Office will assist in drafting an appropriate response to the Health and Safety Authority.
SECTION 5: ARRANGEMENTS FOR DEALING WITH FIRE OR OTHER EMERGENCIES

5.1 ACCIDENT /INCIDENT REPORTING

- All staff, students, contractors and visitors are reminded that all accidents or incidents must be reported to the appropriate Head of Unit. All accidents or incidents must be reported on the official University Accident Reporting Form.

- When completed, a copy of the form should be forwarded to the Unit/Departmental Safety Officer (for information and follow up action), the Head of Safety (for information, and advice re: future prevention) and by email to Insurance@tcd.ie.

- 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 Head of Safety, as a separate mandatory report must be made to the Health and Safety Authority.

- All staff, students, contractors and visitors are reminded that all Accidents or Incidents must be reported to the appropriate Head of Unit. On receipt of an Accident/Incident reports the Head of Unit must ensure that a copy of the report is forwarded immediately to the Unit Safety Officer (for information and follow up action), the Head of Safety (for information, and advice re: future prevention) and Insurance@tcd.ie. 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 Unit must specifically advise the Head of Safety, as a mandatory report must be made to the Health and Safety Authority.

5.2 FIRST AID/MEDICAL TREATMENT

First-aid means either: (a) Treatment in a life-threatening situation (e.g. heart stoppage or severe bleeding) pending medical help, or (b) Treatment for minor injury (e.g. cuts or bruises). It does not include the administration of drugs or medication. It is the responsibility of each Unit to ensure they have a local First Aid Box this should be monitored and checked by the local First Aider.

Within campus it is important that for any first aid emergency or requirement for medical treatment that Campus Security are contacted immediately on 01-8961999 (from a mobile – or 1999 from an internal college line). All security staff are trained first responders. The numbers of additional first aiders required by a Unit will be based on risk assessment and is dependent on numbers and hazards that employees are involved with.

The names of occupational first aider must be recorded in your local Safety Statement along with the location of the first aid box(es) and facilities.
The table below shows the recommended contents of first aid boxes and travel kits.

<table>
<thead>
<tr>
<th>Materials</th>
<th>First Aid Travel Kit Contents</th>
<th>First Aid Box Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1-10 persons</td>
<td>11-25 persons</td>
</tr>
<tr>
<td>Adhesive Plasters</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Sterile Eye Pads (No. 16) (bandage attached)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Individually Wrapped Triangular Bandages</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Safety Pins</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Individually Wrapped Sterile Unmedicated Wound Dressings Medium (No. 8) (10 x 8cm's)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Individually Wrapped Sterile Unmedicated Wound Dressings Large (No. 9) (13 x 9cm's)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Individually Wrapped Sterile Unmedicated Wound Dressings Extra Large (No. 3) (28 x 17.5cm's)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Individually Wrapped Disinfectant Wipes</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Paramedic Shears</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Examination Gloves Pairs</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>Sterile water where there is no clear running water*2</td>
<td>2x20mls</td>
<td>1x500mls</td>
</tr>
<tr>
<td>Pocket Face Mask</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Water Based Burns Dressing Small (10x10cm's)*3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Water Based Burns Dressing Large*3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Crepe Bandage (7cm)</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Notes

*1: Where more than 50 persons are employed, pro-rata provision should be made.

*2: Where mains tap water is not readily available for eye irrigation, sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided. Each container should hold at least 20ml and should be discarded once the seal is broken. Eye bath/eye
cups/refillable containers should not be used for eye irrigation due to risk of cross infection. The container should be CE marked.

*3: Where mains tap water is not readily available for cooling burnt area.

The above Table provides a general guide on the recommended contents of occupational first aid boxes and kits based on numbers employed. Quantities indicated in the Table are minimum numbers and can be increased. The requirements for sterile water and water based burns dressings as per note 2 and 3 above are only where there is not a wholesome supply of tap water available. Also a single paramedic shears and pocket face mask is considered adequate.

Occasionally the quantities indicated in the Table will be insufficient and the actual amounts required should be based on a risk assessment. An obvious example is that drivers of dangerous goods vehicles would require a quantity of 2x 500mls of sterile water for eye irrigation in their travel kits due to the risk of contact with hazardous chemicals.

Written records of the dates of all first aid training, including recertification training should be kept at the workplace and be made available on request to the Health and Safety Inspector.

Records of all cases treated by the first aider should be kept in a suitable secure place, respecting their confidential nature and be made available on request to the Health and Safety Inspector.

The table below shows the details to be recorded.

<table>
<thead>
<tr>
<th>Name of patient</th>
<th>Type of injury</th>
<th>Treatment given</th>
<th>Name of occupational first aider</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Occupational first aiders may need additional specialised training if a work place has employees exposed to any special hazards such as:

- risk of poisoning by toxic substances, e.g. certain cyanides and related compounds
- risk of burns from corrosive or oxidising substances, e.g. hydrofluoric acid
- risk of accidental exposure to hazardous substances, e.g. toxic, irritant or asphyxiant gases, requiring oxygen for resuscitation
- Other specific risks identified in your local Safety Statement
- Additional provisions in other regulations such as administration of oxygen
5.2.1 DEFIBRILLATORS (AED)

An automated external defibrillator (AED) is a portable device that checks the heart rhythm. If needed, it can send an electric shock to the heart to try to restore a normal rhythm. AEDs are used to treat sudden cardiac arrest (SCA). SCA is a condition in which the heart suddenly and unexpectedly stops beating and can cause death if it’s not treated within minutes. Please find attached the current locations of AED’s throughout college are attached in Appendix 4.

It is very important to properly store and maintain an AED.

- Performance of the defibrillator may be compromised if the manufacturer’s recommendations are ignored.
- It is desirable to keep a functioning landline telephone near the AED to ensure the emergency services can be contacted.
- The location of the AED is important as research has shown that the chance of its use being effective is considerably increased if defibrillation occurs within 3 minutes.
- To avoid difficulties accessing an AED in the event of an emergency it is advised that the AED should not be kept under lock and key.
- If the AED is kept indoors or in an obscure location, appropriate signage should be in place to illustrate its position and facilitate quick access.

Although AED’s require very little maintenance, it is vital to ensure they are checked regularly. This will ensure that any self-tests have been passed, the battery and pads are in good condition and that any consumables required are in place. The best method of doing this is design a checklist and use this every week to ensure a methodical inspection of your defibrillator. Some important questions to cover during inspection are:

1. Is the location of the AED still considered suitable?
2. Is the status indicator OK (Green flashing light, an ‘OK’ symbol or similar)? This ensures self-tests have been passed.
3. Is the battery past its expiry date?
4. Have the pads/electrodes past their expiry date?
5. Is the packaging containing the pads intact?
6. Are there spare pads available?
7. Is there paediatric pads or key available (if required)?
8. Are cables, screens, exterior casing in good condition?
9. Are consumables (CPR mask, scissors, and razor) in place?
10. Are there adequately trained responders available?
5.3 FIRE SAFETY

The University adheres to the legislation on fire safety which includes:

- Safety, Health and Welfare at Work Act 2005
- Safety, Health and Welfare at Work (General Application) Regulations 2007
- Fire Services Act 1981 and 2003
- Building Control Act 1990
- Building Control Regulations 1997
- Licensing of Indoor Events Act 2003
- Fire Safety in Places of Assembly (Ease of Escape) Regulations 1985
- Safety, Health and Welfare at Work (Construction) Regulations 2013
- Various B.S. and I.S. Standards and Codes of Practice (e.g.s. I.S.3218 Code of Practice for Fire Detection and Alarm Systems for Buildings – system design, installation, service and maintenance; Code of Practice for the Management of Fire Safety in Places of Assembly 1989.)

5.3.1 FIRE SAFETY POLICY

The University Fire policy was approved Board level on the 17th September 2017 and provides the basis of fire safety management for all college. The Policy can be found at Fire Safety Policy and the Guidance is summarised below:

5.3.2 THE OPERATION AND MANAGEMENT OF BUILDINGS: GENERAL PRINCIPLES

The person in control should normally be the Head of Unit (or the Head of the largest Unit) occupying the building. In the case of large or multi-function buildings, used primarily for academic purposes, a senior member of academic staff will be appointed by the board on the recommendation of the bursar in consultation with the Director of Campus Infrastructure. The Director of Sport will normally act as the person in control for sports-related student facilities and the facilities officer as the person in control for all non-sport, student facilities. The Head of Accommodation and the Catering Manager will appoint persons in control in their respective areas.

5.3.3 FIRE DETECTION AND ALARMS

It is University policy to, where practicable, to provide an automatic fully addressable LI fire detection and fire alarm system in all of its premises which will be designed and installed in accordance with the requirements of IS 3218.

- All fire detection systems within the University will be maintained and serviced by a competent person as required under IS 3218. At a minimum every device within a fire alarm system will be inspected / tested at least once a year.
- Other requirements required by the Building Fire Certificate must always be complied with.
• The fire alarm and detection system must be fully addressable.
• Retrospective installation of a completely new detector and base must not require or cause all existing bases to be re-addressed.
• Break glass units should be mounted at approximately 1,000 mm above finish floor level.
• Break glass units should be provided with mechanical protection where their location makes them vulnerable to damage.
• The alarm system should be a combined sounder and visual beacon throughout the building.
• An external beacon should be mounted above the main entrance door of the building.
• The sounder for the alarm must be a discriminated sound from other sounders in the building.
• The fire alarm panel must be fitted with a paper printer that prints and date/time stamps every event.
• The fire alarm panel must also keep an electronic log of all activations.
• The fire alarm or repeater panel must be located at or beside the main normal entrance to the building.
• Generally, the fire alarm system will be interlocked to the normal building plant within the building. This plant should shut down in the event of activation unless specifically required to remain working or commence working in the event of a fire.
• The fire detection system must be monitored by the Building Management System (BMS) for both fire and fault and must be directed through to the University Security Centre at 200 Pearse Street.
• For external properties off main campus the alarm is to be monitored by dual com – i.e. GSM and land line to the current 24 hour manned monitoring company.
• All installed devices must be clearly identified with a p-touch type label.

In addition to as built drawings a detailed excel spreadsheet is required listing all devices, device type, device address, device name, device location and circuit number. A cause/effect schedule of alarms must be approved by E&F and the University Safety Office before commissioning.

5.3.4 FIRE PREVENTION

All buildings must be provided with first aid fire-fighting equipment in accordance with EN3 IS 291. The University Safety Office should be consulted in relation to the exact location and types of the extinguishers. There should be as-installed drawings provided which include the location of all extinguishers, together with an excel document listing the extinguisher type and location must be provided.

• Extinguishers should be located in prominent positions, available at all times for immediate use. The locations should be on escape routes and in similar locations on all floors and near room exits, corridors, stairways, landings and lobbies.
• Fire extinguishers should be securely hung on wall brackets. Where this is impractical extinguishers should be located on suitable stands (not on the floor). If wall mounted the carrying handle of larger, heavier extinguishers should be 1 metre from the floor but
smaller extinguishers should be mounted so the carrying handle is 1.5 metres from the floor.

- Extinguishers should be sited in such a way that it is not necessary to travel more than 30 metres from the site of a fire to reach an extinguisher.
- To avoid confusion, all extinguishers installed in any one building or single occupancy should have the same method of operation and if intended for the same function should be similar in shape, appearance and colour.
- Wherever possible, portable extinguishers should be grouped to form a fire point.
- In multi-storey buildings at the same position on each storey.
- Away from extremes of temperature within extinguisher temperature ranges.
- Training is provided to staff and postgraduate students in the use of fire extinguishers.

5.3.5 FIRE DRILLS & WARDENS

- In accordance with fire safety legislation, fire evacuation drills must be carried out in every University building, at least annually. In cases where the evacuation takes longer than the “accepted” time, a second drill may be carried out at a later date.
- Arrangements for evacuation drills should be made with the University Fire Safety Officer. Where possible, the Officer will assist by organising the activation of the fire alarm and observing the drill, following which they will provide a report and present it to the local management of the building in question.
- Supervised and recorded formal Fire Evacuation Drills are held at least once a year for each building. The drills are normally carried out during Michaelmas Term (from October). The University Fire Safety Officer will carry out the drills as required.
- Heads of Building / Premises Managers are responsible for ensuring that their buildings have been included in the drill schedule and for confirming alternative dates / times if a drill is cancelled due to adverse weather, exams etc.
- The evacuation drills also serve to practice multiple building evacuations. This could occur in the unlikely event of a major incident such as a multiple gas leak, external toxic waste release or similar, requiring the evacuation of a section of the University grounds and buildings.
- Any unscheduled alarm activations in the course of the year should be treated as supplementary fire evacuation drills and do not obviate the need for an annual supervised fire drill.
- The drills are for all occupants / users of a building except those who may need to ensure the security of the building, or staff who, on a risk-assessed basis, are required to remain with particular equipment or processes that cannot be closed down.

5.3.6 FIRE ACTION NOTICES

All staff and students must be aware of what to do in the event of a fire. This should be brought to their attention as soon as possible after their commencement at the university.

