

MODEL DEPARTMENTAL
SAFETY STATEMENT

Health & Safety Statement

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HEALTH & SAFETY

Health & Safety is important. The Safety, Health and Welfare at Work Act 2005 requires that you take all precautions, as far as is reasonably practicable, to avoid endangering yourself or others by your activities. The Health & Safety Statement and Codes of Practice for the Department are set out below and you must read, understand and abide by them. You are required to sign the enclosed declaration at induction and return it to the Departmental Safety Officer. Students will be excluded from all laboratories and workshops until they have signed and returned the declaration. This Departmental Safety Statement supplements the College Safety Statement and College Policies, which are contained in the Staff Handbook and are accessible on the web at <http://www.tcd.ie/Buildings/Safety/statement.html>.

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

Emergency Details

Departmental Health & Safety Policy

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

EMERGENCY DETAILS

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

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

Extensions 1317 will also contact the Control Room.

FIRST AID

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

FIRST AID PERSONNEL

Details of first aid personnel within the areas occupied by the Department are given on the relevant notices, posted at conspicuous locations throughout those areas

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

FIRE PROCEDURE

ANY PERSON DISCOVERING FIRE:

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

ON HEARING THE FIRE ALARM:

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

DO NOT TAKE ANY PERSONAL RISKS

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

DO NOT USE THE LIFTS

FIRE ALARM

The fire alarm is (*department to insert details of alarm sound e.g. continuous ringing bell*)

FIRE ASSEMBLY POINTS

Department to insert details of fire assembly points and append plan to reinforce locations.

HEALTH & SAFETY POLICY

1 STATEMENT OF INTENT AND OBJECTIVES

1.1 Statement of Intent

The Department recognises and will ensure compliance with the requirements of the Safety, Health and Welfare at Work Act, 2005, associated legislation made under the Act and the College Safety Statement and College Policies and Codes of Practice documents.

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

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

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

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

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

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

1.2 Objectives

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

- a) establishing a safe environment for all;
- b) establishing and maintaining safe working procedures for staff and students;
- c) encouraging health and safety as an integral part of work by all staff and students;
- d) developing and maintaining a safety consciousness and a safety culture in all within the School; and
- e) conforming to the requirements laid down in the Safety, Health and Welfare at Work Act. 2005, any further provisions made under the Act, other applicable legislation and the College Safety Statement, College Policies and Codes of Practice documents.

Signed (Head of Department)

Date

The document must be signed by the Head of Department. This gives the document ownership at the highest level.

2 ORGANISATION & RESPONSIBILITIES

Responsibilities

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

Specific responsibilities in the Department are listed below:

2.1 Head of the Department

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

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

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

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

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

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

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

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

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

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

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

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

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

2.2 Senior Members of Staff

*Department to insert details of the specific health and safety responsibilities of senior members of staff, e.g. Heads of Sections, **Departmental Safety Officer** – see 'Duties of Departmental Safety Officer, College Safety Statement' <http://www.tcd.ie/Buildings/Safety/statement.html>. These responsibilities will generally be delegated directly from the Head.*

2.3 Teaching Staff

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

2.4 Principal/Senior Technicians

Departments to insert details, if applicable, of any specific health and safety responsibilities assigned to Chief/Senior Technicians

2.5 All Members of Staff

At all times members of staff must: -

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

- (a) to take reasonable care for his own safety, health and welfare and that of any other person who may be affected by his acts or omissions while at work;*
- (b) to co-operate with his employer and any other person to such extent as will enable his employer or the other person to comply with any of the relevant statutory provisions;*
- (c) to use in such manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means or thing*

*provided (whether for his use alone or for use by him in common with others) for securing his safety, health or welfare while at work; and
(d) to report to his employer or his immediate supervisor, without unreasonable delay, any defects in plant, equipment, place of work or system of work, which might endanger safety, health or welfare, of which he becomes aware.*

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

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

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

2.6 Students

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

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

3 HEALTH AND SAFETY ARRANGEMENTS

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

Information given in Italics are points for the department to consider when determining their local arrangements for health, safety and welfare. The local arrangements for health and safety may be cross referenced with university procedures (e.g. accident reporting, fire safety, out of hours working) or localised codes of practice. Refer people to these documents instead of re-writing them and making the policy onerous to read.

3.1 Information, Instruction and Training and Supervision

When do employees and students receive training on health, safety and welfare matters (induction, refresher, prior to undertaking activities, change of task or work equipment).

