

Notes for users

Items in Red are to be replaced by local wording / deleted as appropriate

Items in Blue are advisory notes and should be included / acted upon / deleted as appropriate for the organization completing the safety statement

School / Unit / Research Centre / Campus Company Title

Safety Statement

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1.0 Introduction

- 1.1 The purpose of the Safety, Health and Welfare at Work Act 2005, is to ensure the safety, health and welfare of all employees in the workplace. The Act applies to employees in all types of work and embraces all the activities of Dublin City University (DCU).
- 1.2 In compliance with the Act, the University has prepared a written Framework Safety Statement describing the employer arrangements and the employee co-operation necessary to achieve this purpose. In addition the Framework Safety Statement outlines the University's policies on occupational health and safety matters and defining the necessary management structure for the implementation of these policies. Specific health and safety issues of relevance to the University as a whole are detailed in this framework safety statement.
- 1.3 In compliance with the DCU Framework Safety Statement, *(School/Research Centre/Unit/Company)* has prepared our own local safety statement, documenting our own hazards, risks, risk control protective and preventive measures and resources for ensuring a safe and healthy work environment.
- 1.4 This Safety Statement is aimed at protecting employees, students and visitors from potential injury or ill-health arising from our work activities.
- 1.5 This Safety Statement will be updated as necessary in light of new legislation, staff feedback, university structural changes and practical experience. In addition, the Safety Statement will be reviewed annually.
- 1.6 This Safety Statement is available to DCU Management and to all employees, visitors and students of *(School / Unit / Campus Company)*

2.0 Statement of Safety, Health & Welfare at Work Policy

- 2.1 The policy of *(School/Unit/Campus Company name)* is, in so far as is reasonably practicable, to ensure the safety, health and welfare at work of all our employees and further to ensure that persons not in our employment, who may be affected by the work activities are not thereby exposed to risks to their safety and health.
- 2.2 In particular *(School / Unit / Campus Company name)* recognise our express responsibilities under Section 8 of the Act will provide the necessary resources, structures and procedures required to safeguard our staff, students and visitors against the risks arising from activities in our workplace.
- 2.3 *(School / Unit / Campus Company name)* considers that it is the strict duty of all staff and students to conform to university safety policies and practices and to carry out

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their responsibilities as detailed in this document and in accordance with any other relevant legislation. Staff members with specific responsibilities for safety, health and welfare must properly delegate these in their absence.

- 2.4 In addition to reviewing this Safety Statement, each employee is expected to make himself/herself familiar with the DCU Framework Safety Statement. The Framework Safety Statement is available on the DCU Website.
- 2.5 Staff and students who fail to cooperate with safety procedures may be subject to the normal DCU disciplinary procedures.
- 2.6 The *(School / Research Centre / Unit Head / Campus Company name)* welcomes feedback from staff or students regarding any aspect of this document or any other health and safety concerns. Feedback in this regard should be directed to

Signed
(Head of School / Unit)

Date.....

3.0 Scope of Safety Statement

This safety statement deals in the main with the health and safety issues that fall within the remit of *(School / Research Centre / Unit Head / Campus Company name)*. Our staff offices and operations are located in the following Estates;

XXX
XXX
XXX
XXX

The scope of our operations includes

Classroom based teaching at undergraduate / postgraduate level / Research in Biotechnology/Provision of audiovisual and room booking services on campus etc etc etc etc etc etc

4.0 Health and Safety Management Structure and Responsibilities

4.1 In accordance with the DCU Framework Safety Statement, *(Head of School / Director of Research Centre / Unit Head / Campus Company Manager name)* as part of *his/her* management function, is responsible for ensuring, so far as is reasonably practical, the health and safety of persons working, studying or visiting *(School /Research Centre/Unit /Campus Company name)*. In particular *he/she* is responsible for the following:

1. To ensure that we have prepared a Safety Statement relevant to our operations which complies with Section 20 of the Safety, Health and Welfare at Work Act.
2. To ensure that the safety statement is reviewed at least annually and that the Health and Safety Steering Group is notified that the review has been completed and is provided with any updated document which may result from such a review.
3. To ensure that all hazards are identified and risks controlled.
4. To ensure that regular safety inspections/audits are carried out to monitor compliance with the Safety Statement and legal requirements and to ensure appropriate follow-up action is taken.
5. To investigate all accidents to staff/students/visitors in their area of responsibility and to complete the DCU Injury/Incident Report forms as appropriate.
6. To ensure that the DCU Evacuation and First Aid Procedures are implemented and that sufficient Fire Wardens/First Aid personnel are available.

7. To ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
8. To ensure that students are adequately supervised in carrying out practical and experimental work. (Adequate level of supervision to be determined having regard to the age, level of experience and status (graduate/post graduate etc) of the student). *(include for School / Research Centre Safety Statements only)*
9. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees.
10. To notify the Estates Office of any health and/or safety issues arising within their area of operation requiring Estates Office action/input to resolve
11. To ensure that all contractors carrying out work in their area operate under the Estates Office Permit to Work system.

4.2 *Give brief details of any Safety Officer(s)/Managers / Advisors etc among the staff (including Radiation Safety, Biological Safety etc)– their titles and safety responsibilities*

4.3 *Give details of the methods by which staff are consulted on matters affecting their health & safety.(Agenda item at staff meetings etc) Give details of Health & Safety Committee/s in place in school/unit and/or faculty level*

Appendix 2 details the Safety Management Structure in place within School/Unit/ Centre

4.4 Health and Safety Consultation on Campus

In order to ensure effective consultation with staff and other campus users, DCU Executive has established a Health and Safety Consultation group to provide a formal structure for the highlighting and resolution of more difficult Health and Safety problems/issues that cannot be resolved locally. *((School / Unit / Campus Company name) is represented on this Group by*

(NAME(S)).

Health and Safety issues that are not resolvable through internal channels can be referred through these representatives to the Health & Safety Consultation Group and ultimately the H&S Steering Group. In addition, the current Safety Representative for the University can be consulted informally and in confidence by individual staff members with a view to raising specific Health & Safety issues for resolution.

4.4 Employee Co-Operation

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Section 13 of the Safety, Health and Welfare at Work Act 2005 imposes a number of obligations on employees while at work:

- (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 (s)he is not under the influence of an intoxicant to the extent that (s)he 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, to 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 provision, 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 to 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 and welfare at work of the employee or that of any other person,*
 - ii.) *any defect in the place of work, the system 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 (s)he is aware.*
- (2) *An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f)*

As well as these general duties, it is important that employees are aware of the health and safety duties assigned to them in this safety statement as part of their normal duties. 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(1)(d) of the Act, as above.

Section 14 of the Act applies to all persons and requires that:

A person shall not intentionally, recklessly or without reasonable cause—

- (a) *interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or*
- (b) *place at risk the safety, health or welfare of persons in connection with work activities.*

In addition to the above legal requirements all staff and students of *(School / Unit / Campus Company name)* are required to immediately report to any accident resulting in loss or injury and any incident that could have resulted in loss or injury. The injured party is also required to co-operate in the investigation of the incident and the completion of the Injury/Incident Report Form.

5.0 Health & Safety Resources

- 5.1 Considerable resources are expended by *(School / Unit / Campus Company name)* in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase of goods and services.
- 5.2 Where additional equipment, training etc is required (whether as a result of ongoing risk assessment or legislative change), resources will be allocated on a prioritised basis to meet the identified requirements.
- 5.3 The Health and Safety Office retains a reference library of texts, literature, videos and other publications on health and safety matters. The Office also subscribes to an online database of safety legislation, codes of practice and international standards. All staff can gain access to these information resources by contacting the Health & Safety Office.