What to do if you discover a fire

- Raise the alarm at the nearest break glass unit (BGU) / alarm call point
• Leave your building immediately using the nearest exit route, closing doors behind you.
• Notify Security at ext. 1999 or mobile 01-8961999, informing them that the alarm has been raised and in which area (Off-campus Premises will have their own first contact emergency number.
• Report to your designated Assembly Point

What to do if the fire alarm sounds

• Leave your building immediately using the nearest exit route
• Close doors behind you as you leave
• Move away from the building
• Report to your designated Assembly Point
• Do not re-enter building for any reason until authorised to do so and fire alarm is switched off
• Do not use the Lifts in the event of a fire

5.3.7 EMERGENCY LIGHTING

• Emergency lighting in accordance with IS 3217 and the building Fire Certificate must be installed in all buildings.
• The central test unit must be located at the main lighting control panel.
• All emergency self-contained fittings must have a mains healthy green LED.
• External emergency lighting should be provided at the final exits of all buildings
• Where automatic test facilities are installed they must be provided by an “open protocol” or Digital Addressable Lighting Interface (DALI) control system.
• In addition to as built drawings a detailed excel spreadsheet is required listing all emergency lights, lighting type, fitting address, device name, device location and circuit number.

5.3.8 EMERGENCY EXIT ROUTES AND ASSEMBLY POINTS

For Emergency routes and exits, the university community shall ensure that:
• Emergency routes to emergency exits and the exits themselves are kept clear at all times and lead as directly as possible to the open air or to a safe area.
• In the event of danger, it is possible for employees to evacuate all workstations quickly and as safely as possible.
• The number, distribution and dimensions of the emergency routes and exits are adequate for the use, equipment and dimensions of the place of work and the maximum number of persons that may be present.
• Emergency exits doors open outwards.
• Any sliding or revolving doors that are fitted are not used, or intended to be used, as emergency exits.
• Emergency doors and gates are not so locked or fastened that they cannot be easily and immediately opened by any person who may need to use them in an emergency.
• Specific emergency routes and exits are indicated by signs in accordance with the Safety Signs at Places of Work Regulations 2007 and such signs are placed at appropriate points and are adequately durable.
• Emergency routes and exits requiring illumination are provided with emergency lighting of adequate intensity in case the lighting fails.

• Emergency routes and exits, and the traffic routes and doors giving access to them, are free from obstruction so that they can be used at any time without hindrance. Please refer to the College Policy on Furniture and Equipment on Fire Escapes Routes

5.3.9 EMERGENCY SHOWERS

An emergency eyewash and safety shower station are essential equipment for every laboratory that uses chemicals and hazardous substances. Emergency eyewash and safety shower stations serve the purpose of reducing workplace injury and keeping workers away from various dangers. A monthly inspection routine is required to ensure that safety showers and eyewash stations supply clean, potable water and are in proper working order.

5.4 NON-FIRE EMERGENCIES

5.4.1 BOMB THREAT

Bomb Emergencies

Bomb alerts are classified into A and B grade. The Campus Services Manager, Head of Security, Security Staff will inform occupants of the building affected, and what procedure to adopt if a grade A or B bomb threat occurs.

Grade A requires an immediate and complete evacuation of the building.

Grade B requires a search of the premises by building users or security staff. The security control is notified on completion.

5.4.2 CHEMICAL/BIOLOGICAL/RADIOLOGICAL SPILL

Hazardous spills will be dealt with in line with local assessments and available information on substance from safety data sheets. Further information is available in https://www.tcd.ie/estatesandfacilities/health-and-safety/Lab-Safety/

5.5 EMERGENCY PLANNING

The College Emergency Response Plan [ERP] approved by Board in 2012 sets out how we respond to major emergencies in College. Responsibility for maintaining, reviewing, revising, practising and implementing the ERP was assigned to the Chief Operating Officer. This is devolved to the Director of Campus Infrastructure and the Safety Office. Emergencies are categorised from Tier 1 to Tier 4 – with Tier 1 being the lowest level and Tier 4 representing a major emergency. Estates and Facilities staff are responsible for responding operationally to all emergencies and are trained accordingly. The Estates and Facilities Department have detailed plans and standard operating procedures in place for handling many types of emergencies and these are refreshed and rehearsed from time to time.

The ERP includes provision for a Major Emergency Management Team [MEMT] tasked with strategically managing emergencies, including business continuity and reputational issues.
arising out emergencies that are classified as Tier 3 or Tier 4. The MEMT includes the Provost, the College Secretary and the Chief Operation Officer (COO) as well as certain departmental directors and area specialists. Under the ERP procedures responsibility for activating the MEMT rests with the office of the COO, as does responsibility for the conduct of emergency response exercises and ensuring that ERP Support Teams are prepared to respond to emergency situations should the MEMT decide to activate these teams, e.g., Psychological Response Team and the Call Centre Team. Funding for activities linked to the MEMT has, heretofore, been provided by the Office of the COO, e.g., training courses, hiring consultants, conducting exercises, etc.

It is important that the ERP is kept up to date and reviewed and that all senior managers who are part of the strategic response to major emergencies are kept up to date with their roles and responsibilities under the plan. In the past this was coordinated by the Administrator in the Office of the COO.
SECTION 6: WELFARE ARRANGEMENTS

Where required, the university will provide and maintain adequate welfare facilities and a suitable and safe workplace environment for use by our employees and visitors, including but not limited to:

- Sanitary and washing facilities
- Canteen and food preparation areas
- Changing areas
- Adequate ventilation, temperature and lighting
- Interior walls, floors and traffic routes that are maintained in good condition and kept clean
- Fire detection and fire-fighting equipment
- Emergency routes and exits
- Pedestrian and traffic management systems.

Any issues in relation to your local welfare facilities should be registered with EstatesandFacilities@tcd.ie
SECTION 7: INFORMATION, INSTRUCTION AND SAFETY TRAINING

It is important that Trinity personnel have adequate information, training and instruction to enable them to perform their work activities in a safe manner and to assist in the prevention of injury or ill-health in the workplace.

The provision of various types of safety training to staff, postgraduate students and sometimes undergraduate students in Trinity is a mandatory requirement under various pieces of Safety Health & Welfare legislation. Units should provide local Induction to staff and students on safety rules and procedures before they can access areas of significant risk i.e. Laboratories.

The University Safety Office provides a number of Health & Safety training courses on an annual basis to address these training requirements. Suggestions for additional safety training courses are always welcome. All the training course times and dates published are provisional and may be subject to change.

The following are courses that are provided through the Safety Office and are booked through Eventbrite with queries going through safetyoffice@tcd.ie

**IOSH Managing Safely (externally provided)**
This course is aimed at Trinity staff in a Safety Officer or Safety Representative role who are required to manage safely and effectively in compliance with both the University’s policy and best practice in health and safety.

**Fire Safety and Extinguisher Training for University Staff and Demonstrators Supervising Science Laboratories or Engineering Workshops (externally provided)**
Trinity’s policy requires that all postgraduate students or staff employed to demonstrate in laboratories or workshops must have undergone fire extinguisher training in the previous 3 years. This training consists of a brief introduction to fire safety and a hands-on demonstration of the use of fire extinguishers

**Health & Safety Legal Briefing for Managers (externally provided)**
This course aims to provide Heads of Discipline/Units/Schools, supervisory and line management staff in Trinity with an overview of fire, health and safety legislation, duties and responsibilities of managers regarding safety management in Trinity, insurance issues and accident investigation and management, and the costs of poor health and safety performance.
The course also provides a discussion forum for managers and supervisors to discuss safety management issues and consult with other managers and the University Safety Office. The course is Mandatory for Heads of Units

**University Biological Safety Workshop**
This is a 1-day workshop for all TCD staff and postgraduate research students working with biological agents.
A biological agent is a micro-organism, including those which have been genetically modified, a cell culture or a human endoparasite, which may be able to provoke any infection, allergy or toxicity.
Under the Safety Health and Welfare at Work Act 2005, and the Safety, Health and Welfare at Work (Biological Agents) Regulations 2013, all persons working with biological agents are required to have adequate safety instruction training and information.

**Fire Warden**
Each Head of School / Discipline / Department must nominate one or more staff members to act as Fire Warden for buildings occupied by that School. This 2 ½ hour training session should be attended by all fire wardens appointed in the University.

**Risk Assessments**
Risk assessments are an integral part of managing health and safety in the workplace. All organisations are required by law to identify hazards and assess the risks presented by these hazards. The findings must be formally documented in a written risk assessment.

This course will cover the following key topics:

- Legislation requirements
- Hazard identification
- Assessing the risk
- Control measures
- Recording the findings
- Practical workshop on carrying out a risk assessment

**Safe Use of Cryogenics**
This safety briefing covers:

- The safe handling, storage and use of cryogenics such as liquid nitrogen
- The characteristics of cryogenics and associated hazards
- Personal protective equipment
- Filling dewars
- Handling cylinders
- Oxygen depletion
- Risk assessment

All staff members and post-graduate students using cryogenic liquids must attend this safety briefing.

**University Radiation Safety Workshop**
All new research students or members of staff, who may not have prior radiological protection training, and who intend to work with ionising radiation in Trinity, are required to attend the University Radiation Safety workshop.

This annual training workshop takes place over 1.5 days and includes practical lab – based sessions. Participants will be issued with a certificate of attendance and users of X-ray units need only attend day 1 but users of sealed and unsealed sources must attend both days.

The course covers:

- Radiation production, detection and dosimeter
• Protection from internal and external radiation
• University radiation safety rules and procedures
• Practical protection from radiation in a lab situation
• Problem solving techniques
• Radiation safety legislation & enforcement
• Practical workshops on radiation hazards, spills, decontamination & emergency procedures and contamination monitoring.

AED / Defibrillator (externally provided)
Immediate cardiopulmonary resuscitation (CPR) and early defibrillation, with an automated external defibrillator (AED), can more than double a victim’s chance of survival.

The provision of automated external defibrillators (AED’s) in workplaces to assist in the prevention of sudden cardiac death is increasingly common today. Using an AED defibrillator is one of the vital links in the “chain of survival”.

Transport of Dangerous Goods by Air (IATA) (externally provided)
Staff involved in shipping diagnostic specimens, dry ice, chemical samples, hazardous articles or other dangerous goods are required to attend this course. It is also suitable for researchers and support staff who organise or prepare shipments.

University Chemical Safety Workshop
This is a one-day safety workshop that covers:

• The purchasing, handling, storage, use and disposal of chemicals in a laboratory environment
• The safe use and maintenance of fume cupboards
• Keeping inventories of chemicals in the laboratory
• Undertaking risk assessments

It is recommended that all staff members and post-graduate students handling chemicals should attend this safety training course.

Voice Care & Vocal Fitness
Whether you are teaching, interviewing, answering the phone or tutoring, frequent use of your speaking voice can lead to strain and fatigue. This workshop, led by a professional voice coach, will enable you to:

• Practice breathing and other exercises to keep your voice in good shape
• Discover a fuller, freer sound
• Understand how to protect your voice from strain
• Describe ways of taking remedial action if your voice is overstressed

P.H.E.C.C. First Aid Responder (externally provided)
Please note that First Aid Responders must be nominated by the Head of Unit.
It is a foundation first aid 3-day course that trains course participants to provide first aid for a person who becomes suddenly unwell or injured until the arrival of emergency medical services.

Under the Safety Health and Welfare at Work (General Application) Regulations 2007, trained occupational first-aiders may need to be provided in the workplace, depending on the size of the workplace, special hazards in the workplace, and access to medical services.

The main University campus has an on-site health service, staffed by a doctor and nurses during normal working hours, and the main campus is within a reasonable distance from several general hospitals. Many other Trinity staff are located on the grounds of hospital sites or within hospital buildings, and therefore have easy access to emergency medical treatment if required.

Taking the above factors into account in the provision of occupational first aid training at Trinity, priority will be given to staff members such as security staff who could provide after-hours emergency first aid, when the student health service is closed, and to staff members in departments where there are a large number of employees and/or special hazards in existence.

**P.H.E.C.C. First Aid Responder Refresher (externally provided)**
Persons who have completed the P.H.E.C.C. First Aid Responder course must undertake a refresher course within 2 years to update and refresh their skills, and to ensure that their Pre-Hospital Care Emergency Care Council First Aid Responder Certification does not become invalid. There is a 30 day grace between the expiry of the previous certification and completing a refresher course.

The duration of this course is 2 days.

**Office Safety / V.D.U. Assessor**
Under Safety Health and Welfare at Work (General Application) Regulations 2007, all persons working with Visual Display Units (VDUs or Computer Monitors), should have their workstation assessed to ensure that any potential hazards related to poor ergonomics, unsatisfactory seating, poor lighting or glare etc. can be identified and rectified at an early stage.

In order that such assessments can be undertaken in practice, it is necessary for every school / discipline / unit in Trinity using computer terminals (VDUs) to have sufficient staff trained in their area who will then be competent to undertake these VDU workstation assessments in their work areas.
This 2 ½- hour course covers:

- Legislation and Guidance on Office Safety and VDUs
- Safety Management in the Office Environment
- Office Hazards including Electrical Hazards, Slips Trips and Falls
- Manual Handling
- Chemical Hazards
• Work Equipment
• Visual Display Units
• Fire & Emergencies and Safety Health and Welfare issues related to working with Visual Display Units including Eye Strain, Musculoskeletal Problems, Radiation, Lighting, Glare, and Workstation Assessments.

**Manual Handling**
Manual handling by definition is the 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 risk, particularly of back injury to employees

Anyone undertaking work activities that involve manual handling must attend a formal manual handling course.

**Manual Handling Refresher**
For those who have completed a full manual handling course within the last 3 years, only a 1.5-hour refresher session needs to be completed.