How are training needs identified (individual requests, risks assessments, safety inspections, monitoring incident reports)

Who is responsible for keeping individual's training records for health and safety

How is health and safety information and instruction communicated to employees and students (notice boards, safe working procedures and practices, individual talks)

How are levels of supervision achieved; especially for the more vulnerable people (e.g. inexperienced or young workers)

3.2 Consultation/Local Health and Safety Committee

Does the Department have a local health and safety committee or similar group meeting

If so, what is the representation, frequency of meetings, the committee or group's purpose and how does it communicate any decisions made.

Is there a Faculty or Local Safety Representative selected by employees. If so give their name and contact details.

Is a Departmental Safety Officer appointed? Can s/he be consulted on Health and Safety matters by staff or students. Is s/he consulted by management. Give contact details.

3.3 Risk Assessments

When are risks assessments undertaken

Who is responsible for undertaking risk assessments and who is involved in the assessment process (those who perform the tasks, specialist advice)

How are any new or improved control measures implemented

*How will assessments and their findings be recorded and kept. **See model risk assessment appended and College Safety Statement at <http://www.tcd.ie/Buildings/Safety/statement.html>***

How are assessments monitored to ensure their effectiveness (safety inspections, incident reports)

What is the process for reviewing and revising assessments (change of task, equipment and/or personnel, identified through monitoring, setting overall frequency of review - time scale dependant on level of risk)

3.4 Inspection, Testing and Maintenance of Work Equipment

Who is responsible for the arranging and/or undertaking of the maintenance and testing of work equipment in the Department

Who is responsible for maintaining records of any maintenance and testing undertaken

3.5 Accident / Incident Reporting and Investigation

Where are incident reports available from e.g. Department Administrator, Departmental Safety Officer, College web at <http://www.tcd.ie/Buildings/Safety/forms.html#accident>

Who will undertake the localised investigation of incidents and how will measures be implemented to prevent recurrence

When will other people be involved (serious incidents, > 3day absences– College Safety Officer, Head of Department)

3.6 Fire Safety

*What are the local arrangements for fire safety and who is responsible (adequate number of trained Wardens etc.) See College Safety Statement, **Departmental Fire Wardens** - <http://www.tcd.ie/Buildings/Safety/statement.html>*

3.7 Safety Inspections

Who will undertake/be involved in safety inspections

At what frequencies will inspections be undertaken at what will they involve

How will any findings be communicated and any measures identified be implemented

How will records of inspections undertaken be recorded and kept

3.8 Hazard Reporting

How will hazards be reported (Buildings Office Help Line, to lecturers or supervisors by students)

Are there any localised records of hazards reported and remedial action taken kept; if so by whom

3.9 Out of Hours Working

What procedures are in place to determine out of hours working is safe to be undertaken (risk assessments, student supervisor training etc.)

Lone working is only permitted subject to an adequate and sufficient risk assessment.

Procedures for reporting to security / campus support personnel before entering and on leaving the building.

3.10 Management of Work-related Stress

What arrangements and mechanisms are in place within the Department to identify potential causes of work-related stress and put into place measures to reduce, so far as is reasonably practicable.

Model Risk Assessment
Recording Format

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
			The Head of Department has overall responsibility for Health and Safety within his area as stated in the College Safety Statement. Day to day duties may be delegated to other individuals as listed in this document.	Michael Riordan
	Lack of safety management	High	The Head of Department is responsible for appointing a workshop safety officer and fire warden. Des Kelly has been duly appointed to both positions and Mr John Canning is the elected safety representative.	Michael Riordan
			The Head of Department is to appoint a deputy to act in Des Kelly's absence, to ensure the continuance of all relevant Health and Safety control measures. Dave Hughes has been duly appointed.	Michael Riordan
			The Head of Department is to appoint a Departmental Safety Officer for all Buildings Office clerical functions. Brendan Leahy has been duly appointed. Brendan will also deputise in the Head of Departments absence.	Michael Riordan
			The Head of Department is to periodically review and monitor the Departmental safety statement. The Head of Department is to carry out a risk assessment of all technical functions carried out by the Buildings Office.	Michael Riordan
			A copy of this document to be given to each member of staff.	Michael Riordan
			All accidents and dangerous occurrences are to be reported to the Head of Department, who is to forward the information to the College Safety Officer or Jennifer Gill in West Chapel.	Michael Riordan
			As a preventative welfare measure, all staff are encouraged to attend a basic fire training session and the Occupational Health Clinic at the Student Health Centre.	Michael Riordan
			The Departmental and Workshop safety officer and deputy is to inform the Head of Department of any problems implementing his respective Health and Safety duties.	Des Kelly & Dave Hughes
	Fire	High	The Workshop safety officer is to carry out a weekly check of the workshop area to ensure escape routes are; not obstructed, openable from the inside in the direction of escape and free from combustible materials.	Des Kelly
			The Workshop safety officer is to periodically ensure that all workshop offices and store rooms are, as far as possible, kept in a tidy manner, free of excess combustible items, and that fire doors are not left constantly wedged	Des Kelly

