



## **MARY IMMACULATE COLLEGE SAFETY STATEMENT**

**REV. 16**

**JANUARY 2023**

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## 1.0 Scope and Revision Control

This Safety Statement has been prepared in accordance with Section 20 of the *Safety, Health and Welfare at Work Act 2005*.

The document outlines the arrangements in place for safeguarding the health and safety of staff, students, contractors and visitors at Mary Immaculate College, South Circular Road Limerick, Ireland. V94 VN26.

The Safety Statement covers the activities in the following locations:

- Summerville House
- Summerville Lodge
- TARA Building / Teamhair
- Tailteann and Sports Fields
- St Gerard's House and the Mount Building
- John Henry Newman Campus
- Library Building
- Foundation Building and the Residential Block
- O' Dwyer House
- Kitchen and Dining Areas
- Halla na Trínoide and Students Area
- Maintenance and Parking Areas

Heads of Department and Line Managers are responsible for ensuring the activities staff and students under their direction are involved in have been risk assessed and that controls are in place to eliminate or minimise risk.

Separate Safety Statements are in place for the following areas:

- Thurles Campus
- Student residences
- Students Union and Clubs and Societies
- The Lime Tree Theatre

This Safety Statement is available on the Mary Immaculate College Website and shall be brought to the attention of all employees annually. It shall be reviewed regularly and updated to take account of changes to relevant legislation, activities and hazards.

Revision	Issue Date	Section	Description	Author
Rev 1	01.02.00	All	First Issue	John Coady
Rev 2	01.02.02	All	Update	John Coady
Rev 3	01.06.05	All	Update	John Coady
Rev 4	19.09.05	All	Update	John Coady
Rev 5	22.09.06	All	Update	John Coady
Rev 6	29.04.10	All	Update	Caroline Duffy
Rev 7	01.09.11	All	Update	Caroline Duffy
Rev 8	16.10.12	All	Update	Caroline Duffy
Rev 9	02.09.13	All	Update	Caroline Duffy
Rev 10	15.01.15	All	Update	Caroline Duffy
Rev 11	30.09.16	All	Update	Caroline Duffy
Rev 12	24.01.18	All	Update	Caroline Duffy
Rev 13	15.01.19	All	Update	Caroline Duffy
Rev 14	30.09.20	All	Update and inclusion of COVID-19 risk assessment	Caroline Duffy
Rev 15	17.11.22	All	New Section on Monkey Pox and Update to COVID-19 and appendices section	Caroline Duffy
Rev 16	January 2023	All	Updated appendices	Caroline Duffy

## 2.0 Mary Immaculate College Health and Safety Policy

Mary Immaculate College is committed to providing and maintaining, in so far as is reasonably practicable, a safe and healthy work environment for all employees to work and students to study. The College also recognises its duty of care to authorised visitors, contractors and others who may be affected by College activities.

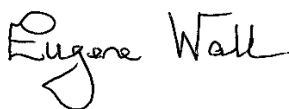
The President, as Chief Executive of the College with overall responsibility for health and safety and the Governing Body are committed to implementation of this policy with specific focus on providing the following:

- A safe place to work
- Safe systems of work
- Procedures to deal with accidents and emergency situations
- Information and training for employees to perform their roles safely
- Ongoing hazard identification, risk assessment and risk management
- Adequate resources to implement the Safety Policy and measures outlined in MIC Safety Statement(s)
- Ongoing communication and consultation with employees regarding safety, health and welfare in the workplace

In response to the COVID-19 Pandemic, the College has implemented a COVID-19 Response Plan and comprehensive procedures to minimise the risk of transmission of the virus. All employees, students and visitors are required to comply with the COVID-19 control measures and all other health and safety requirements included in the College Safety Statement(s), Procedures and Policies.

Employees are encouraged to provide feedback on the Health and Safety Policy or any aspect of safety, health and welfare at Mary Immaculate College.

This Policy shall be reviewed annually and updated as necessary in light of new/updated legislation, changes to College activities, hazards, structural changes and employee feedback.



\_\_\_\_\_  
Prof. Eugene Wall  
President, Mary Immaculate College.