**Laser Safety**
All users of Class 3 and Class 4 lasers must attend a Laser Safety course in order to become a registered user. It is prohibited to use such a laser in Trinity College without having undertaken training and without having signed the laser user register.

All new post-graduate students, post-doctoral researchers or senior sophister students who may be working with or in the same room as Class 3 or Class 4 lasers during their projects require training. It is not sufficient to have undertaken training outside of Trinity. Those who are not using the laser but working in the same room as a Class 3 or Class 4 laser must also attend the Laser Safety Training course and sign the laser user register. Researchers who have not previously attended the Laser Safety course are required to attend and to sign the Laser User Register, even if they have previously seen the Laser Safety Video.

Additionally, an online Laser Safety Training course is now available on the College Blackboard system, just search for the laser safety module once you have logged in and self-enrol. Personnel who need to use lasers or work in their vicinity of active systems within the college must complete this course and the assessment prior to or after attending the Laser Safety Workshop. Successful completion will be adequate for preliminary registration allowing the person to work with lasers until they attend the next scheduled workshop. To be fully registered the person must attend the workshop and have completed the online assessment.
Gas Safety Awareness (externally provided)
This course covers the safe handling, storage, use, and maintenance of compressed gases.

It explains the hazards of working with compressed gases and the University rules including requirements for risk assessment and compliance with the permit to work system. Any staff members or post-graduate students using compressed gases should attend this safety briefing.

Breathing Apparatus (externally provided)
Breathing Apparatus courses (3 hours) are to familiarise possible users of the Breathing Apparatus sets with the correct and safe use and care of the equipment.

A maximum of 10 people can attend a session. RESPRO carry out this basic wearer training course using our Draeger BA sets. Each candidate will be issued with a certificate which will remain valid for two years.

Note: trainees must be clean shaven to ensure face mask airtight seal.

Hot Work Permit & Detector Head Isolation
This 2-hour course is aimed at those responsible for the on-site supervision of hot work and fire detection head isolation permits (mainly Estates & Facilities Office personnel) issued by the University Safety Office on request during building, repairs and other works on site.

Remote Emergency Care
This course is aimed at staff working or conducting field trips in the outdoor environments. The emphasis of the course is on how to manage and arrange the evacuation of injured or ill casualties in remote settings far from medical help and where there is only minimal equipment available.
The course is taught in a completely hands-on manner in outdoor scenarios where the skills of each and every individual on the course is practised and developed.

Stairway Evacuation Equipment
The University has a number of manual and battery powered evacuation chairs to assist the mobility impaired, as necessary, during evacuation. Separate training is provided for each of the equipment types (2 hours + depending on numbers).
The courses will aim to ensure the University has competent in-house stairway evacuation equipment operators to provide assistance to the mobility impaired enabling them to reach a place of safety in the event of a fire or other emergency.

Trainees will obtain a heightened awareness of fire safety issues in buildings and how these may affect the means of escape from fire for the mobility impaired. They will also gain an appreciation of how this equipment fits in and compliments the building evacuation procedures and the PEEP's system.

Pallet Truck
This 1-hour course provides equipment users with the knowledge of how pallet trucks operate and the consequences of incorrect use.
The course includes safety aspects, correct manual handling and the practical use of this knowledge.

**Note: participants must have previously attended manual handling training.**

**Working at Height / Ladder**
Working at height means working in a place (except a staircase in a permanent workplace) where a person could be injured by falling from it, even if it is at or below ground level.

This 1-hour course aims to provide the necessary skills to be able to identify and carry out safe systems of work for using step ladders and other ladders when working at height.

**HASS Training**
If you wish to work with the High Activity Sealed Sources (HASS) within college this training is mandatory before access will be given.
SECTION 8: RISK ASSESSMENTS

8.1 GENERAL INFORMATION

Where a hazard persists and risk mitigation depends on specific control measures being implemented, the work activity must be routinely inspected to ensure that the control measure is being implemented and is effective. All final decisions on risk control must take into account the relevant legal requirements and industry codes of practice.

Information on Risk Assessment is available at https://www.hse.gov.uk/pubns/indg163.pdf

8.1.1 HAZARD IDENTIFICATION AND RISK ASSESSMENT

Risk assessments are particularly important in the science, engineering and manual work areas. Activities requiring rigorous risk assessments with carefully documented and implemented controls include (but not exclusively):

- the use of chemicals,
- the use of radiological materials
- the use of biological agents
- fire safety
- the use of machinery,
- field trips,
- travel,
- lone working,
- science and engineering based practicals/demonstrations
- all research projects that may expose researchers to hazards, including projects that require interaction with the public
- maintenance of machinery,
- work at height
- manual handling

Where possible, controls and other safety measures identified in the risk assessment process must be put in place immediately. In other cases where the scale or cost prohibits immediate action, a programme of action must be planned by the relevant Head of School/Unit/Research Centre/Campus Company and put into effect and the relevant deadline listed in the safety statement. Depending on the risks involved, appropriate interim action must be taken i.e. if high, discontinuing the operation in the interim must be considered. The implementation of these arrangements must be reviewed at regular intervals.

Risk assessments for administration/classroom-based Schools/Units can form part of generic departmental safety statements.

The actual managerial and procedural measures required to achieve the Health and Safety policy will vary from Unit to Unit. In order to produce a Unit Safety Statement and thus comply with the policy, departmental inspections incorporating hazard identification and risk assessment procedures must be undertaken on a regular basis.

8.1.2 HAZARD IDENTIFICATION

A hazard is anything which has the potential to cause harm. All foreseeable hazards must be identified by an inspection, audit or tour of the area as appropriate. A list of possible hazards is included in Appendix 5. This list is not exhaustive. The hazard identification procedure must include both the identification of physical hazards in the work environment, and
hazards associated with work practices. This hazard identification procedure must be formally undertaken in each department / area at regular intervals, ideally once a term, particularly in science, health science, engineering or laboratory-based areas, and at least once a year, in all other areas, dependent on risk. The Head of Safety is available for specific advice regarding same.

8.1.3 RISK ASSESSMENT

Risk can be defined as a combination of the likelihood of an accident occurring as a result of the existence of this hazard, and the possible severity of the consequences of such an accident. Hazards can be categorised as being High, Medium or Low risk depending on the chance of an accident occurrence resulting, and the likely severity of such an accident occurrence.

All hazards identified should be risk assessed, i.e. categorised as being High, Medium or Low Risk. Control measures must then be identified and implemented to either eliminate the risk completely or if this is not possible, to reduce the risk as far as is reasonably practicable. The feasibility of eliminating the hazard completely, or substituting with safer alternatives or practices, should be looked at before considering implementing any alternative control measures. Personal protective equipment should only be used in the last instance when other control measures cannot reduce the risk to an acceptable level.

The level of risk should reflect the control measures being implemented and the amount of resources both financial and managerial, necessary to eliminate or reduce the risk to acceptable levels. The person responsible for implementation of these control measures must also be identified.

The Hazard Identification and Risk Assessment procedure is an integral part of the Unit Safety Statement. Heads of Units must ensure that Unit Safety Statements are periodically reviewed and amended as necessary.

8.1.4 HAZARDS ASSOCIATED WITH WORK PRACTICES

All hazardous activities must be risk assessed; however, this is particularly important for Science, Engineering and lab-based activities. Such activities may include the use of hazardous chemicals or machinery, field trips, science based practicals/demonstrations/research projects, hazardous physical manipulations, maintenance of hazardous machinery, and the manufacture of new hazardous substances or equipment etc.

Risk assessments for administration/classroom-based Departments form part of generic Departmental Safety Statements, which are available from the Head of Safety. These can be modified as necessary by the relevant Head of Unit.

In many cases administrative/managerial/staff liaison controls and measures will result in the risk from a hazard being reduced to acceptable levels. Where the risk cannot be reduced to acceptable levels, for example if control measures require funding which is not available from Unit or Risk Reduction budgets, the Head of Unit shall require that function to cease, or not be initiated, or the area to close.
8.2 WORKING WITH HAZARDOUS MATERIALS

Any staff member or student intending to undertake work / study involving the storage / use of any of the Hazardous Materials mentioned below, must first seek authorization from their Unit Safety Officer (Unit Radiological Protection Supervisor in the case of Ionising Radiation), who will make a decision in this regard after receiving a written Risk Assessment from the individual intending to undertake such work, outlining how the hazard will be effectively controlled, and after consultation with the Head of Unit and relevant College Specialist Hazard Officer/Committee.

Work with any of the Hazardous Substances mentioned below is prohibited unless the requisite documentations have been completed. All work with such Hazardous Substances must be undertaken in accordance with existing College policies and procedures, available from your Departmental Safety Officer, and in compliance with the provisions of relevant legislation and best practice guidance.

The following Hazardous Materials require a permit and detailed risk assessment before work can commence:

2. **Sources of Ionising Radiation**, as defined under the Ionising Radiation Regulations of 2019 (IRR19),
3. **Hazardous Chemicals** Any chemical identified as a Dangerous Substance as defined under the Chemical Acts 2008 and 2010, and the Safety Health and Welfare at Work (Chemical Agents) Regulations 2001, that is, any chemical substance identified as being, Explosive, Oxidising, Flammable, Toxic, Harmful, Corrosive, Irritant, or Dangerous for the Environment.
4. **Carcinogens** All chemicals known to cause cancer, as defined under the Safety, Health and Welfare at Work (Carcinogens) Regulations, 2001 (S.I. No. 078 of 2001) and the Safety, Health and Welfare at Work (Carcinogens) Regulations 2015 must either eliminated or contained.
5. **Lasers**, as defined under the Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2010 (Control of Artificial Optical Radiation at Work).
6. **Genetically Modified Organisms (GMOs)**, as defined in **GMO (Contained Use) Regulations 2001 to 2010**.

8.2.1 ‘WET’ LABORATORY HEALTH AND SAFETY POLICY

The purpose of the laboratory Health and Safety Policy is to provide a suitable framework within which to manage and protect laboratory workers including students, visitors and contractors from laboratory hazards. Anyone working in a laboratory must comply with the requirements of this policy, which can be found here: [https://www.tcd.ie/estatesandfacilities/assets/pdf/Laboratory%20HS%20Policy.pdf](https://www.tcd.ie/estatesandfacilities/assets/pdf/Laboratory%20HS%20Policy.pdf)

8.2.2 DECANTING OF LABORATORIES AND WORKSHOPS

All hazardous materials must be removed from laboratories when either a research project is complete, or a laboratory is being relocated. The procedure is available here: [tcd.ie/estatesandfacilities/assets/doc/DecantingOfScienceLaboratory.doc](tcd.ie/estatesandfacilities/assets/doc/DecantingOfScienceLaboratory.doc)
8.2.3 SAFE MOVEMENT OF HAZARDOUS CHEMICALS
WITHIN AND BETWEEN UNIVERSITY SITES

In order to comply with legislation, the university has developed safe and effective control measures for the safe movement of hazardous chemicals by hand, trolley or vehicle within and between University sites. The guidance refers to the collection of hazardous chemicals and subsequent transport / movement to other locations within and between buildings both on main University campus and between other off-campus premises.

Guidelines on the Transport of Hazardous Chemicals

8.3 CHEMICAL SAFETY

8.3.1 LEGISLATION

Chemical Legislation places obligations on the employer with respect to the storage, use and disposal of hazardous chemical agents and emphasises the avoidance and/or minimisation of exposure of employees to hazardous chemicals.

8.3.2 PRINCIPAL INVESTIGATOR DUTIES

The Principal Investigator (PI) and/or Supervisor is responsible for the following:

- Determine which hazardous substances are present in the workplace.
- Assess the risks to employees/students and others from the presence of these hazardous substances.
- Prevent or control exposure to the hazardous substances to as low a level as is reasonably practicable.
- Have arrangements in place to deal with accidents, incidents and emergencies, including spillages.
- Provide information, training and consultation to employees/students.
- Make available health surveillance to their employees/students.
- Ensuring the correct disposal of hazardous waste in a prompt fashion and ensuring overstocking of out-of-date chemicals does not occur.

8.3.3 RESEARCHER DUTIES

The Researcher is responsible for the following:

- Co-operate with the PI and/or Supervisor e.g. follow procedures, SOPs, policies etc.
- Make full and proper use of control measures e.g. using extract ventilation where provided and report any defects.
- Report any defects in plant/equipment immediately to the employer as appropriate.
- Report any accident or incident which may have resulted in the release of a dangerous chemical/substance into the workplace.

8.3.4 TRINITY’S CHEMICAL SAFETY OVERVIEW

Each area or research group that uses chemicals must have an up-to-date chemical inventory. Knowing what chemicals are on site, their hazard potential, who is responsible for them, and where they are located requires a chemical inventory, which is essential to maintaining a safe working environment, as it allows emergency responders to understand the hazards that
might be present in specific locations of the building. The chemical inventory must accurately
detail the chemical name, hazard data, location, user and expiration date.

Risk assessments must be completed for tasks involving chemicals, risk controls applied and
relevant safe operating procedures established.

Staff and students who work with chemicals must be provided with sufficient training and
supervision to work safely and competently. This includes mandatory attendance at the
Chemical Safety Workshop and local safety rules and induction for all users.

Chemical waste must be disposed of as hazardous waste and in a timely fashion. Out of date
chemicals must be removed from laboratories and disposed of, and laboratories must be
maintained in a clean and tidy fashion.