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
			During fire alarm activations the Departmental and Workshop safety officer is to assist in evacuation as far as possible and without putting himself in any danger. The Head is to deputise for the safety officers listed during their	Brendan Leahy & Des Kelly
Workshop			The Workshop safety officer is to visually check on a weekly basis all relevant fire extinguishers, fire panels and that break glass unit keys are in place. Any defects or faults found are to be rectified as soon as possible.	Des Kelly
			Staff are reminded that fire exits, corridors access & egress routes are not to be obstructed by equipment materials or tools .	Building Users
			Staff are reminded that the assembly point in the event of an evacuation is the South East corner of the Rugby Pitch.	Michael Riordan
			On hearing the fire alarm (a continuous ringing bell) staff are instructed to; 1- Leave the building with any visitors you are responsible for. 2- Go to the assembly point. 3- Re-enter only when the alarm is turned off.	Building Users
			On discovery of a fire staff are instructed to: 1- Raise the fire alarm. 2- Leave the building with any visitors you are responsible for. 3- Inform security centre on ext 1999. 4- Go to the assembly point. 5- Re-enter only when the	Building Users
			No alterations or repairs to any electrical items fixtures or fittings. The Buildings Office technical staff or appointed contractors only are to carry out any alterations or repairs.	Building Users
	Fire & electrical shock	High	All electrical items are to be periodically inspected as far as possible for any signs of damage or wear to cords flexes cables mouldings etc. Any defects are to be reported to the Buildings Office.	Davy Mills
			The use of extention leads, adaptors is to be minimised as far as possible. Electrical sockets are not to be overloaded.	Building Users
			All second hand electrical items introduced into the Department are to be tested for electrical integrity by the Buildings Office prior to use.	Davy Mills
			Open bar electrical fires are not to be used.	Davy Mills

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
			All electrical items to be turned off last thing at night, as far as possible.	Building Users
	Fire & passive smoking	High	Smoking is prohibited in buildings.	Michael Riordan
	Arson & bomb threats	High	All staff to report suspicious packages or persons to the security centre ext 1999 as soon as possible.	Building Users
			All staff are requested to challenge as far as is reasonably practical , any person unknown to staff or not in building on official business.	Building Users
			All staff to keep their offices locked when not in use. Section heads are to ensure their sectional areas are adequately secured and locked.	Michael Riordan
	Slips trips & falls	Medium	Trailing cables are not to be left in any circulation routes as far as possible. Cables in circulation routes must be kept as short as possible and covered with a cable guard mat.	Davy Mills
			All plant and equipment is to be arranged so that safe access egress and clear circulation routes are provided.	Michael Riordan
			All items of disrepair to fixtures, fittings, flooring, stairs or fabric of the building are to be reported to the Head of Department for repair as soon as possible.	Building Users
	Lack of First Aid personnel & facilities	High	At least one person within the building to be trained in First Aid. John Munnelly and Greg Power remain first aiders until November 1997 and Jan 1997 respectively.	Michael Riordan
			The first aid cabinet is kept fully stocked.	Ronnie Britnell
	Vibration white finger & RSI	Low	Constant repetitive use of pneumatic vibration plant or equipment without adequate restbreaks to be avoided.	Michael Riordan

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
	Work environment	High	Adequate lighting must be present to allow the function to be carried out safely. The site must be clear, tidy , safe underfoot , free from electrical or chemical hazards as far as possible.	Section Heads
	Work environment	High	All problems in implementing safe work practices are to be reported as soon as possible to John Canning or Brendan Leahy.	Michael Riordan
	Plant equipment & machinery	High	No alterations interference or use of any plant equipment or machinery unless authorised and suitably trained to do so.	Building Users
	Use of Chemicals	High	Staff are not to interfere with chemicals used by housekeeping staff used by the academics students or technicians.	Building Users
	Use of Chemicals	High	Instructions supplied with all chemicals used during work are to be followed at all times. All chemicals used by the Buildings Office will be subject to a risk assessment.	All Staff
	Incorrect lifting & handling		All staff as far as possible to be trained in manual handling techniques by the College Safety Officer.	Michael Riordan
	Visitors to the building	Low	All visitors who are present in the building for more than a brief period, are to become the responsibility of the invitee. The invitee is to take charge of the visitor(s) in the event of an evacuation or if any specific procedures apply.	The Invitee
	Late night working	High	Staff are to have access to a telephone or radio in the event of an emergency.	Michael Riordan
	Overcrowding	Medium	The workshop become cannot be used by more than 100 persons.	Michael Riordan
	Changes in office practice	High	Any substantial changes involving the introduction of potentially hazardous materials, equipment or situations is to be risk assessed and control measures adopted prior to use. The College Safety Officer will advise as to	Michael Riordan
	Roof work & work at height	High	Scaffolding or a cherry picker to be used if function to last more than half a day. External decorating exempt . Work prohibited in high winds or slippery conditions.	Michael Riordan