\_\_\_\_13/02/2023\_\_\_\_\_  
Date

## 2.1 Glossary

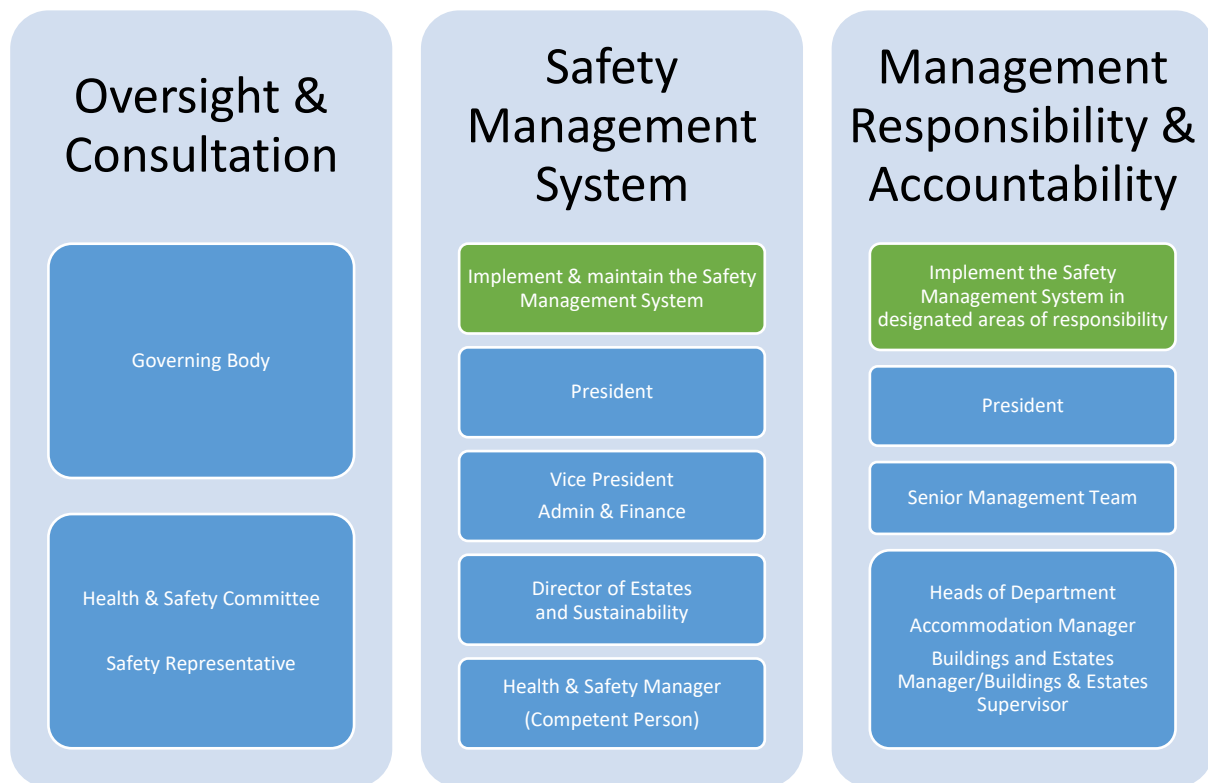
- HSE- Health Service Executive
- AED- Automated External Defibrillator
- CPR- Cardiopulmonary Resuscitation
- FAR- First Aid Response
- PPE- Personal Protective Equipment
- NSAI- National Standards Authority of Ireland
- PHECC- Pre-Hospital Care and Emergency
- HSA- Health and Safety Authority
- DSE- Display Screen Equipment
- EAP- Employee Assistance Service
- PSCS- Project Supervisor Construction Stage
- PSDP- Project Supervisor Design Process
- SHWW- Safety Health and Welfare at Work Act 2005
- COVID-19- Coronavirus 2019
- NSAI- National Standards Authority of Ireland



### 3.0 Health and Safety Duties

Figure 1 below shows the structure in place for managing safety in Mary Immaculate College and the interactions between various groups.

Figure 1. Health and Safety Management Structure



### 3.1 Governing Body and President (the Employer)

As a corporate body, the President and Governing Body as the employer, have ultimate responsibility to ensure, so far as is reasonably practicable, the safety, health and welfare at work of employees, in compliance with the relevant provisions of the Act and other occupational safety legislation. The President and Governing Body are responsible for:

- Ensuring the safety, health and welfare at work of his or her employees
- Managing and conducting work activities in such a way as to ensure the safety, health and welfare at work of all employees

- Managing and conducting work activities in such a way as to prevent any improper conduct or behaviour likely to endanger employees
- Ensuring the design, provision and maintenance of:
  - a safe, risk-free place of work
  - safe means of access to and egress from it
  - plant and machinery are safe and without risk to health
- Ensuring safety and the prevention of risk arising from the use of articles or substances or the exposure to noise, vibration, radiation or any other ionizing agent
- Providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be safe and risk free
- Providing and maintaining facilities and arrangements for the welfare of employees at work
- Providing information, instruction, training and supervision, where necessary
- Implementing the safety, health and welfare measures necessary for protection of employees, as identified through risk assessments and ensuring these measures take account of changing circumstances and the general principles of prevention specified in the Act - see Appendix 1
- Providing protective clothing and equipment where risks cannot be eliminated or adequately controlled
- Preparing and revising emergency plans and procedures
- Reporting accidents and dangerous occurrences to the Health & Safety Authority
- Obtaining where necessary the services of a competent person for the purpose of ensuring safety and health at work
- Ensuring all safety measures take into account both fixed term and temporary workers and any measures taken do not involve financial cost to his or her employees

The College President shall specifically:

- Sign the Safety Policy and ensure it is displayed
- Take a direct interest in health and safety and positively support any person whose function it is to carry it out
- Demonstrate commitment by taking active steps to be aware of safety performance within MIC and shall issue any necessary reasonable directives in the interest of the health, safety and welfare of all employees and others
- Endeavour to ensure that there are available, sufficient funds and facilities to enable the Safety Statement to be reasonably implemented

- Periodically appraise the effectiveness of the Safety Statement and make reference to it in any Annual Report produced
- Ensure that responsibility for health and safety is properly assigned, understood and accepted at all levels
- Procure advice and assistance whenever necessary and take heed of any health and safety matters brought to their attention
- Ensure all staff are held accountable for their performance in relation to occupational health and safety
- Ensure a disciplinary procedure exists for wilful breaches of safety standards contained in the Safety Statement and that all staff are aware of this
- Demonstrate through personal behaviour that only the highest standards of safety are acceptable

### **3.2 Senior Management Team**

- The Senior Management Team shall support the President in fulfilling the commitments made in the Safety Policy and implementing the measures outlined in this Safety Statement
- They shall demonstrate through personal behavior only the highest standards of safety are acceptable