8.4 BIOLOGICAL SAFETY

Many biological agents can potentially cause harm to human or animal health. This group may
include, but is not restricted to, micro-organisms (including those which have been genetically
modified micro-organisms [GMMs]), cell cultures and endoparasites that may be able to
provoke infection, allergy or toxicity in humans or animals. The university are required by law
to adopt certain minimum standards and specific working practices, as specified in the Safety,
Health and Welfare at Work (Biological Agents) Regulations 2013 (S.I. No. 572 of 2013).

Salient features of these regulations are summarised below (N.B. the reader should refer to
the S.I. itself for a complete description of the regulations). In addition, the HSA also published
the following:

Code of Practice for the Safety, Health and Welfare at Work (Biological Agents) Regulations
2013 (S.I. No. 572 of 2013). This Code of Practice contains the approved list of biological
agents and their classifications listed in Schedule 1, the containment levels, and minimum
containment measures in Schedules 2 & 3, and the dispensations from minimum containment
measures in Schedule 4.

The overall purpose of the guidelines is to give general guidance on the prevention of risks to
safety and health related to exposure to certain biological agents in the workplace.

The consequences of any genetic modification introduced into a micro-organism must be
carefully considered when performing a Risk Assessment. Furthermore, Researchers wishing
to work with genetically modified organisms (GMOs) or micro-organisms (GMMs) are legally
obliged to abide by certain rules, as set out in the Genetically Modified Organisms (Contained
Use) Regulations, 2001 SI No 73. The competent authority with responsibility for enforcing
these regulations is the Environmental Protection Agency (EPA).

All PI/Supervisor/Manager using biological agents must comply with the legislation and follow
Local Rules – this includes Project Risk Assessments, Standard Operating Procedures and
Biological Safety Training Record. Documentation is reviewed by the local safety officer, the
University Safety Officer for Biological Safety and referred to the University Biological Safety
Committee. The detailed process can be found below. Failure to complete the requisite documentation may result in research being delayed.

Further detailed information and requirements can be found on [https://www.tcd.ie/estatesandfacilities/health-and-safety/Lab-Safety/biological-safety/](https://www.tcd.ie/estatesandfacilities/health-and-safety/Lab-Safety/biological-safety/) and [TCD Biological Risk Assessment Local Rules](#)
8.5  RADIOLOGICAL SAFETY

Before anyone in the university can consider working with ionising radiation, they must ask themselves the following questions:

- Do I need to use ionising radiation to undertake this work? (Are there any safer alternatives that can be used?)
- Can I justify the use of ionising radiation to undertake this work? (Will the benefits arising from the use of ionising radiation in this work outweigh any potential risks?)
- Are the amounts, quantities, concentration and activities of ionising radiation which I intend to use absolutely necessary to enable the proposed work to be undertaken? (Legally the activity of ionising radiation used and the subsequent doses which may result, must be as low as reasonably achievable, this is known as the ALARA principle).
- Can I ensure that the dose rates resulting during the course of my work will not exceed legal limits?

Unless the answer is 'Yes' to each of these 4 questions, you will not be given authorisation to work with ionising radiation, as these are fundamental legal principles which must be complied with. More detailed information on Radiological Safety must be sought from either your local Departmental Radiological Protection Supervisor or the University’s Radiological Protection Officer.

8.5.1  LEGISLATION AND EPA LICENCE

The EPA, Office of Radiological Protection (EPA-ORP) is the statutory body which enforces radiation safety legislation (Ionising Radiation Regulations of 2019 (IRR19)). The primary role of the Office of Radiological Protection is to ensure that radiation risks are kept to a minimum through its system of licensing and inspection. Irish legislation prohibits the use of radioactive substances, irradiating apparatus and other sources of ionising radiation without an appropriate licence. The University is subject to the licencing procedure by the EPA-ORP.

8.5.2  RADIATION SAFETY PROCEDURES

Working with ionising radiation in the University is on a permit to work basis. Only authorised personnel are entitled to work with ionising radiation. If you intend to work with either radioactive materials (RAM), whether these are sealed or unsealed sources, or with irradiating apparatus, you must first register with the Departmental Radiological Protection Supervisor (DRPS). A list of the University DRPS's, together with their phone numbers and e-mail addresses, is available below.

If you intend to work with unsealed sources, i.e. radiochemical or radioactive materials in liquid / powder form, you must complete Form No: Rad 1 - Permit to Work - Radiochemical, and forward this to your DRPS for consideration.

If you intend to work with sealed sources, i.e. solid or contained sources, you must complete Form No: Rad 2 - Permit to Work - Sealed Radioactive Sources and forward this to your DRPS for consideration.
If you intend to work with irradiating apparatus, such as X-Ray machines, you must complete Form No: Rad 3 - Permit to Work - X-Ray Equipment and forward this to your DRPS for consideration.

Your DRPS will assess your application, and make a decision, to either approve your application, approve your application subject to certain conditions, or reject your application. You should allow 2 weeks for your application to be assessed, so it is important that you apply in good time.

8.5.3 RADIOLOGICAL PROTECTION OFFICER

Trinity's Radiological Protection Officer (RPO) is Dr Gillian Gunning. The Radiological Protection Officer must be consulted on certain issues but ultimate responsibility for radiation safety rests with the University and with individuals within departments who are working with radiation. The Radiological Protection Officer must be consulted with in relation to the following matters:

a) The examination and testing of protective devices and measuring instruments.

b) The prior critical examination of plans for installations from the point of view of radiation protection.

c) The acceptance into service of new or modified sources from the point of view of radiation protection.

d) The regular checking of the effectiveness of protective devices and techniques.

e) The regular calibration of measuring instruments, and the regular checking that they are serviceable and correctly used.

Trinity's Radiological Protection Officer is authorised to refuse permission to undertake work with ionising radiation in any department if she is not satisfied that the necessary safety requirements can be met. The Radiological Protection Officer is also authorised to require that a work activity with ionising radiation, which the RPO deems to be either unsafe, in contravention of University Licence requirements, or in contravention of the University Radiation Safety Procedures, be suspended or cease until appropriate control measures are implemented.

8.5.4 RADIOLOGICAL PROTECTION SUPERVISORS

Each department working with radiation must appoint a Departmental Radiological Protection Supervisor (DRPS). The DRPS plays a supervisory role in assisting the University to comply with the requirements of the legislation and in ensuring compliance with the University Radiation Safety Procedures (local rules) and best practice procedures. He/She must be approved by the Radiological Safety Committee before acting in the role of DRPS.

Work with sources of ionising radiation may not be carried out in any department without the written permission of the Departmental Radiological Protection Supervisor in the first instance. The Departmental Radiological Protection Supervisor is authorised to refuse permission to undertake work with ionising radiation in the department if he/she is not satisfied that the necessary safety requirements can be met. The Departmental Radiological Protection Supervisor is also authorised to require that a work activity with ionising radiation, which he/she deems to be unsafe, or in contravention of the University licence requirements, or in contravention of the University Radiation Safety Procedures, cease or be suspended until
appropriate control measures are implemented. The Departmental Radiological Protection Supervisor should, where possible, consult with the University Radiological Protection Officer (RPO) before taking such action, but may, in the event of an emergency for instance, or where consultation with the RPO is not possible, make such a decision without consultation.

There are 15 departments in the University who are either presently working with sources of ionising radiation or irradiating apparatus, or who have been working with sources of ionising radiation or irradiating apparatus and may resume such work in the future.

The main role of the DRPS is to ensure at a departmental level that the radiological protection requirements as determined by Irish legislation, the University Licence provisions, and the University Radiation Safety Procedures, are complied with by personnel working with radiation, within their department. Further details are available at https://www.tcd.ie/estatesandfacilities/health-and-safety/Lab-Safety/radiological-safety/

8.5.5. RADON

Radon is a naturally occurring radioactive gas and is classified as a Group 1 carcinogen. Radon is an identifiable hazard and whilst the university is in a low radon area, the university has carried out a radon measurement programme in 2019 which has demonstrated that there is low risk due to Radon within the University’s properties. The Safety Office continues to conduct radon measurements in buildings/rooms of concern when the need arises.

8.5.6 EURATOM SAFEGUARDS

The University is also subject to EURATOM SAFEGUARDS regulations which sets out the regime for nuclear safeguards in civil activities and demands that users and holders of nuclear material (uranium, plutonium, and thorium) in the EU keep records documenting flows, processes, and stocks. The University must also verify and demonstrate that it complies with its international obligations not to use nuclear materials for anything other than their declared purpose.

Every month the University must declare all flows of nuclear materials in and out of the university to the European Commission. Once a year they must inventory all stocks of nuclear material they hold. The reporting process is managed by the RPO, but failure by users of these materials to accurately record their stocks, and a subsequent failure of the annual audit may result in the location of these stocks in the University being closed by the European Commission or the IAEA.

8.6 LASER SAFETY

The Safety, Health and Welfare at Work (General Application) (Amendment) Regulations – Part 9 Control of Artificial Optical Radiation at Work, details the minimum Health and Safety requirements regarding the exposure of workers to risks arising from artificial optical radiation. It includes legislation on Exposure limits, Risk Assessments, Controls and Training and the use of Lasers is covered by this legislation. The Guidance document is available below:

Laser Safety Short Course Guidance
If you wish to work with Lasers in the university it is imperative that you complete the laser safety training and registration process before commencing work with Laser systems in the University. Laser safety training workshops are run every year by the College Laser Safety Advisor (CLSA). Notice of these workshops will be emailed to you by the College Safety Office or directly through an appropriate member of staff in your section of the college. To become a registered user within the college you must attend the workshop and complete an assessment.

As part of the workshop you will be given a laser safety manual for revision and reference. An assessment will be given to you at the end of the workshop which will be based on the manual. It will be an open-book exam.

College personnel looking for preliminary registration so that they can commence work before attending a workshop must contact the CLSA directly so that appropriate training can be given. The College Laser Safety Policy can be found at [Laser Safety Policy](https://www.tcd.ie/Physics/research/facilities/oal/laser-safety/)

Further important information is found at:

8.7 **CRYOGEN SAFETY**

Risk assessments must be completed for tasks involving cryogenic materials, risk controls applied, and relevant safe operating procedures established. Relevant oxygen depletion calculations must be completed for storage and use locations. Staff and students who work with cryogenic materials must be provided with PPE, sufficient training and supervision to work safely and competently.

Because of the inherent danger, only knowledgeable personnel should handle cryogenic materials, fluid-piping systems, and related equipment. A variety of physical hazards are associated with this class of material:

- Serious burns to the skin can result from direct contact with a cryogen or related equipment.
- Permanent damage to the eyes can result from contact with liquid cryogen.
- Liquid cryogens warmed above their critical temperature will generate high pressures that can cause a confining vessel to rupture or even explode. Fully containing a cryogenic fluid as a liquid at room temperature is usually not feasible. For example, the pressure required to maintain liquid nitrogen at room temperature is 43,000 psi.
- Cryogens have significant potential for creating oxygen deficiency because they have large liquid-to-gas expansion ratios, generally greater than 700 to 1. A small spill produces a large volume of gas that can displace air in a confined space, creating a serious oxygen deficiency.

In addition to being a physical hazard and an asphyxiant, cryogenic material may also be corrosive, flammable, or reactive. Storage Dewars and process vessels must be labelled with the common name of the contents written in English. Material Safety Data Sheets (or
comparable safety information) and emergency leak or spill procedures for each cryogen must be available in the immediate area where these materials are stored or used.

Safe handling practices must be observed whenever working with or around cryogens. Do not use cryogens in unventilated spaces such as closets or transport in vehicles without adequate ventilation. When transferring cryogen from pressurized dewars with hoses or tubing, be sure to verify that there are pressure relief devices between all valves. Cryogens can be trapped in the transfer hose or in the tube between two valves, which may cause the hose to rupture and whip around out of control.

Cryogenic liquids present special fire and explosion hazards. A flammable mixture cooled in the presence of air with liquid nitrogen or liquid oxygen can cause oxygen to condense and thereby create an explosive mixture. Keep these mixtures away from ignition sources. Transport fragile cryogenic containers with caution-use a hand truck. Cushion glassware in a protective covering to prevent injury caused by flying glass in the event of implosion/explosion.

8.7.1 PERSONAL PROTECTIVE EQUIPMENT

Eye, hand, and body protection must be worn to prevent contact of liquid cryogens with the eyes or exposed skin. A hazard evaluation performed on each cryogenic operation will determine the specific personal protective equipment (PPE) required. The following are the minimum PPE requirements for cryogenic operations:

**Eyes** When pouring liquid nitrogen from a dewar, use non-vented chemical goggles or safety glasses with side shields. When working with liquid nitrogen in an open container or when transferring liquid nitrogen from a pressurized device, use safety glasses and a full-face shield.

**Hands** When working on piping systems with exposed components at cryogenic temperatures, wear loose-fitting gloves made for cryogenic work (or leather welding type without gauntlets) to assure that skin will not freeze to cold pipes or metal parts. Loose-fitting gloves can be thrown off readily if cryogen is spilled into them. Small spills of liquid nitrogen, if not trapped against the skin, will usually evaporate without causing damage.

**Feet** Wear closed-toe shoes that cover the top of the foot or boots with trouser legs extended over the top of the boot.