6.0 Health and Safety Training

The provision of appropriate training and instruction is an important element in the management of safety and the implementation of this safety statement. Such training is also a legal requirement in controlling many of the risks identified in *(School / Unit /*

(Campus Company name). Training and instruction also serve to improve safety awareness and attitudes that are essential for effective safety management.

In addition to our statutory duty to employees, (School / Unit / Campus Company name) also has a common law duty to all undergraduate and postgraduate students to provide such training as is necessary to enable the students to undertake their studies in a manner which, in so far as it is reasonably practicable, is safe and does not give rise to risks to health or expose the individual student or other persons to unacceptable levels of risk. The provision and extent of any necessary training is dependent upon the nature of the academic discipline being pursued, the experience and disposition of the students involved, their familiarity with any equipment/substances to be utilised, the environment/conditions where the activities may be discharged, and the extent to which supervision is necessary and available.

- 6.2** *Detail H&S Training (if any) provided within your school / unit and which categories of staff / students undergo what training. Note the purpose of the training(to ensure competence? / control particular identified risk? etc) and indicate where they are kept and who keeps records of any training completed.*

Include a training matrix in the appendix if appropriate

6.2 Health and Safety Office Training

The Health and Safety Office is responsible for providing the following specific Health and Safety Training on an ongoing basis;

- (1) Health and Safety Induction of all new employees and students including information on fire and emergency procedures.
- (2) Manual Handling Training
- (3) Fire Warden Training
- (4) First Aid Training
- (5) Management Training in Health and Safety
- (6) Out of Hours Policy Induction Training
- (7) Emergency Response Plan Training
- (8) Risk Assessment & Control Training
- (9) Office Ergonomics Training
- (10) Other central training where risk assessment identifies specific campus need

Details of upcoming courses are advertised via e-mail on an ongoing basis. As staff will generally be involved in manual handling at some stage in DCU, all staff of the *((School / Unit / Campus Company name))* are required to attend Manual Handling training provided by the Health & Safety Office.

7.0 **Fire and Emergency Management**

7.1 **Fire Wardens**

The following members of staff are trained Fire Wardens.

XXXX
XXXX
XXXX

Their role is to sweep their designated section of the building in the event of an alarm activation and to provide information on building occupancy etc. to DCU security and the emergency services in the event of a genuine emergency. All staff and students are required to comply with the instructions of Fire Wardens and to evacuate the building promptly in the event of an emergency.

(School / Unit / Campus Company name) will ensure that sufficient Fire Wardens are trained and available on an ongoing basis to provide an effective service throughout the building. *The School Safety Officer / Advisor ?? (name??)* is responsible for ensuring that the Health & Safety Office is notified of any changes in the Fire Warden Team and for ensuring that names of new Fire Wardens are added to the waiting list for training.

7.2 **Evacuation Drills**

Evacuation Drills are organised twice annually by the Health and Safety Office in cooperation with the Estates Office. Feedback on performance in terms of time taken to evacuate and particular difficulties with alarm systems / building fabric are notified to all staff via e-mail.

The DCU Evacuation procedure is posted on the Health & Safety Website.

7.3 **Local measures**

All staff are required to familiarise themselves with the locations of

- (a) escape routes
- (b) fire alarm call points (red break glass units)
- (c) Fire extinguishers and fire blankets
- (d) Fire assembly points

7.4 **First Aid and Injury/Illness Management**

Fully stocked First Aid boxes are available in.....

The following members of staff are trained as Occupational First Aiders.

XXXXX Extn YYYY
XXXXX Extn YYYY
XXXXX Extn YYYY

They are available to respond to First Aid incidents during normal office hours. In addition all permanent members of the DCU Security team undergo Occupational First Aid Training with a view to providing first aid response up until 10pm Monday – Friday and to 6pm on Saturday & Sunday.

The School Safety Officer / Advisor ?? (name??) is responsible for ensuring that the Health & Safety Office is notified of any changes in the First Aid team and for ensuring that names of new First Aiders are added to the waiting list for training.