### **3.3 Heads of Department and Line Managers**

Heads of Departments and Line Managers are responsible for implementing, managing and enforcing the arrangements outlined in this Safety Statement and other health and safety policies/procedures within their areas of authority

These responsibilities specifically include:

- Ensuring the identification of hazards and preparation of written risk assessments in respect of activities undertaken by staff and students in their area of responsibility
- As far as reasonably practicable, ensuring the safety, health and welfare of all employees by providing a safe place to work
- Ensuring a safe system of work is in place for their departmental personnel and activities
- Ensuring equipment is maintained in a safe condition

- Ensuring the Safety Policy is communicated, understood and implemented
- Providing training, instruction, supervision and information to ensure the safety of all in their area of responsibility
- Identifying the hazards, assessing the risks to health and safety and implementing the necessary control measure to reduce the risk to an acceptable level
- As a last resort, ensuring the necessary personal protective equipment and procedures for its safe use are available to personnel
- Reporting all accidents, incidents and other safety related events within their area of responsibility to the Health and Safety Manager and line management. Taking the necessary action to prevent a reoccurrence
- Promoting a positive and collaborative safety culture within their area of responsibility
- Ensuring that all plant and equipment under their control is inspected on a regular basis and defective equipment is taken out of use, replaced or repaired as appropriate
- Ensuring all Line Managers and all staff are familiar with fire and emergency procedures
- Demonstrating through personal behavior only the highest standards of safety are acceptable

### **3.4 Employees**

Every MIC employee has a personal responsibility to work safely and to cooperate with College management to ensure a safe place of work. It is expected employees will not only take account of their own health and safety but will also consider the consequences of their actions on others.

Specifically, employees shall:

- Comply with relevant laws and protect their own safety and health, as well as the safety and health of anyone who may be affected by their acts or omissions at work
- Ensure they are not under the influence of any intoxicant to the extent they could be a danger to themselves or others while at work
- Cooperate with their employer with regard to safety, health and welfare at work.
- Not engage in any improper conduct that could endanger their own safety or health or that of anyone else
- Participate in safety and health training offered by their employer

- Make proper use of all machinery, tools, substances, etc. and of all Personal Protective Equipment provided for use at work
- Report any defects in the place of work, equipment, etc. which might endanger safety and health

### **3.5 Health and Safety Manager**

The appointed Health and Safety Manager is responsible for the following:

- Providing leadership and direction for all health, safety and welfare activities within Mary Immaculate College
- Informing management of any new or impending legislation and providing advice on the implementation of safety policies
- Ensuring procedures are in place to inform all employees of safety issues that may affect them
- Ensuring that suitable and sufficient training is provided at all levels of the organisation
- Ensuring procedures are in place for the reporting and investigation of accidents, incidents and other safety related events. This includes reporting of relevant events to the Health and Safety Authority
- Monitoring of accident/incident trends
- Assisting managers and employees in relation to safety issues which may arise and the preparation of safe systems of work
- Maintaining the Safety Management System
- Reviewing new processes or work systems and conducting risk assessments
- Engaging the services of a competent internal or external person to assist in auditing/advising on safety matters
- Ensuring documented fire and emergency procedures are in place and drilled
- Conducting out safety audits/inspections on a regular basis, reporting findings and providing updates on progress

### **3.6 Director of Estates and Sustainability**

The Director of Estates and Sustainability is responsible for ensuring;

- All maintenance and construction works are carried out in accordance with the requirements of the Construction Regulations where applicable and in particular in relation to the appointment of Project Supervisors for the Design Process and Project Supervisors for the Construction Stage
- All contractors engaged by the College have a Safety Statement dealing with the activities carried out on behalf of the College and where necessary have produced an appropriate Risk Assessment/Method Statement and insurance details (Public and Employer Liability).
- Maintenance work is adequately supervised
- Personal Protective Equipment (PPE) requirements for maintenance operatives are identified and PPE is provided
- Permit to work systems are operated where necessary
- A legionella management plan in place
- Asbestos is managed so as to ensure safety
- Electrical distribution systems are maintained in accordance with legislative requirements and HSA guidance
- Equipment and plant such as fire safety equipment, boilers, harnesses, latch way system, catering equipment, automatic shut offs and lift equipment is inspected and maintained and statutory inspections carried out where necessary
- Records of inspection and testing are maintained up to date
- Manage the Critical Incident Response Team
- Health and Safety Files are maintained following new construction projects

### **3.7 Students and Visitors**

While not employed by the College, students and visitors are an integral part of the work of Mary Immaculate College and have a responsibility to ensure they comply with all safety requirements and policies when in the College. Students and visitors are expected to:

- Take reasonable care for their own safety and the safety of those around them
- Abide by safety notices and warning signs displayed
- Comply with fire safety procedures i.e. alarms, evacuation drills and notices
- Never interfere with any of the College services such as water, electricity etc

- Comply fully with the Mary Immaculate College Health and Safety Policy

### **3.8 Third Parties based on Campus**

Each company based on the College campus is responsible for the management of the health and safety of their employees and for the safe upkeep and maintenance of all equipment and fixtures under their control.

Each company based on the College campus shall:

- Provide a copy of their Safety Statement specific to the work they conduct on College premises to the College Health and Safety Manager
- Provide risk assessments/methods statements as necessary.
- Maintain appropriate and up to date insurance
- Ensure their work and work practices comply with all relevant fire, and Health and Safety Legislation
- Ensure their employees are made aware of College emergency and evacuation procedures.
- Ensure all defects regarding College facilities or equipment are reported to the Buildings Maintenance Office and any facility/equipment deemed unsafe are immediately taken out of service until repairs have been completed

## **4.0 Safe Working Arrangements**

### **4.1 Safe Place of Work**

MIC provides campus facilities which are fit for purpose and well maintained. Safe access and egress are provided to each work area and communal zones. High standards of housekeeping are in place to ensure the campus remains free from clutter, obstacles and accumulations of waste and other materials. All employees are required to keep their work areas neat and tidy so they do not present a hazard to themselves or others.