**Body** Wear long-sleeved clothing made of non-absorbent material, cuff-less long trousers worn outside boots or over shoes, and an apron made of leather (or other appropriate material) when handling large quantities of cryogens.

**Ears** Ear plugs or earmuffs may be required where excessive noise levels occur near filling and venting operations.

8.7.2 EMERGENCY PROCEDURES FOR FROSTBITE INJURIES
The most likely cause of frostbite to the hands and body is contact with cold metal surfaces. Frostbite can be instantaneous if the skin is moist. Immediate treatment is vital. Report promptly to a medical care facility or call 911 and follow these suggestions:

- Warm the affected area rapidly by immersion in water (not to exceed 105° F), body heat, or exposure to warm air.
- Calm the victim and avoid aggravating the injury. People with frostbitten feet should not walk on them. Do not rub or massage the affected parts of the body.
- If the eyes are affected, flush them with water for least 15 minutes.
- Always seek medical attention for frostbite injuries.
8.8 NANOMATERIALS/NANOTECHNOLOGY

Nanomaterial (or ‘nano-objects’) definition: A natural, incidental or manufactured material containing particles, in an unbound state or as an aggregate or as an agglomerate and where, for 50% or more of the particles in the number size distribution, one or more external dimensions is in the size range 1 nm – 100 nm. This definition is adopted by the European Commission but remains under review. It includes Nano plates, nanofibers and nanoparticles. The EU definition and a Nanomaterials Information Sheet are available below:

EU Definition of Nanomaterial.pdf
Nanoparticles Information Sheet.pdf

Hazard Identification

Identifying the hazards arising from the different types of nanoparticles and related technologies is difficult because research on the health effects of some of these novel particles is still at an early stage. Substances may be evaluated based on the information in the safety data sheet(s), sections nine and eleven may indicate the particle size and any known effects on health, where that information is available.

Risk Assessment

Owing to the information gaps in nanomaterial risk management, a cautious approach is advised, including providing higher levels of controls due to the level of uncertainty associated with their effect on human health, i.e. the worker. Risk management strategies should be reviewed regularly, particularly when new information becomes available.

Risk considerations include: the chemical composition; the hazard classification; physical state (solid, liquid or gas); physical characteristics; potential exposure pathway; quantity handled; duration of activity; frequency of activity; controls in place and degree of reliance on personal protective equipment (PPE). The following four groupings may assist in the categorisation and risk assessment of nanomaterials, in no particular order:

- Fibrous nanomaterials (i.e. insoluble and of a high aspect ratio)
- Nanomaterials from CMR substances (i.e. the larger form particle of the substance is already classified as a Carcinogenic, Mutagenic or Reproductive toxin)
- Insoluble nanomaterials (i.e. insoluble or poorly soluble nanomaterials, but not fibrous or a CMR)
- Soluble nanomaterials (i.e. soluble nanomaterials not fibrous or a CMR)

As with any chemical substance, inhalable and poorly soluble nanomaterials in addition to nanomaterials derived from known CMR substances represent the greatest concern. Nano-sized materials in general have an increased capacity to reach and interact with tissues in the body, potentially enhancing any adverse effects on health.

8.8.1 PRINCIPAL INVESTIGATOR DUTIES

The Principal Investigator (PI) and/or Supervisor is responsible for the following:
• Determine which hazardous substances are present in the workplace.
• Assess the risks to employees and others from the presence of these hazardous substances.
• Prevent or control exposure to the hazardous substances to as low a level as is reasonably practicable.
• Have arrangements in place to deal with accidents, incidents and emergencies.
• Provide information, training and consultation to employees.

8.8.2 ENGINEERING CONTROLS
• Total enclosure of the process: All operations in which there is deliberate release of nanomaterials into the air should be performed in contained installations, or where employees are otherwise isolated from the processes (i.e. in a cabin). Based on current knowledge, systems normally used to contain gaseous emissions would be appropriate.
• Containment control: All processes where there is a likelihood of dust formation should be carried out with extract ventilation. Regular maintenance and performance testing of extraction facilities should be carried out. Extracted air should not be re-circulated without exhaust air purification.

8.8.3 ADMINISTRATIVE CONTROLS
• Reduce the number of employees exposed.
• Reduce time spent by the employee(s) on the process.
• Limit the process to certain areas.
• Post appropriate signs.
• Deny unauthorised access to these areas.
• Ensure employees are trained and informed of the specific hazards.
• Ensure work wear is cleaned by the employer, and stored separately from non-work clothing.
• Ensure cleaning of the workplace is planned and carried out regularly

8.8.4 RESEARCHER DUTIES
• Co-operate with the PI and/or Supervisor e.g. follow procedures, SOPs, policies etc.
• Make full and proper use of control measures e.g. using containment devices where provided, and report any defects. Report any defects in plant/equipment immediately to the employer as appropriate.
• Report any accident or incident which may have resulted in the release of a dangerous substance into the workplace

8.8.5 FURTHER INFORMATION ON NANOTECHNOLOGY SAFETY
• Working Safely with Manufactured Nanomaterials – Guidance for workers (EU Commission)
• Working Safely with Manufactured Nanomaterials – Guidance for Employers (EU Commission)
• Approaches to Safe Nanotechnology (Department of Health and Human Services, CDC and NIOSH)
8.9 ERGONOMICS & MANUAL HANDLING

Ergonomics is the science of designing the task to the individual, allowing them to work within their capabilities. The legislation is split into Display Screen Equipment and Manual Handling. Both hazards must be addressed in local Safety Statements. Further information on both of these topics are available at https://www.tcd.ie/estatesandfacilities/health-and-safety/Office-Safety/

8.9.1 DISPLAY SCREEN EQUIPMENT

Under the Display Screen Equipment Regulations, 2007

“workstation” means an assembly comprising display screen equipment, which may be provided with a keyboard or input device or software, or a combination of the foregoing, determining the operator and machine interface, and includes—

(a) a work chair and work desk or work surface,

(b) any optional accessories and peripherals, and

(c) the immediate work environment of the display screen equipment.

The regulations do not apply to laptops as under the Regulations the keyboard must be tiltable and separate from the screen so as to allow the user to find a comfortable working position.

Staff should not use laptops for long periods of time and when they are in use, they should be connected to a separate monitor and keyboard via a docking station.

For Heads of Units there are a number of duties set down in this regulation, the key requirements are to:

- Carry out an analysis or risk assessment of staff workstations. Each Unit should have a trained DSE assessor.
- Provide information to staff in relation to measures which have been implemented
- Provide training to staff in the use of workstations before commencing work with display screen equipment and whenever the organisation of the workstation is modified

• General Safe Practices for Working with Engineered Nanomaterials in Research Laboratories (Department of Health and Human Services, CDC and NIOSH)
• HAS Nanoparticles Information Sheet (Health and Safety Authority)
• Working Safely with Engineered Nanomaterials in Academic Research Settings (California Nanosafety Consortium of Higher Education)
• Risk perception and risk communication with regard to nanomaterials in the workplace (European Agency for Safety Health at Work)
• Working Safely with Nanomaterials in Research & Development (The UK NanoSafety Partnership group)
All documents are available at www.tcd.ie/estatesandfacilities/health-and-safety/Lab-safety/nanotechnology-safety/
• Perform a further analysis or risk assessment where an employee transfers to a new workstation or significant new work equipment, change of equipment or new technology is introduced an individual’s workstation
• Ensure that the provision of an appropriate eye and eyesight test is made available to all staff in accordance to HR Policy Visual Display Units

8.9.2 MANUAL HANDLING

Manual Handling means the lifting, putting down, pushing, pulling, carrying or moving of a load which involves risk of injury due to risk factors such as:

• Load is too heavy, large, and awkward or is carried away from the body.
• Load is lifted too high or carried too far / too often or involves bending and / or twisting. Inadequate space, uneven floor or steps / ramps

At Trinity College, the HSA guidelines and the adoption of the HSE MAC, ART and RAPP tools for assessing risk are the standard.

Many accidents and injuries, especially back injuries, occur because of improper lifting techniques or because staff try to lift too heavy a load by themselves.

IF IN DOUBT IT IS ALWAYS BETTER THAT TWO PEOPLE LIFT A HEAVY LOAD IF MECHANICAL AIDS ARE NOT AVAILABLE.

It is a fact that when you bend your back with your knees straight and lift there is almost 10 times more force acting on your lower back than is exerted when you lift the same object by bending your knees and “lifting with your legs”.

Manual Handling training is provided by College but below are outlined general manual handling techniques to reinforce these correct methods.

Never try to lift beyond your strength and follow these rules when lifting – these points should be used in conjunction with the document: HSE Manual Handling Guide

1. Assess the area and the load:
   Is it too heavy? If you are unsure, move the load forwards and sideways. Get help from another person or use a mechanical aid. Ensure you have a clear path and always wear sensible clothing. Check that there is nothing protruding from the load, for example splinters, and that the load is stable and safe to lift.

2. Broad, stable base – feet on floor
   Take a comfortable stance with the feet hip width apart, facing in the direction you are going, and as close to the load as possible.

3. Bend the knees
   Bend the knees to keep the centre of gravity within the base. Use the dynamic thigh muscles for lifting and not the weak postural muscles of the lower back.

4. Back straight
   This doesn’t mean having an upright back. It shouldn’t be bent, as this places uneven strain on the discs, but you can bend at the hips. Bent knees and straight back mean that the central
point of gravity remains over the weight reducing strain. Never twist your back when lifting. Use your feet to change direction.

5. **Firm Grip**
Use the palm of the hand and roots of the fingers rather than the fingertips. A diagonal hold is best. Place one hand under the object, the other hand at the top of the opposite side. With smaller loads both hands can be placed under the object.

6. **Arms in line with trunk**
Keeping your arms close to your sides reduces tension in the arms and shoulders. Along with the broad base of the feet, this gives stability.

7. **Weight close to the centre of gravity**
Keep the load as close to the trunk of the body as possible. You should be balanced and stable yet be able to use your body weight to get the load moving easily. That is why it is important to wear the correct clothing, as holding a dirty load away from you will place unnecessary strain on your back.

8. **Turn feet in direction of movement**
When ready to lift, use your legs for the lift. This requires less brute force and counterbalances the load. Lift, using a smooth motion.

9. **Pushing and pulling**
Stress on the spine is the same when pushing and pulling. However, pushing is easier as you can see where you are going. Pushing and pulling require the same techniques as lifting. A firm footing is most important, as it allows the leg and shoulder muscles to do work. Pushing an object safely uses the lifting principles above. Get a firm grip, with your arms almost straight, keep back straight, bend at the knees, and use your legs (rather than your arms or your back) to move the object.

The following College rules apply to help prevent back injury

- Adjust seating and workbench as required to ensure good work posture and reduce strain
- Trolleys, steps and other aids should be used where at all possible
- Request help if you feel you need it
- Attend manual handling courses when they are provided by the College
- Inform your Supervisor if you feel you require specific instruction in any lifting/pulling/pushing activity associated with your work tasks.
- Remember there is no such thing as completely safe handling – do what you can to make your workplace operations safer.
3 Steps to REDUCE INJURIES

1) AVOID
   - The need for manual handling; if you can’t then:

2) ASSESS
   - The risks of injury; and

3) TAKE ACTION
   - To reduce any serious risk

When assessing risks think about

- The Load: Heavy, awkward, hard to grasp, cold/hot?
- The Task: Bending, twisting, stretching or stooping?
- The Working Environment: Uneven ground, poor weather?
- The People Involved: Trained, physically up to the job?

8.10 LONE WORKING

Trinity College Dublin, the University of Dublin has a duty to all staff and students that may have cause to be working alone, under the Safety Regulations, which state that:

*Without prejudice to the generality of section 19 of the Act, an employer shall, in identifying hazards and assessing risks under that section, take account of particular risks, if any, affecting employees working alone at the place of work or working in isolation at remote locations*;

to ensure they have a safe and healthy working environment. It is the policy of the University to comply with this legislation and any guidance made under this legislation and to conform, as far as is reasonably practicable, to best practice.

Trinity College Dublin further recognises that some staff and students are required to work alone while others choose to do so. In order to comply with the University Lone Working Policy appropriate measures must be put in place to provide safe systems of work and a safe environment for those who work alone, by the School, Unit or Discipline.

This policy on Lone Working applies to all staff, visiting academics, students engaged in university work and contractors employed by the University while working in the University’s buildings, facilities and vehicles, to all staff and students working in buildings and facilities provided by other organisations and to those working in the community, on site visits and field trips. It equally applies to staff and students who are working abroad on College business or who are on work-based learning placements/internships that are part of their course in the University.

The College acknowledges that the risk will vary depending on the nature of the work that is being carried out whilst working alone. General office-based activities or ‘paperwork’ type
activities are generally classified as being low to medium risk and are acceptable under normal conditions and can be covered through the local area safety statement.

Laboratory work, maintenance works, workshop activities, fieldwork, handling of hazardous (biological, chemical, radioactive) agents, etc. are all considered to be medium to high risk activities and must not be undertaken without completion of a Lone Worker Risk Assessment. The college also acknowledges that there are also some activities that must not be carried out alone.

Heads of Units/Schools or Discipline and other responsible persons must ensure that this policy and associated guidance is fully complied with and that a Unit may introduce local rules and policies that impose other arrangements relating to lone working provided that the minimum requirements of this policy are met.