The DCU First Aid Policy & Procedures, Injury / Incident Management Procedure and the Emergency Ambulance Assistance Procedure are posted on the Health & Safety Website.

8.0 Hazard Identification, Risk Assessment & Controlling Risks

- 8.1 A comprehensive review and assessment of hazards, risks and controls within the *(School / Unit / Campus Company name)* has been undertaken. This exercise has been carried out in accordance with the definitions and procedures noted below. **Appendix.....** contains details of the current Risk Assessments & Control Measures in place in *(School / Unit / Campus Company name)*. All new and amended equipment, procedures and processes will be similarly assessed as they arise and the results similarly recorded. All staff are encouraged to review the hazards listed in Appendix to identify any issues that are not currently assessed and to feedback to the **School Safety Officer / Advisor / ????**.

In relation to postgraduate research, the Academic Supervisor is responsible for carrying out ongoing risk assessment of the research in consultation with the postgraduate student. He/She must ensure that control measures in place comply with all health and safety regulations currently in force. *A copy of all such written risk assessments must be supplied to the School Safety Officer / Advisor (Head of School?) for review and recording purposes.*

8.2 Definitions

Hazard is *any substance, article, material or practice within a workplace which has the potential to cause harm to employees at work or visitors to that workplace.*

Hazards are categorised as Physical, Chemical, Biological, Organisational, Environmental or Human.

Risk is the potential of the hazard to cause harm in the actual circumstances of use

Risk Assessment is the evaluation of the likelihood that harm could arise from the hazard and the likely severity and extent of the harm.

The outcome of qualitative risk assessment requires that the identified hazards be given a risk rating of 'high', 'medium', or 'low'. Control measures are prioritized based on the risk rating and are commensurate with the level of risk.

8.3 Risk Control

In selecting controls the following hierarchy is adopted.

1. Elimination
2. Substitution
3. Enclosure
4. Guarding
5. Safe systems of work
6. Supervision
7. Training/Information
8. Personal protective equipment (ppe)

All final decisions on risk control must take into account the relevant legal requirements and industry codes of practice.

Risk assessments are particularly important in the science, engineering and manual work areas. Activities including 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, require rigorous risk assessments with carefully documented and implemented controls. 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 department/section 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.

8.4 Unacceptable Risk

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Where the risk cannot be reduced to acceptable levels and finance is not available to implement appropriate controls, it is the policy of *(School / Unit / Campus Company name)* to require that the activity cease or the area close.

9.0 Management of Contractors

DCU Estates Office operates a mandatory Permit to Work system for all contractors, incorporating a Hot Work Permit System where necessary. All work undertaken by outside contractors on behalf of the *(School / Unit / Campus Company name)* must be carried out under an Estates Office issued Permit to Work.

Details of the Permit to Work system are available on the Estates Office web site.

10.0 Bullying and Harassment

The DCU Policy to Promote Respect and Protect Dignity outlines the procedures which should be followed by any member of the University Community who may experience sexual harassment, harassment or bullying.

11 Stress at Work

(School / Unit / Campus Company name) recognises that from time to time staff may experience work related stress. It is our aim to be proactive in the reduction / management of sources of stress. Staff who are subject to occupational stressors are encouraged to seek assistance from *(School / Unit / Campus Company name)* management or from DCU Human Resources Department.

12.0 Pregnant Employees

(School / Unit / Campus Company name) is committed to protecting the reproductive health of all employees and students and minimising risks to the unborn. In accordance with the Safety, Health & Welfare (Pregnant Employees) Regulations (Regulation 3) a pregnant employee of *(School / Unit / Campus Company name)* must notify her immediate supervisor of her condition ***‘as soon as is practicable after it occurs and, at the time of the notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition’***. Pregnant employees must complete the Pregnant Employees Risk Assessment Form

http://www.dcu.ie/safety/pregnancy_lab.shtml or http://www.dcu.ie/safety/pregnancy_office.shtml for submission to the Head and the Health and Safety Office. Where the preliminary assessment highlights areas of concern, the Health and Safety Office will complete a more in-depth assessment in conjunction with the employee and **the Safety Officer / Advisor** (*School / Unit / Campus Company name*) to establish appropriate controls.