Lighting is provided and maintained in both external and internal areas. In the event of a power outage, the emergency lighting system activates to ensure adequate lighting for safe movement/egress. The emergency lighting system has been installed and maintained in accordance with standard IS 3218.

Work areas are appropriately heated and ventilated.

Places of work and study shall be arranged to take account of staff and students with disabilities in particular as regards doors, passageways, lavatories, their workstations, etc.

## **4.2 Safe Systems of Work**

MIC provides Standard Operating Procedures for various tasks/job roles across the college. Employees receive the necessary training, instruction and supervision to complete their roles safely without risk to themselves or others.

## **4.3 Permit to Work**

A permit to work system is in place for potentially hazardous work associated with the following activities;

- Hot work
- Roof work
- Electrical isolation
- Confined spaces entry
- Excavation/Digging/Underground services
- Equipment – work on lifts, boilers, gas
- Disablement of fire alarms

The permit to work system ensures work is appropriately organised, assessed, reviewed and approved prior to commencing. The person responsible for the work must ensure all necessary health and safety measures are put in place to safeguard those completing the work and others who may be impacted by it. On completion of the work the permit is closed and signed off.

## **4.4 Resources**

The President and Governing Body recognise that adequate resources must be provided to ensure the health and safety arrangements outlined in this Safety Statement can be effectively implemented. Annual budgets make provision for ongoing health and safety expenditure, be it for services, training, consumables and/or capital expenditure. Where necessary, the Company engages the services of



external service providers and consultants to advise and assist with the delivery of the Health and Safety requirements outlined in the Safety Statement.

## **4.5 Safe Equipment**

A preventative maintenance programme is in place for College equipment and facilities. In addition to planned maintenance, personnel are also encouraged to report any faults/damage so the necessary actions can be taken to address issues and prevent injury or harm.

The College will ensure on all occasions the equipment being used is suitable for the task, designed to the relevant standards and is used appropriately. Equipment not reaching or accredited with the CE standard will be phased out. The equipment shall be of good ergonomic design with ease of access, ease of viewing taken into account. At no time should equipment from a contractor or another source be used without permission from the Health and Safety Manager or Department Manager. Employees wishing to bring equipment into the College must follow the College guidelines and receive permission from their Department Head.

### **4.5.1 Purchasing Equipment**

Purchasers shall ensure that all new plant and equipment comply with the *European Communities Machinery Regulations 2008 and amendments*, and specifically that all new plant and equipment has a 'CE' marking.

Prior to purchase, the Purchaser shall complete a pre-purchase risk assessment. This shall take into account location and installation of the equipment e.g. how the equipment will be moved into position, electrical requirements, ventilation requirements etc. The manufacturer's instruction and safety procedures must be followed during the setup, use and maintenance of any machinery or equipment. The necessary training shall be provided to personnel who will use and maintain the equipment.

## **4.6 Electrical Safety**

All electrical installations in the College are regularly inspected and tested by qualified and competent electricians in accordance with the relevant health and safety regulations and National Standards Authority of Ireland (NSAI) requirements. All large-scale installations are carried out by contractors while minor repairs and checks are carried out by maintenance employees. All electrical installations are fitted with RCDs and operated and maintained to prevent danger. Surge protection is also in place

for offices and other work areas. All maintenance equipment is 110volt to reduce the risk of shock in damp conditions.

Appropriate supervision is provided for all electrical duties at the College. Control boxes and rooms with electrical installations are kept free of any obstructions with a clear area for electrician, fire personnel etc. to reach the controls. Cables from the machines and work equipment are kept neat and tidy to avoid trips and falls. To avoid employees using adaptors the College provides surge protectors for office and other places of work. This reduces the risk of fittings overheating and fire.

A risk-based inspection and testing programme is in place for portable appliances. Checks are carried out as follows:

Low Risk	A visual inspection should be carried out annually on PCs, portable heaters and fans. Individual records are not required except where a fault is noted.
Medium Risk	Medium risk equipment includes hand tools and canteen/kitchen equipment used by staff, e.g. kettles, coffee makers and toasters.  Portable appliance testing should be carried out every 5 years. Records must be kept.
High Risk	Equipment which is in use in hazardous environments and moved regularly such as commercial kitchen equipment should be visually inspected before use (no record required) and tested every year.

#### **4.7 Gas Installations**

Natural gas is used to provide heating and hot water in the College. Boiler houses are kept locked with access to authorised personnel only. No equipment or other items shall be stored in the boiler houses and clear access must be maintained. Inspection and servicing of the boiler and gas installations is carried out by an outside contractor on an annual basis as part of the College’s preventative maintenance programme and records are maintained on file.