All staff and students who carry out lone working must take care of their own safety and comply with all other university policies, local rules and procedures. Failure to comply with the policy will be considered a disciplinary issue and may result in any privilege to lone working being withdrawn.

The Lone Working Policy and Guidance with templates is found below:

8.11 ELECTRICAL SAFETY

The main hazards with electricity are:

- contact with live parts causing shock and burns
- faults which could cause fires;
- fire or explosion where electricity could be the source of ignition in a potentially flammable or explosive atmosphere

If you use Electrical equipment it is YOUR responsibility to ensure:

Extension cables and other flexible leads which are particularly prone to damage to plugs and sockets and to their connections are visually checked, maintained and where necessary replaced before using portable equipment. The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals.

- Use the correct cable connectors or couplers to join lengths of cables together and do not allow taped joints.
- Electrical installations are installed and maintained by a competent person and checked regularly
- Socket Outlets are not overloaded by the use of adaptors
- Electrically powered equipment provided is suitable for use
• Fixed electrical equipment should have a clearly identified switch to cut off power in an emergency
• that portable equipment labelled as being double insulated has had the live and neutral connected properly to the plug by a competent person unless the plug is of a moulded type.

8.12 FIELD WORK/TRAVEL ASSESSMENTS

Travel and Field Work is considered a hazard the same way as any other hazard and must be managed in the same way. Risk assessments are required and registration of countries of travel must be made with the University’s Insurance Company.

Please be advised that you are required to seek travel advice from the Department of Foreign Affairs website (www.dfa.ie) prior to travel to any country. Before travel you should also download the TravelWise App and register with the Department of Foreign Affairs.

For Insurance cover a full departmental risk assessment must be carried out where the Security Status advice given on the DFA website is anything above “High degree of caution”. This risk assessment must be signed by each traveler and the Head of School or Head of Administrative Area that is authorizing and approving this travel on behalf of the University. The risk assessment should be sent to the College Safety Office and college Insurance in advance of travel commencing by email to insurance@tcd.ie or in hardcopy to Estates and Facilities, 194 Pearse Street, Trinity College, Dublin 2.

Risk assessments should be completed for all other forms of travel as part of risk management and mitigation. The two Guidance documents below provide information on indicative risks that may be encountered during travel and field work. A Overseas Travel Checklist and Risk assessment is available below.

8.13 EVENT PLANNING/MANAGEMENT

Events in the university are organised through the Central Events Office. However, when planning an event, a number of actions are required to ensure compliance with health and safety legislation and University Procedures. Please note that permission for an event may be required from the appropriate University authority (Senior Dean, Junior Dean, Provost’s Office) and compliance with the guidance below will be a condition of such approvals.

This guidance and the associated requirements are applicable to all events that fall outside the scope of the following:
• normal calendar teaching/research activities in Schools and Research Institutes; and,
• normal activities of societies and clubs (e.g. weekly debates, sports fixtures etc.)

If you are unsure if your event requires an event safety management plan, please contact the Safety Office with an outline of the event.

8.13.1 ROUTINE EVENTS [REQUIRING A SAFETY MANAGEMENT CHECKLIST]
Routine events can include meetings and similar programmes, performances, lectures, competitions etc. For example, if the event is:

• In one room, with no hired in equipment, entertainment or catering and no hazardous equipment, materials or processes, then the requirements are:
  • Complete the Indoor Event Safety Management Checklist
  • Obtain an approval email from Head of Area & Junior Dean

8.13.2 NON-ROUTINE EVENTS [REQUIRING A SAFETY MANAGEMENT PLAN]
If any of the following attributes or a combination are present, the event will be non-routine:

• Event open to members of the public;
• Stage, marquee or similar structure;
• Presence of equipment, entertainment or catering;
• The event involves the use of hazardous equipment, materials or processes (e.g. plant, machinery or equipment, amusement structures, entertainment equipment, dangerous goods and hazardous materials, stage rigging, or working or performing at heights);
• Security concerns on the part of a recognised student group or guest;
• High attendance;
• Activities taking place in external areas of University;
• Impacts on University routine
• Impact on the University reputation

The requirements are:

• Complete an Event Safety Management Plan & submit to estatesandfacilities@tcd.ie.
  For large scale or hazardous events, a more detailed event management plan may be required.
• An approval email from Head of Area & Junior Dean

In addition, the following may be required:
• Contractor method statement / Contractor Risk Assessment

Further instructions and timelines are available on https://www.tcd.ie/estatesandfacilities/facilities-and-services/event-planning/ and in the Guidance below:
8.14 PROTECTION OF PREGNANT, POST NATAL AND BREASTFEEDING EMPLOYEES

The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 6, Chapter 2, Protection of Pregnant, Post Natal and Breastfeeding Employees apply when an employee informs her employer that she is pregnant, has recently given birth or is breastfeeding and provides an appropriate medical certificate. In order for the University to be able to comply with the provisions of these Regulations, it is most important that employees who become pregnant inform their Head of Department / School or their Departmental / School Safety Officer as soon as they become aware that they are pregnant so that a risk assessment can be undertaken. The earliest stages of pregnancy are the most critical ones for the developing child, and, it is therefore in the employee’s best interest to notify their employer in confidence as soon as possible so that adequate controls can be implemented where necessary. The Regulations require that a risk assessment is undertaken to identify potential hazards to the employee and her unborn child.

The University Pregnant Employee Risk Assessment Form can be downloaded from:


The Safety Office may also be contacted for further guidance and advice.

8.15 WORKPLACE TRANSPORT SAFETY

Workplace Transport Safety can be divided into three distinct categories, each which needs to be managed to the same degree: Safe Driver, Safe Vehicle and Safe Journey.

8.15.1 SAFE DRIVER

Throughout college there are several college vehicles that are used daily. Although the driver is ultimately responsible for how a vehicle is driven on the road, Trinity will ensure that any staff driving for work are competent to do so.

The risks associated with driving for work are controlled by:

- Driver selection, vetting and license checks, for example, ensuring that drivers have the correct license for the vehicle being driven.
- Selecting the safest company vehicles possible and ensuring that they are fit for purpose.
- Maintaining company vehicles.
- Risk assessing driving for work activities.
- Providing instruction, training and information.
- Providing safety and personal protective equipment, for example, high visibility jackets and warning triangles in case of a vehicle breakdown and as appropriate, suitable
safety footwear and weatherproof clothing.

- Promoting good driver behaviour amongst staff. Drivers have an individual responsibility for their driving behaviour and must assess their own fitness to drive. They should never drink and drive, drive when tired, or drive under the influence of drugs (either prescribed or over the counter).
- Safe scheduling and planning of journeys so that drivers have enough time to carry out the journey safely. Inadequate planning can result in poor driver behaviour, speeding and driver fatigue.

Driving for work involves specific risks because of the type of vehicles driven and the amount of time spent behind the wheel. The greater the time spent behind the wheel, the greater the exposure to risks associated with driving for work.

Some important rules for staff to follow when driving for work might include:

- Carry out pre journey checks,
- Switch off your mobile phone while driving; check for messages during scheduled breaks,
- Avoid being distracted when driving by phones, handheld devices, passengers or satellite navigation,
- Make sure you have a safe and comfortable driving position,
- Drive with seat belt fastened and make sure that all passengers are wearing their seat belts before driving,
- Drive with lights on at all times,
- Observe and obey road safety signs, in particular road signs warning of road works,
- Observe and obey speed limits,
- Stop driving if you are feeling tired or sleepy; find somewhere safe to rest straight away,
- Report any collisions or near misses to Gardaí and your employer, and
- Always park legally.

8.15.2 SAFE VEHICLE

Daily vehicle pre-use checks are a simple and effective way to spot potentially dangerous issues or defects before vehicles are used.

There should be a system of routine daily checks in place to ensure that vehicles are in good working order, safe and fit for purpose. All drivers must know their vehicle capabilities and not exceed them. They should familiarize themselves with the correct operation of their vehicle.

Staff using their own vehicle for work are responsible for its roadworthiness, motor tax, insurance and condition. The motor insurance policy must include cover for business use. The vehicle must have a valid certificate of roadworthiness (NCT or CVRT) and be serviced according to the manufacturer’s recommendations. Trinity College has a legal duty to check that staff’s vehicles are safe and legal when it is being used for work and may request documentary evidence to confirm this.

Staff, driving for work should:

- only carry loads for which the vehicle is suited (remember: a car is not a van),
- only carry the number of passengers for which seat belts are provided and working,
- not use the vehicle in conditions for which it is not designed (for example off-road),
- keep at least one hi-visiblity jacket in the cab or glove compartment, and
- carry a torch, first aid kit and warning triangle.

8.15.3 SAFE JOURNEY

Almost all road collisions involve human error, ranging from simple mistakes to deliberate dangerous and illegal behaviour. Every year people are killed in collisions in which someone was careless, reckless or in a hurry. Speed is the single biggest contributory factor in vehicle collisions.

There are some straightforward steps staff who drive for work can take to make their journey safer:
- allow plenty of time so you are not under pressure to drive at unsafe speed,
- plan and note your route before setting out,
- plan for the safest route, avoiding urban and residential areas if possible, particularly schools,
- try to use dual-carriageways and motorways where possible,
- check travel and weather information before travel and during the course of your journey,
- slow down or even cancel your journey in severe weather conditions such as heavy rain, fog, high winds, ice or snow,
- always use daytime running lights,
- plan when and where you will take breaks. Rule of thumb is a 15 minute break for every two hours driven,
- always drive in a safe and legal manner; and
- be courteous and considerate of all other road users when driving for work.

As an employer you should have procedures for emergencies such as accidents or breakdowns. Ensure that drivers have the following in their vehicles:
- a copy of the emergency procedures,
- contact details of the person(s) to whom you should report emergencies and incidents,
- contact details of the breakdown firm and insurers your organisation uses and any reference numbers that you may need to quote, and
- a fully-charged mobile phone to call for help if necessary. Do not use the phone while driving.

When dealing with collisions and emergencies, personal safety and the safety of any passengers should always be your first consideration. Use your hazard warning lights and high visibility clothing to make sure you and your vehicle can be seen by other road users. Never leave the scene of a collision. Collisions that result in injury while driving for work should be reported to the Gardaí and your line manager immediately. Details should also be recorded on an incident report form.
8.16 COVID-19

The university has implemented the government’s Return to Work Safely protocol on campus together with specific information for the higher education sector:

[PDF]
[PDF]

Return-to-Work-Safely-Protocol.pdf
Public-Health-Implementation-Guidelines-for-HEIs_05.08.20_Final.pdf

Each Unit/School/Research Institute has prepared a local plan to manage activities during the pandemic and have designated COVID Facilitators/Coordinators to support the School’s activities.

Risk assessments must be reviewed in line with additional requirements and precautions required due to the pandemic. The hierarchy of controls for the protection of COVID-19 are detailed in Appendix 6.

Up-to-date information on the University’s response to the COVID-19 pandemic can be found at: https://www.tcd.ie/about/coronavirus/
9.1 DIGNITY AND RESPECT POLICY

The University promotes, and is committed to supporting, a collegiate environment for its staff, students and other community members, which is free from discrimination on any of the nine equality grounds (gender, religion, age, civil status, family status, disability, sexual orientation, race or ethnicity, membership of the Traveller community), bullying, sexual harassment and other forms of harassment.

All members of the University are expected to work to develop and maintain a high degree of respect and civility in our diverse community and to participate in creating a positive environment. This does not affect academic freedom, the values of free open enquiry and discussion of ideas, or humour.

This policy sets out a framework for the resolution of any dignity and respect matters that may arise from time to time and details the sources of help available to staff and students. The University promotes and encourages the resolution of dignity and respect complaints through informal means in so far as possible. The Policy can be found below:

Dignity-and-Respect Policy

9.2 SMOKING POLICY

In line with legislation, smoking (including the use of electronic cigarettes) is prohibited in all buildings including residences. Smoking is also prohibited on campus except in three zones which are shown in the College’s smoking policy, detailed below. The policy should be understood and known by all staff and students.

Tobacco Free Policy
SECTION 10: AUDITS AND INSPECTIONS

Audits and inspections are carried out by either the Safety Office, external consultants or regulatory authorities, depending on hazards within the Unit. They provide assurance to the Board and the Safety Committee that hazards are being managed and provide opportunities for continual improvement.

10.1 ANNUAL SAFETY REPORTING

From September 2020, Annual Safety Reporting will be introduced to all areas of college. This will be a self-evaluation by Units of their compliance with key elements of safety.
SECTION 11: CONTROL OF CONTRACTORS AND MAINTENANCE & CONSTRUCTION

11.1 GUIDELINES FOR THE MANAGEMENT OF CONTRACTORS ON UNIVERSITY PREMISES

The Control of Contractors is detailed in the HSE Guidelines for the Management of Contractors on University Premises. The guidelines aim to assist Contractors* in complying with the Safety, Health and Welfare at Work Act, the Safety, Health and Welfare at Work (Construction) Regulations and other applicable regulation, guidance and standards, and with the terms of their contract. In general, these guidelines will help ensure that Contractors and their employees work safely and thus prevent accidents and injuries to their own employees and to University staff, students and visitors on University premises. The nature and extent of the work/service to be undertaken will determine the relevant guidelines required as outlined in this document.

It is the responsibility of the contracting company/individuals to ensure that all their personnel accept responsibility for maintaining their work areas to the highest possible standards and to ensure their work has minimal health, safety and environmental impact on University building users and users of adjacent buildings during large or smaller construction/refurbishment projects or the construction/demolition phase of new building projects. Contractors will normally be working in a live educational environment which will predominantly remain fully active and functioning throughout the construction period.