Pregnant students are also encouraged to inform DCU Registry of their condition such that appropriate risk assessment may be carried out..

13.0 Out of Hours Work

Out of hours working is defined as follows;

Any Laboratory / Experimental work undertaken outside of 9am-5.15 pm
Monday – Friday

Any other work undertaken outside of 7am-10pm Monday – Friday and
during the hours of 9am -6pm on Saturday, Sunday & Bank Holidays.

(School / Unit / Campus Company name) strongly recommends that in the interest of health, safety and personal security, out of hours work should only be undertaken when absolutely necessary and no other alternatives are available. Where employees or postgraduate students need to undertake work out of hours they must adhere strictly to the University Policy & Procedures for Lone/Out of Hours Work. This policy is available on the Health & Safety Office Website.

Appendix 1

Organisation For Safety

*Give details of chain of responsibility (including names and job titles) within school/unit and health & safety committees / groups etc in place.
Give diagram of any organisational structure*

Appendix 2

Risk Assessments & Controls

List all significant health & safety hazards encountered – these can be grouped in accordance with the following categories

- (1) Physical Hazards**
- (2) Chemical Hazards**
- (3) Biological Hazards**
- (4) Human Factor Hazards**

For non office based environments (eg labs / equipment storage areas/ workshops etc associated with the School / Unit / Campus Company) this Appendix should be further subdivided into specific locations where identified hazards exist – eg Audio visual repair centre, specific science / research laboratories, records storage areas, engineering workshops, gas storage areas etc under the control of the School / Unit

Controls listed may include names and location of specific written procedures / policies etc in operation in the school / unit. These documents do not need to be reproduced in full in the Safety Statement but do need to be referenced.

Controls can include regular inspection / checklist etc. Persons responsible for checking and location of records of such inspections should be noted in this document. Where scale or cost prevents immediate action a program of action must be planned and relevant deadlines noted. Interim measures to reduce risk pending a more permanent planned solution must also be detailed.

Suggested Risk Assessment Template

Context			
Note Location / piece of equipment / type of task & how often completed / reason considered a hazard			
Persons at Risk		Potential Injury / Loss	
Staff categories / students / visitors / contractors etc./		Note how harmful the outcome could be - Bruising / laceration / Fracture / amputation / death etc	
Current Controls / Precautions			
List any precautions, methods of work etc currently used to prevent accidents/injuries			
Risk Assessment	Probability Rating	Severity Rating	Risk Rating
Date :			
	Slightly Harmful	Harmful	Very Harmful
Unlikely	Trivial	Acceptable	Medium
Likely	Acceptable	Medium	Substantial
Very Likely	Medium	Substantial	Intolerable
Further Measures Required To Reduce Risk			Date Complete
Residual risk (when above measures have been implemented)	Probability Rating	Severity Rating	Residual Risk Rating
Residual risk acceptable?		Residual Risk Assessment Date	

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Assessment	Priority	Action
Trivial Risk	Non-urgent	No action needed
Acceptable Risk	Non-urgent	No additional controls Monitoring required Assessment recorded
Medium Risk	Action needed	Controls required as soon as practical Close monitoring /management req'd Assessment recorded Controls documented
Substantial Risk	Urgent action needed	Controls required immediately Assessment recorded Controls documented
Intolerable Risk	Urgent action needed	Work prohibited/ceased Controls required immediately Assessment recorded Controls documented Work stoppage documented

Probability	
Unlikely	Adverse event relating to the hazard will occur only rarely
Likely	Adverse event relating to the hazard will occur frequently
V. Likely	Adverse event relating to the hazard is almost certain