#### **4.8 Radon**

Radon is a naturally occurring radioactive gas; it is colourless, odourless and tasteless and can only be measured using specific equipment. Radon can sometimes accumulate to unacceptably high

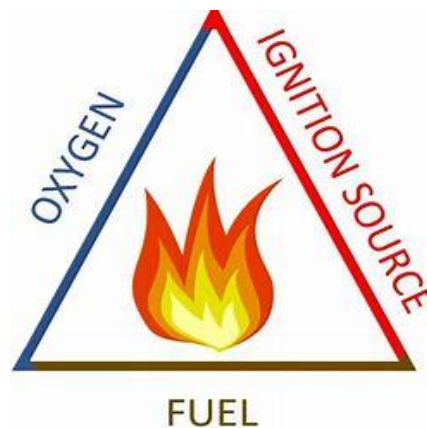
concentrations and in such circumstances can increase the risk of lung cancer. Under the *Radiological Protection Act, (Ionising Radiation) Regulations 2019* the reference Level for radon gas in workplaces is 300 Becquerel's per cubic meter of air (Bq/m<sup>3</sup>), averaged over any three-month period.

The *Ionising Radiation Regulations* sets out the measures for the protection of workers from occupational exposure to Radon gas. In addition, the *Safety, Health and Welfare at Work Act, 2005*, requires that employers identify, assess, and appropriately address all hazards in the workplace which include radon.

Radon measurements have been carried out throughout the Limerick campus and where levels were found above the reference level, remediation was carried out to reduce the levels.

## 4.9 Fire Safety & Emergency Planning

**Figure 2: Fire Triangle**



The risk of fire exists in almost every workplace. For a fire to occur, three main elements are required – oxygen, ignition source and fuel. By eliminating one or more of these elements, the risk of fire is greatly reduced.

In most cases, except for enclosed systems, it is not practical to eliminate all sources of oxygen. Therefore, fire control measures typically focus on managing ignition sources and the fuel which sustains the fire once started.

The College operates in accordance with The Code of Practice for the Management of Fire Safety in Places of Assembly issued by the Department of the Environment including day-to-day fire prevention measures; Instructions and training of staff; Conducting fire and evacuation drills; Informing students and visitors of safety measures in place; Providing and maintaining escape routes; Inspection and maintenance of fire protection equipment; Assisting the fire brigade; and record keeping.

**4.9.1** MIC has taken measures to control potential ignition sources onsite which include the following:

- Electrical equipment is maintained to prevent overheating, sparking and exposure of any hot surfaces
- Smoking is prohibited within the buildings and may only occur in designated external areas
- Hot work e.g. welding, is strictly controlled and may only be conducted by appropriately trained personnel in limited, authorised areas

The College has also taken steps to minimise the presence of flammable and combustible materials which can sustain a fire and in certain cases cause it to escalate:

- Housekeeping standards are in place to ensure the premises is kept tidy and materials do not accumulate
- Waste materials are removed at regular intervals and stored in designated areas prior to disposal
- Combustible and flammable items are stored in limited quantities in designated areas

**4.9.2** The Director of Estates and Sustainability in conjunction with the Health and Safety Manager are responsible for ensuring the College complies with the general requirements for good fire protection, including the maintenance of a valid fire safety certificate for new or altered building(s), the maintenance and testing of fire detection and firefighting equipment, the provision of suitable fire exit routes and maintenance and testing of emergency lighting. The Health and Safety Manager shall act as the person responsible for ensuring there is both a co-ordinated staff training programme, evacuation exercises are held regularly and the outcomes evaluated with a view to maintaining emergency readiness.

**4.9.3** Each Manager, when performing risk assessments within their department is responsible for checking on the local arrangements for fire protection, including clear access to fire exit routes, the briefing of staff, co-operation with the appointment of Fire Wardens and participation in tests and drills.

Managers who appoint or manage Service Providers are required to ensure the fire safety precautions are brought to their attention and receive assurances they will be respected and complied with.

**4.9.4** All staff members are responsible for maintaining fire safety by avoiding creating fire hazards with either flammable materials (careful storage, use and disposal) or sources of ignition. Fire exits and routes must be kept clear and, in the event of an alarm, staff are required to make an orderly exit and assemble at the appropriate assembly point. Staff hosting visitors are required to draw their attention to the fire safety arrangements and to guide them out in the event of an evacuation.

**4.9.5** Should a fire occur, early detection and notification are essential. The campus is fitted with a monitored, addressable fire detection and alarm system which is inspected and maintained by an external contractor.

Portable fire extinguishers are located throughout the buildings in accordance with standard *I.S.291 – Use, Siting and Maintenance of Portable Fire Extinguishers*, and *B.S.5306 Part 3 – Fire Extinguishing Installations and Equipment on Premises*. Extinguishers are maintained by an external competent contractor and inspected annually. Designated employees have been trained to use the fire extinguishers.

Emergency escape routes and fire exits are provided and clearly signposted in each work area. Ongoing housekeeping and safety checks are carried out to ensure access to all emergency equipment and escape routes are kept clear.

**4.9.6** The fire and evacuation plan in place at Mary Immaculate College ensures:

- The swift and safe evacuation of all students and personnel to a safe area. Consideration is given to those with special needs
- Prompt contact with the relevant emergency services and ongoing liaison in relation to fire safety
- Mustering of the College Emergency Response Team to oversee the evacuation and emergency
- Instruction of all employees, students or others on serious or imminent risk

Extra attention is given to fire evacuation procedures in the Halla or other locations with large gatherings especially if patrons are visitors and children unfamiliar with the surroundings and the arrangements. The College shall ensure trained personnel are available to take specific actions such as announcements and keeping access and egress doors clear. The College shall ensure procedures are in place during all concerts, plays etc. to comply with the *Fire Services Act of 1981 and 2003*.