*A Contractor means any employer whose employees carry out construction work and includes both main contractor and sub-contractor. Contractor may also include a self-employed person where such a person supplies materials and labour or labour only. In addition, a body such as a local authority may also be a contractor, if the construction work is carried out directly by employees of that body. In general a contractor is anyone the University contracts to work and who is not an employee. Contractors carry out maintenance, repairs, installation, construction, demolition and many other jobs and services.

11.2 CONSTRUCTION MANAGEMENT

The Capital Projects team in Estates and Facilities manage large scale construction projects. Where there is interaction with the college community, i.e. traffic management the Head of Safety and the Campus Services Manager are consulted to ensure all precautions are carried out to endure the safety of our staff students and visitors.

11.3 PERMITS

In cases of particular hazardous work, or where Contractors' operations may need to be co-ordinated with those of the University to ensure safety, the work may need to be governed by means of a formal permit system. The relevance of such a system to the work envisaged will be discussed wherever possible during the planning stage, and the necessity for such a system to be adopted noted before work begins.
Several permits to work systems are in operation such as Isolation of electrical power permit, Isolation of water permit and Working on gas permit. Permits may be obtained through the Estates and Facilities Contact Person and usually 48 hour notice is required.

11.3.1 HOT WORK PERMIT SYSTEM

The contractor must request a hot work permit for any work requiring the application of heat to any substance and includes but is not limited to:

- Electric welding, oxygen cutting or welding, grinding, hot air gun, blow torch,
- Bitumen/tar boiler, and other fire-producing or spark-producing operations that may increase the risk of fire or explosion.

If the work could contaminate a detector head (dust from sanding, refurbishment, demolition etc.) the Contractor must also request a ‘Detector head isolating Permit’.

To obtain such permits, Contractors must have their own fire extinguishers and fire blankets / fire screens to hand and, in consultation with the Contact Person, supply the following details, necessary to complete the written permit controlled by the University Safety Office:

- Contracted Company name,
- Name of contractor in charge on site, person doing the permit work
- Exact details of the work and hot work method and equipment being used
- Date(s) permit required for
- Name of TCD building / exact location - floor / room number etc.
- Name of AEC / Responsible Person appointed to supervise.

11.3.2 DETECTOR HEAD ISOLATION PERMIT SYSTEM:

Only Estates and Facilities staff are authorised to cover fire detector heads or isolate them on the fire alarm panel to prevent dust ingress due to refurbishment / demolition work or if unable to isolate heads on the fire alarm panel (which is always preferable to covering a detector head).

To obtain such permits, Contractors must, in consultation with the Contact Person, supply the following details, necessary to complete the written permit controlled by the University Safety Office:

- Contracted Company name,
- Name of contractor in charge on site, person doing the permit work
- Exact details of the work and method and equipment being used
- Date(s) permit required for
- Name of TCD building / exact location - floor / room number etc.
- Name of AEC / Responsible Person appointed to supervise / cover or isolate the heads.

Detectors must not be covered or isolated without first notifying the Contact Person.
The Contact Person or a trained member of the Estates and Facilities team will cover or isolate the fire alarm head.

The contractor is to notify the AEC / Contact Person if the area concerned is to be left without protection for a prolonged period of time such as lunch breaks etc. and a fire watch shall be provided by the Contractor or heads uncovered under the supervision of the AEC. Heads must be re-instated at the end of work each day and before the building is vacated. The Contact Person or a member of the Estates and Facilities team must uncover the heads.
approximately one hour before the Contractor finishes work and must not be left covered overnight.
Contractors must notify Sub-Contractors of the requirements of the permit to work system

11.3.3 ENTRY TO CONFINED SPACES
Contractors’ employees may not enter any tank, pit, chamber, pipe, flue or similar confined space where there may be dangerous fumes or lack of oxygen, without the express permission of the appropriate area Manager. If permission has been given, work in such places shall be subject to a Method Statement and a Permit to Work.
APPENDICES
APPENDIX 1 – DUTIES OF DEPARTMENTAL FIRE WARDENS

• Ensure that escape and refuge areas are available for use at all times.
• Assist in identifying fire hazards in the workplace.
• Ensure that any changes to work practices or modifications to existing processes do not introduce unforeseen fire hazards.
• Record and report their findings accordingly.
• Ensure the inspection of all fire safety equipment is carried out according to the requirements of the regulations and ensure that the findings are recorded in the Fire Safety Register.
• Ensure building users are aware of their nearest exits, the location of their Assembly point and the actions to be taken in the event of fire.
• Account for all the people on the premises at the designated assembly point as far as possible.
• Liaise with the fire services in relation to the location of fire hydrants, firefighting equipment, access to the building and the location of any possible dangers pending the arrival of Security personnel / Head of Safety and Safety Risk Management and / or the University Fire Safety Officer.
• Notify the appropriate people when a fire drill has been arranged.
• Liaise with the Head of Building to ensure that there is adequate fire warden cover in the event of holidays or sickness.

If a fire is discovered, the Fire Warden should:
• Ensure that the alarm has been raised.
• Evacuate the location in an orderly manner
• Fight the fire if it is safe to do so.
• Check that processes have been made safe.
• Ensure that staff, students or visitors with disabilities are assisted as per the local fire evacuation plan.
• Account for all personnel on the premises at the designated assembly point as far as possible.

On hearing the fire alarm the Fire Warden should:
• Don high visibility ‘Fire Warden’ yellow vest
• Enter all accessible rooms on their floor(s) and instruct occupants to evacuate the building, closing all doors whilst progressing through the floor(s)
• Direct building occupants to their nearest emergency escape routes
• Ensure that the area is evacuated as quickly and orderly as possible.
• If the local fire evacuation plan requires measures such as closing fire resistant safes, doors and windows, these tasks should only be carried out if safe to do so and they do not significantly delay the evacuation process.
• Assist Security / Facilities Attendants in a search of the area to ensure that no-one remains on the premises.
• Report to the fire assembly point and ensure that nobody re-enters the building until it is safe and they have been authorised to return (de-activation of the alarm sounders is not a signal to return inside).
• Attend the post evacuation debrief and report any particular difficulties encountered during the evacuation
SAFETY COMMITTEE

TERMS OF REFERENCE

2020

Approved by the Safety Committee (27/10/2020)

Approved by Board (xxxxxxxxxxxxxxxxx)
1. **Objectives**

The Safety Committee is a Compliance Committee of Board with responsibility for:

Ensuring the Board is informed of its legal duties with respect to the safety, health and welfare of students, staff and visitors on College premises and facilities, assisting the Board and Council in complying with these obligations and assisting College to operate to the highest possible standards of safety, health and welfare through the development, co-ordination and implementation of policies, practices and action plans to ensure safety, health and welfare.

2. **Membership of the Committee**

2.1 The Committee, which shall be appointed by the Board, shall consist of the following membership:

- a) The Chief Operating Officer,
- b) The Head of Safety,
- c) The Chairperson of principal sub-committees of the Safety Committee (7),
- d) One elected member of Board,
- e) The Director of Estates and Facilities,
- f) Occupational Health Physician/the Director of Student Health Services,
- g) Director of Human Resources,
- h) The Chief Risk Officer,
- i) Two nominees of the Safety Representatives group,
- j) One nominee of the Students’ Union,
- k) One nominee of the Graduate Students’ Union.

2.2 The Chief Operating Officer will be the Chairperson of the Committee. In their absence the attending Board member will take the Chair, or where both are absent, the committee shall select a Chair from the members at the meeting.

2.3 Membership of the Committee shall be reviewed each year by the Registrar and Provost in consultation with the Chairperson and changes as required shall be recommended to the Board at that time.

2.4 Membership of the Committee (other than for ex-officio members) shall normally be for an initial term of three (3) years, with the possibility of an extension of a further three (3) years. The general aim is to change the membership from time to time to ensure an appropriate balance between continuity and fresh perspectives.

2.5 The Head of Safety shall act as Secretary to the Committee and be responsible for the preparation and distribution of the agenda, papers, minutes and reports following consultation with the Chairperson of the Committee.

2.6 Every reasonable effort will be made to ensure that no more than 60% of the committee will be of any one gender, and the gender balance of the Committee will be monitored annually.
3. **Meetings, Quorum and Sub-Committees**

3.1 The Committee will normally hold meetings once per term or as often as is necessary to complete the business before it or to deal with urgent issues that may arise.

3.2 The quorum for meetings shall be one third the total number of members of the committee rounded to the nearest whole number plus one.

3.3 The Committee may also invite any or other person to attend any meeting(s) of the Committee, as it may from time to time consider desirable, to assist the Committee in achieving its objectives.

3.4 The draft minutes of the Safety Committee shall be circulated to the Board at the next or subsequent Board meeting for noting and/or discussion as necessary. The Chairperson of the Committee shall be available to report orally to the Board on key aspects of the proceedings of the Committee as required.

3.5 Action items arising out of meetings shall be communicated to the committee members as soon as possible after the meeting to allow for timely completion, but no later than two weeks from the meeting date. These shall also be included in the draft minutes.

3.6 Sub-Committees reporting to the Safety Committee are:

- Administrative/Support Services Safety Committee
- University Biosafety Committee
- University Chemical Committee
- University Radiological Safety Committee
- Faculty of Engineering, Mathematics and Science Safety Committee
- Faculty of Health Sciences Safety Committee
- Faculty of Arts, Humanities and Social Sciences Safety Committee

3.7 In order to aid its operation the University Safety Committee may from time to time arrange for subgroups to consider specialist issues and bring forward recommendations to the Safety Committee.

4. **Duties**

4.1 Advise and assist Board and Council in the development, co-ordination and implementation of policies, practices and action plans to ensure the safety, health and welfare of students, employees and visitors throughout College.

4.2 Advise Board and Council on legal and legislative requirements and obligations placed on the University, particularly by Fire Safety legislation and standards, Workplace Health, Safety and Welfare legislation and Codes of Practice and legislation relating to the use of ionising radiation and genetically modified materials.

4.3 Monitor developments in national and EU policy relating to safety, health and welfare and advise the Board and Council on the implications for College.
4.4 Develop, integrate and supervise the University safety management system, including reporting on any recent audits, inspections and safety performance of the constituent parts of the college.

4.5 Improve communication and increase awareness among the University community on safety, health and welfare matters.

4.6 Provide a forum for consultation with and representations from staff and students.

4.7 Review University practices and policies from a safety, health and welfare perspective and make recommendations on issues arising.

4.8 Monitor the allocation and expenditure of the Risk Reduction Budget.

4.9 Take reports from its sub-committees and report annually to Board on the Committee’s activities.

4.10 Monitor membership of sub-committees and where necessary request Heads of Schools and Units to ensure they have appropriate membership and attendance at meetings.

5. **Authority**

5.1 The Committee shall operate under delegated authority from the Board, which is ultimately responsible for all matters relating to safety. The Safety Committee will have devolved authority to decide on behalf of Board to:

- Allocate and disburse the Risk Reduction Budget
- Appoint Chairs of reporting Sub-Committees
- Develop and adopt Safety Management systems
- Establish emergency procedures
- Develop and adopt internal practices and policies on matters of safety, health and welfare
- Develop and adopt internal technical standards and guidance documents

5.2 The Committee may consider/review any matter falling within its terms of reference, calling on whatever resources and information it considers necessary to do so.

5.3 The Committee is authorised to seek any information it requires from any employee of the College, such as the School or Unit Safety Statement, to enable it discharge its responsibilities and shall have made available to it on a timely basis all information requested from any employee in a clear, concise and well organised manner.

5.4 The Committee is authorised to report to the Board on potential areas of concern where there are conflicting views of the Safety Office/Head of Safety and Safety Risk Management and local safety management in order to protect risk to life or property of the College, which includes implementing recommendations provided through any audit or inspection process.

5.5 The Safety Committee shall carry out such other functions and take such other decisions as may be delegated to it from time to time by the Board.
6. **Performance Evaluation and Annual Report**

6.1 The Committee shall, at least once a year, review its own performance and its terms of reference and shall report its conclusions and recommend any changes it considers necessary to the Board.

6.2 The Committee shall make an Annual Report to the Board. This review shall be made at the end of each academic year and report to the November Board meeting. The annual report shall include the following (though not exclusively):

- The number of meetings held in a calendar year for the committee and sub-committees including attendances
- An update on the Register of Safety Statements
- Summary of any audits (Internal or External) carried out during the calendar year; including any corrective actions identified
- Any new policies that have been adopted by the committee and/or Board
- Any changes in legislation that have been advised to the committee and their impact on the college
- Summary of any lost time accidents, incidents or emergencies
- Summary of safety training completed in the calendar year
- Current terms of reference of the committee
- The allocation of the Risk Reduction Budget
- Any significant outstanding issues including those identified during audits but have not been addressed
- Work Programme for the coming year; including an update on current targets and objectives.

Approved By:

__________________________________
Chair of the Safety Committee, Chief Operating Officer
The University employees are entitled to select and appoint one of their number to act as Safety Representative in accordance with the provisions of the Safety Health and Welfare at Work Act 2005, and subsequent regulations.