Severity	
Slightly Harmful	Superficial 'first aid' injuries, irritation, minor damage
Harmful	Lacerations, burns, concussions – lost time injuries (reversible effects)
Very Harmful	Fatality, amputation, irreversible condition, life shortening disease etc

(1) Physical Hazards

Below is a non-exhaustive listing of the types of physical hazards that may be encountered in work places – followed by limited examples of risk assessment & control measures that may be employed. Complete a risk assessment for all identified physical hazards and identify controls and persons responsible. Where persons external to the school / unit are listed as having responsibility this must be agreed with the nominated person / function. Items noted in red in the risk assessment examples should be reviewed for their applicability to the particular School / Unit preparing the safety statement – they can be deleted or changed to black print if applicable

- Fire
- Manual Handling
- Display Screen Equipment
- Electricity
- Slips / Trips
- Hand held & portable tools
- Work Equipment (list hazardous ones individually & risk assess)
- Poor Housekeeping
- Mechanical lifting systems
- Transport
- Pressure Systems
- Radiation
- Hot surfaces
- etc

Hazard: Fire

Risk Assessment: Medium

Who may be Harmed & How:

Staff, students, visitors – potential for multiple fatalities

Controls: Fire Safety Management Program

- All occupied Estates fitted with fire alarm systems
- Detector and Alarm systems fully maintained
- All systems linked to Security Control Room
- Trained Fire Wardens in place to assist in evacuation & sweep of building in event of alarm activation
- Evacuation Drills held at least annually and results fed back to staff & management
- Fire extinguishers fitted and maintained in all Estates
- Escape routes and exits inspected regularly to ensure that they are available for use
- Emergency lighting maintained
- **An Office Safety Checklist including a fire safety section is completed fortnightly for all open plan offices and escape routes. A copy of the Checklist is attached**

Responsible Persons: *Head or other nominated person/s?* - Inspection of escape routes / exits – provision of sufficient Fire Wardens to implement evacuation systems
Estates Office – Maintenance of alarm & lighting systems – Investigation of alarm activations and pre-alerts
Health & Safety Office – Coordination of evacuation drills & staff feedback – provision of training for Fire Wardens
Staff: - to evacuate building on alarm activation – not to impede escape routes / exits – be familiar with means of escape, location of call points and fire extinguishers.

Hazard: Work with Display Screen Equipment (DSE)
Risk Assessment: Low

Who may be Harmed & How?

Office based staff and others who use a VDU for more than 1 hour per day. Prolonged use may result in Work Related Upper Limb Disorders (WRULDs) including muscle strain, back pain, carpal tunnel syndrome and eyesight problems

Controls:

- All furniture and VDU equipment in use complies with the requirements of the Safety, Health and Welfare at Work (General Applications Regulations) 1993 ?
- All staff are required to complete the Computer Workstation Self Audit Checklist available on the Health & Safety Web. Where the assessment identifies particular issues that cannot be resolved locally, or where further advice is required staff members are required to seek assistance from the Health and Safety Office.
- The Health & Safety Office provides a rolling program of training in Office Ergonomics. All staff members are encouraged to attend one such training session.
- VDU eyesight testing is available to all users. Where such testing indicates that special corrective lenses are required exclusively for VDU work the basic cost will be covered by DCU
- Specific equipment, identified as required as a result of individual risk assessment, is supplied by the School/ Unit etc (eg footrest, monitor stand etc)
- An Office Safety Checklist, including a VDU Section, is completed fortnightly for all open plan offices and escape routes. A copy of the Checklist is included in Appendix 3

Responsible Persons: *Head or other nominated person/s* – to ensure that correct VDU furniture and equipment is provided – to ensure that equipment specified as a result of individual risk assessment is made available -
Health & Safety Office – to provide a rolling program of Office Ergonomics Training
Staff – to complete the web based self assessment – to attend office ergonomics training – to report any symptoms of suspected ergonomic injury and seek H&S Office assistance in resolving their symptoms

Hazard: **Poor Housekeeping / Slips, Trips & Falls**

Risk Assessment: **Medium**

Who may be Harmed & How?