In light of COVID-19 and the requirements for physical distancing, the priority is to ensure all personnel exit buildings quickly and safely and go to the designated assembly points. In such emergency situations, physical distancing is not possible or practical as the greater risk associated with the emergency e.g. fire must be considered. Once assembled, personnel should, if possible, distance themselves from others without compromising the emergency assembly process and headcount reconciliation. The Emergency Response Team may decide to relocate evacuated groups to alternative locations in the interest of social distancing. In such circumstances all personnel shall comply with the instructions.

**4.9.7** The College holds a minimum of two fire drills each year in each of the buildings. In the case of the Residential Block two fire drills are carried out at night-time. Wardens who have been appointed in all buildings will check all areas and close the fire doors. They will also ensure all employees, students, contractors and visitors go directly to their designated assembly points around the campus. Radios are used by the College Fire Safety team to coordinate large groups coming from the Foundation Building or the Library.

A record is kept of all the events relating to fire and emergency evacuations in the College. The records will state what happened during the event, an investigation into the cause(s) and the corrective/preventative actions needed to prevent a recurrence of the fire alarm and any improvements to be made to the emergency plan.

## **4.10 Critical Incident Management Plan**

The College has implemented a Critical Incident Management Plan to respond to a variety of emergency situations that may arise in the future.

**Level 1** (Red) category where external emergency services may assume overall control are as follows:

- A major fire
- A violent incident
- Hostage or siege situation
- Discharge of firearms
- Serious vehicle accident
- Acts of self-harm
- Industrial accident involving serious injury or fatality

- Threats of serious and/or widespread infection/contamination
- Natural disaster affecting the campus
- Major demonstration/protest
- Unexpected death on campus

**Level 2** (Yellow) accidents /incidents may only require limited intervention from external agencies and include:

- Minor fires
- Sudden or unexpected loss of life to an employee/student off campus
- Threats of violence
- Theft or vandalism
- Physical assault
- Robbery

#### **4.11 Medical/First Aid**

The College Medical Centre is located in the Tara Building. A doctor attends at regular hours each day during the academic year and a nurse is also available. A number of trained First Aid Responders (PHECC Level 5) are also present across the Campus, see Appendix 2. First Aid supplies are available in a number of areas on campus including Reception areas. First aid kits are also in the College vehicle and are brought on field trips and sporting events. The Health and Safety Manager ensures supplies are checked monthly and replenished as necessary.

First Aid Responders must record details of all treatment they provide to injured/ill personnel. Medicines may only be administered to staff and students by medically qualified personnel. Automatic External Defibrillators (AEDs) are also available at a number of points on campus.

##### **4.11.1 Training**

The College has an active training program providing PHECC (FAR) First Aid Response Level 5 training courses in Occupational First Aid during the year for both staff and students. Courses are organised over a three-day period and this allows new participants to become first aiders. First aid training is also arranged for students by the Sports Officer.

#### **4.11.2 First Aid Boxes**

There are first aid boxes located in various locations around the Campus. The Health and Safety Manager ensures these are checked and restocked as required on a monthly basis. All first aid boxes are maintained and suitably marked as per the General Application Regulations 2007. A first aid kit is carried on all outings involving sports and field trip activities. In the event of an accident resulting in first aid being administered, the first aider shall ensure a record is made as to the first aid treatment given. Medicines shall not be administered to staff and students other than by medically qualified personnel. See Appendix 3 for the locations of First Aid Boxes.

#### **4.11.3 Automatic External Defibrillators**

Automatic External Defibrillators (AEDs) are available at MIC Limerick. The AED will make early defibrillation available to staff, students, visitors, contractors etc. who experience sudden cardiac arrest. The AED is very user friendly and can only be used by trained personnel. An Automated External Defibrillator (AED) is used to treat victims of sudden cardiac arrest.

A list of the trained AED defibrillator operators and their contact details is available in Appendix 4 of this Safety Statement. The details of the defibrillator operators are also available at the defibrillator location and on the Health & Safety Notice Board. CPR/AED training courses are provided at regular intervals to staff who express an interest in becoming a member of the 'AED Response Team' by a certified training instructor. Refresher training shall be provided to all members of the team on a regular basis.

#### **4.11.4 First Response and COVID-19**

In light of COVID-19, the greatest element of risk for (FAR) First Aid Response is transfer of the virus to the mucous membranes by contact of contaminated hands (including contaminated gloved hands) with the eyes, nose or mouth. The key interventions to manage this risk are to minimise hand contamination (keep your hands to yourself when possible), avoid touching your face and clean your hands frequently (with soap and water or alcohol hand-rub).

There is also a significant risk of direct transfer of the virus onto mucous membranes by droplet transmission, that is, by direct impact of larger infectious virus droplets generated



from the patient's respiratory tract landing directly in your eyes, nose or mouth. This is more likely to happen, the closer the FAR is to the patient. This risk is managed by use of appropriate PPE (surgical facemask, gloves, long sleeved gown and eye protection) and by requesting the patient to wear a surgical facemask and cover their nose and mouth when coughing or sneezing (respiratory hygiene and cough etiquette). In the presence of a patient with COVID-19, small poorly ventilated areas will have a higher concentration of virus.

The risk of transmission of the virus during treatment or mouth to mouth resuscitation is increased and therefore additional PPE is provided for FAR and compression only CPR must be used.

In the event of a minor injury:

Many of these patients could provide self-help under direction from the First Aid Responder, thus maintaining social distancing. The FAR should encourage 'supervised self-help' (from a safe distance) e.g. instruct the patient to wash a minor wound and then apply a plaster to themselves. The successful application of this model of care will reduce the requirement to don PPE every time a person enquires about a minor injury etc. No PPE is required, therefore, provided that social distancing is maintained.