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
	Pathogens and needles in drainage	Medium	PPE to be worn. Chief Technician to be consulted prior to repair. Drain runs to be thoroughly flushed prior to access. Any clinical or chemical waste encountered to be risk assessed prior to contact/access.	Michael Riordan
	Lone working	High	Discouraged as far as possible and if necessary must be subject to a separate risk assessment.	Michael Riordan
	Lone working	High	Lone working prohibited for : Roofwork, confined spaces and man holes , high hazard work and labs, lifts hoists and cherry pickers, high tension switch rooms , use of ladders and hot work.	Michael Riordan
	Asbestos	High	Any suspected asbestos found is to be reported to the supervisor immediately and work suspended until the site is risk assessed.	All Staff
	Workshop noise	High	Ear defenders to be worn at all times whilst operating woodworking machinery.	Michael Riordan
	Workshop/site personal protective equip.	High	All personal protective equipment is provided and is required to be worn at all necessary times. Staff are reminded to follow instructions on correct use at all times and to report any defects or missing items.	Michael Riordan
	Workshop/site personal protective equip.	High	All and site staff to wear safety shoes. All impact grinding and welding work to be accompanied by the use of safety goggles.	Michael Riordan
	Workshop	High	All fixed electrical machinery to be provided with a labelled isolator.	Michael Riordan
	Workshop	High	All waste sawdust to be cleared daily.	Workshop users
	Workshop	High	All guards to be in place prior to use. Push sticks to be used at the saw bench router table and planer/thicknesser.	Michael Riordan
	Hazards during site work	High	All staff to report to Chief Technician prior to commencing major works to establish local rules in use and to ensure all hazards minimised.	All Staff

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
	Hep B for drain workers	Medium	All staff likely to come into contact with drain effluent or biological lab waste to be inoculated against Hepatitis B on a voluntary basis.	Michael Riordan
	Inventory of Chemicals	High	An inventory of all chemicals and quantities (including paints) to be compiled.	Michael Riordan
	Contact with waste substances	Medium	Staff to avoid contact with yellow bags (clinical waste) waste from labs using radioactive materials (trefoil sign) or chemical waste. (labelled)	All Staff
	Work on fume cupboard stacks & motors	High	A permit to work system to operate. Staff to obtain permission of Chief Technician prior to work on roof near fume cupboard stacks.	Head of Department
	Waste disposal of Chemicals	High	All chemicals including waste oils are to be disposed of via the Chemical waste disposal system operated by the Chemistry Department.	Michael Riordan
	Lack of consultation	High	Regular Buildings Office safety meetings are to be held to review this document and safe systems of work used.	Michael Riordan
	Lack of training	High	The Buildings Office Safety committee to itemise Health and Safety training needs as appropriate and train relevant staff as appropriate.	Michael Riordan
	Statutory Engineering Inspections	High	The Head of Department to implement these as necessary.	Michael Riordan
	Portable Electrical equipment	High	Only 110v equipment to be used or otherwise protected by a 30mA ECLB or RCD.	Michael Riordan
	Welding	High	To be carried out in the open air or well ventilated areas only. Cylinders are to be stored in the open air.	Michael Riordan
	Hot work permits	High	All hot work (use of open flame, grinding welding brazing or soldering) carried out internally.	Michael Riordan

Location	Hazard	Risk Assessment	Control Measures	Person Responsible
	House keeping	High	All workshops boiler rooms store rooms timber material and equipment stores are to be kept clean tidy and free of excess combustible materials. Section heads to review and inspect . Inaccessible areas are to paid special	Michael Riordan
	Imapct with vehicles	High	Staff to wear high visibility clothing or reflector strips when working in poor visibility conditions and close to traffic routes	Michael Riordan
	New practices	High	All new practices functions or equipment to be risk assessed prior to implementation	Michael Riordan

Departmental Policies