All staff and students who operate in areas under our control. Poor housekeeping can result in the accumulation of combustible materials, the impeding of escape routes, the proliferation of trip hazards, slippery floors, objects falling from heights etc.

Controls:

- All areas must be kept clean & tidy at all times
- All corridors and passageways between desks in open plan areas must be kept free from obstruction at all times.
- All workplaces, passageways and stairs are adequately lit. Problems with lighting must be reported to the Estates Office for immediate repair
- All defects in flooring / stair treads and handrails must be similarly reported.
- Storage and stacking of materials / articles must be done in specifically designated areas. Heavier / bulkier articles must not be placed above head height where mechanical lifting devices and/or appropriate steps or other access is not provided.
- All liquid spillages must be cleaned up as soon as possible. The Estates Office must be contacted to deal with significant spillages in corridors. All spillages must be cordoned off / warning signs erected if not immediately cleaned up.
- **An Office Safety Checklist is completed fortnightly for all open plan offices and escape routes. A copy of the Checklist is contained in Appendix 3**

Responsible Persons: **Head or other nominated person/s** – to ensure office layouts are designed to minimize risks to staff – to ensure all staff are aware of requirements in relation to housekeeping – to ensure that all building defects are rectified
Estates Office – to repair all notified defects
XXXXXXXXX – **to complete Office Safety Checks fortnightly**
Staff – to comply with all housekeeping requirements and to report defects

***Complete similar sheets for all identified hazards within
School / Unit!***

(2) Chemical Hazards

- *identify all chemicals in use (including gases, cleaning agents, office equipment chemicals)*
- *source Material Safety Data Sheet (MSDS) for each one*
- *examine health effects*
- *examine fire & explosion risks*
- *examine environmental risks*
- *establish level of risk (high / medium / low) for each chemical in the context of its proposed use*
- *examine current controls in place*
- *establish if further control required (in accordance with hierarchy of control)*
- *establish if health surveillance required*
- *document requirements for PPE, fume cupboards etc*
- *document systems in place for the maintenance of all mechanical ventilation control systems*
- *document procedures for the maintenance of safety systems – showers, safety stations etc*
- *note persons responsible in each case*
- *document training in place for staff etc*

(3) Biological Hazards

‘Micro-organisms, cell cultures or human endoparasites which may be able to provoke infection, allergy or toxicity’

- *identify all biological agents and genetically modified organisms in use (or potential for generation including hepatitis, HIV, Weils Disease etc)*
- *list those in use by their classification (in accordance with legislation)*
- *risk assess for use/misuse and establish and document controls including occupational hygiene measures*
- *list persons responsible for implementation of each control measure*
- *document requirements for PPE, cabinets etc*
- *document systems in place for the maintenance of all mechanical ventilation control systems*
- *document procedures for the maintenance of safety systems – showers, safety stations etc*
- *note persons responsible in each case*
- *document training in place for staff etc*

(4) Human Factor Hazards

Below is a non-exhaustive listing of the types of hazards that may be encountered in work places – Complete a risk assessment for all such identified hazards in your School / Unit and identify controls and persons responsible. Where persons external to the school / unit are listed as having responsibility this must be agreed with the nominated person / function.