Details of First Aid Responders, AED Operators and locations of first aid equipment and supplies is available at each Reception area and on the Health and Safety noticeboard.

## **4.12 Security**

A contract Security Company maintains a presence onsite and conducts regular patrols to check and maintain security measures on campus. Buildings are fitted with intruder alarms and a CCTV system is in operation on Campus.

## **4.13 Accident/Incident Management**

All accidents/incidents (near misses), regardless of severity/potential consequences, must be reported immediately to the relevant Line Manager/Supervisor and Health and Safety Manager. Accident/Incident Report forms are available in Reception Areas, in Appendix 5 of the Safety Statement and on the Health and Safety section of the College website.

On notification of an accident/incident, the Line Manager/Supervisor shall complete the Accident/Incident Report Form without delay. As much information as possible shall be included e.g.

names of personnel involved including eyewitnesses (where relevant), location of the event and details of what happened.

All Accident/Incident Reports must be passed to the Health and Safety Manager (Room C103, Aras McAuley). The Health and Safety Manager, in conjunction with other relevant personnel as required shall review /investigate the event and assign corrective/preventative actions where necessary to prevent a recurrence.

Serious accidents/incidents require at the scene attendance by the Health and Safety Manager to review and investigate the occurrence. In his/her absence, a senior staff member will conduct the investigation and update the Health and Safety Manager on his/her return. All members of staff shall co-operate and assist as necessary in accident / incident investigations. The Safety Representative of the College is also informed of all accidents or dangerous occurrences and may visit the scene of the accident and carry out his/her investigation. If an accident occurs on the campus involving a contractor or a visitor, College personnel will ensure that this is reported in accordance with College procedures.

All work-related accidents where an employee is unable to work for more than three consecutive days shall be reported to the Health and Safety Authority on form IR1 on-line at [www.hsa.ie](http://www.hsa.ie) by the Health and Safety Manager. Accident/ incident data will be periodically analysed by the Health and Safety Manager with a view to highlighting relevant trends and improving safety performance. Where appropriate, the Safety Statement will be reviewed in light of any accident/incident. Section 33 of *The Safety, Health and Welfare at Work Act 2005* requires that the following categories of accidents and dangerous occurrences be reported to the Health and Safety Authority.

These include the following:

- An accident resulting in the death of an employee
- An accident resulting in the absence of an employee for more than 3 working days (not including the day of the accident)
- An accident to any person not at work caused by a work activity which causes loss of life or requires medical treatment (e.g. member of the public)
- Certain dangerous occurrences, which have the potential to cause serious injury

#### **4.14 Health and Safety Training**

The College is committed to providing appropriate training for all employees so that they have the necessary skills and knowledge to organise and perform their core role or additional roles (e.g. First Aid Responder, Fire Warden etc.) safely. On commencement of employment with Mary Immaculate College, employees receive Health and Safety Induction training.

The College expects all employees to attend all training as scheduled. The Annual Training Needs Analysis identifies key training requirements for the year and includes topics required by legislation and those arising from risk assessments. Examples of health and safety training at Mary Immaculate College include:

- Health & Safety Induction Training
- First aid PHECC (FAR) First Aid Response
- Fire Warden Training
- Fire Safety and the Fire Drill
- Manual handling and follow up refresher courses
- AED (Automatic External Defibrillator) Training
- Evacuation Chair Training
- Construction Safe Pass Training
- Engineering Safety methods
- Safe use of machinery
- Use of personal protective equipment (PPE)
- Dealing with Bullying, Harassment and Stress in the Workplace
- Safety Representative and Manager/Supervisor Training in Health and Safety
- Safe use of Display Screen Equipment

#### **4.15 Health and Safety Consultation**

MIC recognises the importance of communication and consultation in relation to health and safety to promote a collaborative and positive environment for all on campus. To ensure an effective process is in place for this a Health and Safety Committee has been established. The Health and Safety Committee is an advisory and consultative body, providing the President, Senior Management Team, the Health and Safety Manager and the campus community with a forum and mechanism for two-way discussion, enabling good health and safety management practices to be embedded as part of the day to day life of the college.

Membership includes:

- Director of Human Resources
- Health and Safety Manager
- Director of Estates and Sustainability
- Students Union Manager
- Students Union President
- Two members of the Academic Staff\*
- Two members of the Professional Services Staff\*
- College Nurse

**Note:** Two members of these groups combined, denoted by \* will perform the role of Safety Representative.

The Health and Safety Committee meets four times a year to review College health and safety related matters. Topics for discussion include the following:

- The provision of staff consultation measures, through Safety Representation
- The provision of information and training, and promotion of occupational health and safety awareness among College personnel
- The provision of appropriate first aid facilities and training
- The consideration of reports of occupational accidents and incidents
- The review of preventive and control measures
- The review of fire and other emergency procedures
- The receipt of specialist reports on health and safety matters

The Health and Safety Manager shall ensure that committee members are informed of relevant new/updated health and safety legislation and how this is incorporated into the College Safety Statement and Safety Programme.