1.0 Overall function

Safety Representatives may consult with, and make representations to the University on safety, health and welfare matters relating to the university employees. These representations must be considered and acted on if necessary. The intention of these consultations is to prevent accidents and ill health, to highlight problems, and identify means of overcoming them.

2.0 Accident Investigations

Safety Representatives may investigate accidents and dangerous occurrences in the university to find out the causes and help to identify any remedial or preventative measures necessary. However, a Safety Representative must not interfere with anything at the scene of the incident. Nor can the Safety Representative obstruct any person with statutory obligations from doing anything required of them under occupational safety and health legislation. The safety representative should be notified of accidents by the departmental safety officer.

3.0 Carrying Out Inspections

Safety Representatives may carry out inspections in the university to identify hazards and risks to safety and health. However, the Head of Unit and / or the Head of Safety must be notified before such inspections take place.

An inspection may be undertaken once annually, unless specific circumstances arise indicating the need for more frequent inspections.

Inspections should where possible be undertaken in conjunction with the departmental safety officer, and / or the Head of Safety, who would be available to give technical advice and guidance.

4.0 Discussing matters in confidence

Where the need arises safety representatives will be facilitated in discussing safety and health matters in confidence with the employees, he/she represents.

5.0 Dealing with complaints

Safety Representatives may investigate situations where there is reasonable fear of risk of personal injury to the employees represented, or where complaints have been made by employees about
potential hazards. The head of department and/or departmental safety officer should be notified, as far as practicable, before such investigations are carried out.

6.0 H.S.A. Inspections

The Head of Unit, departmental safety officer, and/or the Head of Safety will make every effort to ensure that the relevant safety representative is informed when a Health and Safety Inspector arrives to carry out an inspection, if this is practicable, and assuming that any or all of the above individuals are made aware that such an inspection is taking place.

If the Safety Representative requests it, he/she may accompany an inspector during an inspection, but not when the inspector is investigating an accident. The head of department, departmental safety officer or the Head of Safety may also accompany the inspector.

7.0 Information for Safety Representatives.

All safety representatives, like all other university employees will be provided with such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, their safety and health at work.

Safety representatives will also be provided with any additional information they may require enabling them to fulfil their functions properly and play an informed part in preventing accidents and ill health and promoting safety and health in the workplace. Two of the Safety Representatives Group will sit on the college safety committee and it is envisaged that in this way safety representatives will be kept up to date on all current safety issues arising in college, policies being developed, training programmes in place, surveys being undertaken, collective data on occupational accidents etc. etc. Being members of such a committee, two of the Safety Representatives Group will receive agendas and minutes for all college safety committee meetings.

If an area under discussion is particularly relevant to a safety representative in another area, this safety representative may also sit on the committee.

All safety representatives will be provided with a copy of the university Safety Statement, and relevant departmental safety statements will be made available to them through the departmental safety officer. Safety Representatives will be fully briefed on the arrangements and organisation for the implementation of the safety statement during formal training which will be arranged for each safety representative.

Safety representatives should liaise with the departmental safety officer in relation to provision of any necessary technical information about hazards and precautions connected with articles or substances in the place of work. Examples of such information would include safety data sheets, instruction manuals, or any other information, including revisions, supplied by a designer, manufacturer, importer or supplier. (Article is defined in the Act as including any plant, machinery, apparatus and equipment for use or operation at work and substance is defined as including any natural or artificial substance, preparation or agent, whether solid, liquid, gas, vapour or micro-organism.)

In addition, all safety representatives will be briefed on the university emergency procedures.

8.0 Limitation of information which can be provided to safety representatives

(1) Any information which the university could not disclose without contravening a legal prohibition.
(2) Any information relating to an individual without their consent
(3) Any information which for reasons other than its effect on safety, health and welfare at work, could cause significant damage to the college.
(4) Any information obtained by the university which could affect its legal position in taking or defending any legal proceedings.

9.0 Training of Safety Representatives

The university recognises that it is essential that safety representatives have the knowledge and skills necessary to perform their functions effectively, and accordingly appropriate training will be provided for all safety representatives. Such training will cover the agreed syllabus for safety representatives as outlined in the H.S.A. guidelines on Occupational Health and Safety Training. The cost of such training will be paid for by college.

10.0 Number of Safety Representatives

One safety representative may be elected in each of the following areas:

1) Admin. Service and Support Areas.
2) Library
3) Faculty of Engineering, Mathematics and Science
4) Faculty of Health Science
5) Faculty of Arts Humanities and Social Sciences
6) Estates and Facilities

11.0 Selection and period of office

Safety representatives will be elected by a formal ballot and election procedure.

As a rule, safety representatives would be expected to have been employed by the university for approximately 2 years and should have an appreciation of the role intended for them under the Act.

To gain most benefit from knowledge acquired and training received during the period, the duration of the term of office recommended is 3 years.

12.0 Facilities

Safety representatives will be provided with reasonable facilities to consult with employees and to prepare any submissions or reports which may be necessary.

13.0 General

Safety representatives shall not suffer any disadvantage in their employment through discharging their functions.
APPENDIX 4 – LOCATION OF AED’S

AED LOCATIONS- ON CAMPUS

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>TYPE</th>
<th>EXACT LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>SECURITY SERVICES</td>
<td>DEFIBTECH Lifeline DDU 100E</td>
<td>Mobile unit - usually in the Security Van</td>
</tr>
<tr>
<td>MUSEUM BUILDING</td>
<td>Heart Sine Samaritan PAD 350P</td>
<td>Museum Building, Ground Floor, Room 0.19, in clearly marked wall mounted cabinet to left on entry</td>
</tr>
<tr>
<td></td>
<td>Defibrillator</td>
<td></td>
</tr>
<tr>
<td>WATTS BUILDING</td>
<td>Philips FRx</td>
<td>Exercise Lab. F.005. 1st Floor. In wall mounted cabinet on left, inside entrance door.</td>
</tr>
<tr>
<td>TRINITY BUSINESS SCHOOL</td>
<td>DEFIBTECH DDU-100</td>
<td>Main Lobby area, Ground Floor, Trinity Business School</td>
</tr>
<tr>
<td>TRINITY BUSINESS SCHOOL</td>
<td>DEFIBTECH DDU-100</td>
<td>TBS Staff Kitchen, 2nd Floor, Trinity Business School</td>
</tr>
<tr>
<td>SCHOOL OF PHARMACY</td>
<td>Heart Plus</td>
<td>Panoz, Pharmacy Reception</td>
</tr>
<tr>
<td>STUDENT HEALTH CENTRE</td>
<td>DEFIBTECH Lifeline</td>
<td>Nurse Susie Heather's Room, College Health Service, House 47</td>
</tr>
<tr>
<td>SPORTS CENTRE</td>
<td>DEFIBTECH Lifeline</td>
<td>AED press, behind main reception desk. Ground floor Sports Centre</td>
</tr>
<tr>
<td>THE PAVILION BAR</td>
<td>IPAD AED</td>
<td>Behind bar on left-hand side wall</td>
</tr>
<tr>
<td>OLD LIBRARY</td>
<td>DEFIBTECH Lifeline AED</td>
<td>Library Shop, in entrance to exhibition space</td>
</tr>
<tr>
<td>BERKELEY LIBRARY</td>
<td>DEFIBTECH Lifeline AED</td>
<td>Security Guard’s Desk in Foyer</td>
</tr>
<tr>
<td>ARTS BUILDING</td>
<td>DEFIBTECH Lifeline View</td>
<td>Attendants Desk, Level 2</td>
</tr>
<tr>
<td>ARTS BUILDING</td>
<td>DEFIBTECH Lifeline View</td>
<td>At Staircase C, Level 4</td>
</tr>
<tr>
<td>ARTS BUILDING</td>
<td>DEFIBTECH Lifeline View</td>
<td>At Staircase C, Level 6</td>
</tr>
</tbody>
</table>

In the event of a cardiac arrest emergency on Campus contact Staff in the area or telephone College Security Ext 1999 or 01- 8961999 requesting AED & Cardiac Ambulance

AED’s are for emergency use only. Tampering with an AED is a serious offence to which heavy penalties will be imposed.
# AED Locations - Off Campus

<table>
<thead>
<tr>
<th>Building</th>
<th>Type</th>
<th>Exact Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TBSI</td>
<td>Philips FRx</td>
<td>2nd Floor, Physiology Teaching Lab L2.20. In wall mounted cabinet beside L2.21 office, above water fountain.</td>
</tr>
<tr>
<td>TBSI</td>
<td>DEFIBTECH Lifeline</td>
<td>Fixed box in reception area</td>
</tr>
<tr>
<td>Iveagh Grounds</td>
<td>DEFIBTECH Lifeline AED</td>
<td>Reception Area, on wall beside notice board</td>
</tr>
<tr>
<td>Santry Sports Ground</td>
<td>DEFIBTECH Lifeline AED</td>
<td>Reception hall entrance, on wall</td>
</tr>
<tr>
<td>Islandbridge Boat House</td>
<td>DEFIBTECH Lifeline AED</td>
<td>Main Hallway on wall</td>
</tr>
<tr>
<td>South Leinster Street</td>
<td>DEFIBTECH View AED</td>
<td>Main stairway, 2nd Floor</td>
</tr>
<tr>
<td>School of Nursing</td>
<td>FR2 AED</td>
<td>Foyer beside security desk – publicly accessible</td>
</tr>
</tbody>
</table>

In the event of a cardiac arrest emergency off Campus contact Staff in the area and telephone Emergency Services on 999 or 112 requesting an AED & Cardiac Ambulance.

AED’s are for emergency use only. Tampering with an AED is a serious offence to which heavy penalties will be imposed.
APPENDIX 5 – THE IDENTIFICATION OF HAZARDS

The following numbered list identifies the hazards or potentially hazardous operations which have to be considered when producing a Unit Safety Statement or risk assessment. It is not an exhaustive list and not all hazards listed will apply to all Units. It serves to illustrate only.

| 1. Fire                      | 27. Fall of object or material from height |
| 2. Fall of persons from height or same level | 28. Lighting heating and ventilation |
| 3. Chemicals: - toxic irritant corrosive flammable explosive or oxidising substances | 29. Confined spaces |
| 4. Contractors, including maintenance and service personnel on site/in departments | 30. Cleaning operations |
| 5. Manual handling operations | 31. Unguarded machinery |
| 6. Use of VDU's | 32. Unsafe work practices |
| 7. Use of hazardous machinery | 33. Visitors on site/ in Department |
| 8. Carcinogens, teratogens or mutagens | 34. Foreign visitors/students |
| 9. Electricity (including static) | 35. Disabled students/visitors |
| 10. Field Trips | 36. Acute/ chronic effects of long term exposure to chemicals |
| 11. Poor housekeeping standards | 37. Staff and student placement/outside work experience |
| 12. Home-working/teleworking | 38. Dusts fumes particulates and aerosols |
| 13. Waste disposal and management | 39. Disturbed or broken roads paths fences and grounds |
| 14. Explosions: chemical, dust, bomb or incendiary | 40. Allergens |
| 15. Arson | 41. Food hygiene |
| 16. Compressed gases | 42. Environmental contamination/pollution |
| 17. Mechanical lifting operations | 43. Lack of emergency procedures |
| 18. Noise and vibration | 44. New equipment plant or work practices |
| 19. Biologically hazardous agents | 45. Injury to third party or non-College staff |
| 20. Physically hazardous agents | 46. Maintenance and repairs to hazardous machinery or areas |
| 21. Ionising and non-ionising radiation | 47. Lack of personal protective equipment |
| 22. Drowning due to working at/near rivers, dams, lakes, estuaries and seas | 48. Contact with moving objects or impact injuries |
| 23. Use of hand and power tools | 49. Hazardous by products of experiments or projects |
| 24. Exposure to inclement weather | 50. Late night, solo, or unsupervised working |
| 25. Stored energy | 51. Contact with hot /cold surfaces or substances |
| 26. High pressure machinery or containers |  |
APPENDIX 6 – COVID-19 HIERARCHY OF CONTROLS

Controlling COVID-19 in the Workplace

Apply the Hierarchy of Controls

Focus on the most effective methods first and then move on to the next level of control. In all cases practice physical distancing, hand hygiene, and respiratory etiquette.

**Most effective**

**ELIMINATION**

- Engineering Controls
  - Physical barriers.
  - Increased ventilation and high efficiency filters.
  - Sensors or no- or low-touch controls for water taps, doors, and garbage lids.

- Administrative Controls
  - Communicate risks and rules.
  - Limit occupancy, stagger shifts/teams.
  - Use electronic communications for sign-ins and administrative work.
  - Screen workers and/or customers.
  - Clean and sanitize frequently.
  - Practice physical distancing, hand hygiene, and respiratory etiquette.
  - Change work practices to encourage physical distancing.

**SUBSTITUTION**

**ENGINEERING CONTROLS**

- Non-Medical **MASKS**
  - Non-medical masks are NOT personal protective equipment.
  - Follow advice from your public health agency about when to use a non-medical mask.
  - If your mask becomes damaged, wet or dirty, replace it with a fresh one.
  - Wearing a non-medical mask or face covering is recommended when you cannot consistently keep 2 metres away from others, especially in crowded settings.
  - Wearing a mask alone will not prevent the spread of COVID-19, but it can help. Continue to practice physical distancing and good hygiene.

**ADMINISTRATIVE CONTROLS**

- PPE & NMM

**Least effective**

**Personal Protective Equipment**

- Respirators
- Face Shields
- Gowns