- Violence – particularly in areas of cash handling, provision of health services, potential conflict etc.
- Lone working (particularly in hazardous environments)
- Bullying and harassment
- Stress
- etc

Appendix 3

Safety Checklists

Office Safety

Laboratory Safety

-
-
-

(Name of School / Unit etc)

Office Safety Checklist

Top 4 issues to be prioritised for action within agreed time frame

Office Area Inspected:	Date:
Inspector 1:	

1.0	HOUSEKEEPING	<u>Y/N</u>
1.1	Is the overall condition of room/area tidy with surplus items stored away safely?	
1.2	Are heavy items stored at an appropriate height for ease of manual handling?	
1.3	Are passageways, especially emergency exits, kept free of obstruction?	
1.4	Are floor coverings damaged or worn so as to be a tripping hazard?	
1.5	Are there trailing cables, which are likely to be a tripping hazard?	
1.6	Are filing cabinets anchored and interlocked (only 1 drawer opens at a time)?	
1.7	Are sufficient bins provided for rubbish, and are they emptied regularly?	
1.8	Are kettles, coffee machines, etc., securely fixed to avoid risk of scalds?	
1.9	Are areas cleaned regularly?	
1.10	<i>ANY OTHER HOUSEKEEPING OBSERVATIONS</i>	
2.0	ELECTRICAL SAFETY	
2.1	Are all plugtops and sockets in good condition (Insulating tape / broken plug tops / loose sockets etc are unacceptable)	
2.2	Are all electrical leads / cables free from obvious damage (no exposed cores / frayed cables/ burn marks)	
2.3	Are electrical repairs carried out by trained and competent personnel only?	
2.4	Are there any multi-point adapters in use?	
2.5	<i>ANY OTHER ELECTRICAL SAFETY OBSERVATIONS</i>	
3.0	FIRE SAFETY	
3.1	Are Fire Wardens appointed for each floor of building	
3.2	Have Fire Wardens undergone training in respect of their duties	
3.3	Are fire exits & escape routes accessible and unimpeded	
3.4	Is a fire drill conducted at least annually?	
3.5	Do all personnel know where fire extinguishers are located	
3.6	Are all flammable materials stored securely in appropriate locations?	
3.7	Do all staff know the alternative escape routes in the event of fire?	
3.8	Are the escape routes clearly marked?	
3.9	<i>ANY OTHER FIRE SAFETY OBSERVATIONS</i>	

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4.0	VDU ERGONOMICS			
4.1	Are all chairs in use at VDU stations fully adjustable (Height adjustable, backrest height adjustable, backrest tiltable)			
4.2	Do staff take regular breaks from display screen work (min 5 minutes in each hour)			
4.3	Is there adequate space underneath desks to swivel knees 90 degrees in each direction			
4.4	Are windows fitted with blinds to eliminate glare			
4.5	Where chairs have armrests are these adjustable			
4.6	Is the temperature in the office 17.5 degrees or above			
4.7	Are headphones provided for staff who spend extended time on the phone			
4.8	<i>ANY OTHER VDU SAFETY OBSERVATIONS</i>			
5.0	MANUAL HANDLING			
5.1	Are staff who routinely lift / Push / Pull loads trained in correct manual handling techniques			
5.2	Are ladders, kickalongs available to access higher shelving/storage space?			
5.3	Are trolleys / other manual handling aids available to transport loads			
5.4	Are heavy items stored at an appropriate height for ease of manual handling?			
5.5	<i>ANY OTHER MANUAL HANDLING OBSERVATIONS</i>			
6.0	EMERGENCY PREPAREDNESS			
6.1	Is a member of staff trained in occupational First Aid			
6.2	Is the First Aid box located in a prominent position – With contact details for First Aid Treatment			
6.3	Are all staff aware of what to do in the event of an emergency (requiring First Aid / Spotting a fire etc)			
6.4	Is the Security Response Number prominently displayed for staff working out of hours?			
6.5	<i>ANY OTHER OBSERVATIONS</i>			
REMEDIAL MEASURES REQUIRED				
	List Issues For Rectification in order of Priority	Required Action	Responsible Person	Before What Date?

Note 1: Readily resolved Issues should be rectified during the inspection process

Note 2: Time frame for rectification of prioritised issues must be agreed by management with responsible person

Inspector's Signatures: (1) _____ (2) _____

Date of next Scheduled Inspection: _____

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Appendix 4

**Health & Safety Policies / Procedures in place in (School /
Unit)**