#### **4.16 Safety Representatives**

In accordance with section 25 of the *Safety Health and Welfare at Work Act, 2005*, MIC employees may select and appoint a Safety Representative who can engage and consult with College management on work related health and safety matters. Safety Representatives will not be placed at any disadvantage as a result of fulfilling their role. The Safety Representative has the right to the following:

- Make representations to MIC on any aspects of safety, health and welfare at work

- Inspect the place of work after giving reasonable notice to the College. The frequency and schedule of inspections must be agreed between the Safety Representative and the College in advance
- Inspect the place of work in the event of an accident, dangerous occurrence or a situation of imminent danger or risk to health and safety
- Investigate accidents and dangerous occurrences provided they do not interfere with or obstruct any person fulfilling their legal duty
- After giving reasonable notice to the College, investigate complaints made by colleagues whom they represent
- Accompany a H.S.A. Inspector on a tour of inspection
- At the discretion of a H.S.A. Inspector, accompany the inspector while they are investigating an accident or dangerous occurrence
- Make oral or written representations to H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work
- Receive advice and information from H.S.A. Inspectors on matters relating to health, safety and welfare at the place of work
- Consult and liaise with other Safety Representatives appointed in the College
- Safety Representatives will be given reasonable time off, without loss of remuneration, to discharge their functions as a Safety Representative and to acquire appropriate knowledge and training

Safety Representatives must be notified when a H.S.A. Inspector visits the site for the purpose of an inspection. They are elected to the position for at least three years and expected to make a positive contribution the College's health and safety programme.

#### **4.17 Driving for Work**

Driving for work includes any person who drives on a road as part of their work either in a vehicle owned by the College; or in a vehicle owned by a member of staff who receives an allowance from the College for kilometres driven on College business. Commuting to work is not classified as driving for work, except where the person's journey starts from their home and they are travelling to a work location is not their normal place of work.

Driving for work involves a risk not only for the driver, but also for work colleagues and members of the public, such as pedestrians and other road users. Staff may be at risk of suffering a serious injury or death if they are involved in a road traffic collision. Staff can also suffer musculoskeletal injuries through poor posture whilst driving for long periods of time.

The College promotes safe driving behaviour amongst its staff by use of publications and road safety events on Campus. Staff are encouraged to take public transport where possible to avoid the necessity of driving for work. Safe scheduling and planning journeys in advance are recommended so that drivers have enough time to complete the journey safely.

Staff using their private vehicle for business on behalf of Mary Immaculate College must comply with the rules of the road and be cognisant of other road users and driving conditions. Only fully licenced drivers are permitted to use their personal vehicles for use on College business.

Safe driving practice must be followed travelling to and from official College business:

- Plan the journey so that there is adequate time to arrive safely. Avoid peak travel times if possible
- Driver and any passengers must wear a seat belt at all times
- The use of a mobile device is strictly prohibited whilst driving the vehicle
- Ensure your Supervisor or another person is aware of where you are travelling to
- Be well rested before driving, if you become tired take a break, such as get out and stretch your legs when on a long journey if safe to do so
- Maintain your vehicle in good working order at all times
- Do not operate vehicle if on medication which will make you drowsy
- Stay alert to any potential reactions which may require quick action
- Keep your cool in traffic
- Be patient and courteous to other road users

Employees involved in a road traffic accident during the course of work with Mary Immaculate College must firstly contact the emergency services and secondly advise their Line Manager of the situation. All road traffic accidents must be reported to the Health and Safety Manager. Accidents that have resulted in a staff member being injured for more than 3 consecutive days, not including the day of the accident, are reportable to the Health and Safety Authority.

In the event of a breakdown whilst driving for work, employees shall do the following:

- If safe to do so, drop your speed, continue driving and try to pull off the road completely, or onto a straight section of road
- If possible, avoid stopping at dangerous places such as roundabouts and corners.
- Switch on your hazard lights

- If you have to stop on a road, display your emergency triangle at least 45 metres behind your vehicle (Do not do this on a motorway)
- Do not attempt to fix your vehicle yourself by the roadside. Call your insurance company's designated breakdown service. Switch off your engine and wait in a safe place outside the vehicle, away from traffic

Private motor vehicles must be adequately insured while used on official College business. Staff must confirm with their insurance broker/company that Mary Immaculate College is indemnified. Staff claiming mileage are required to have made the appropriate arrangements with their insurers as part of the submission process. Mary Immaculate College will not accept liability for any loss or damage resulting from the use of a private motor vehicle on official College business.

#### **4.18 Vehicle Movement /Traffic**

To minimise the risk of accident or injury as a result of vehicles on Campus, the College has implemented the following measures:

The movement of vehicles on the grounds is a significant hazard. The College reduces the risk by the following means;

- 15km/hr speed limit, speed ramps and signage
- The provision of mirrors and warning signs at blind corners (road/path intersections) where necessary
- The supervision of fire exits/hydrants and emergency access routes to ensure that unauthorised vehicles do not block access to them
- The provision of adequate numbers of car-parking spaces. Parking spaces are marked for vehicles around the Campus with spaces reserved for Persons with Special Needs. A clamping system is in place to reduce the risk of abuses to the system
- The segregation of pedestrians and vehicles where possible with walkways and designated crossing points
- Designated areas for deliveries and dispatches
- The arranging of commercial deliveries outside normal business hours where practicable
- Ensuring that unlicensed, untrained or unauthorised personnel do not drive vehicles
- Avoiding reversing e.g. by suitable traffic routing or provide help for reversing drivers (a signalperson);
- The supervised reversing of all lorries/trucks if required where vision of the driver is impaired for any reason

- The provision of adequate external lighting to enable proper vision during night hours
- The control of contractors by Buildings personnel to ensure that overhead or underground services are not damaged
- The operation of vehicles/machinery (including contractors) at adequate distances from any air intake points
- The cleaning of dirt from roads caused by builder's activities
- During events such as Graduations, Security Contractors assist with the traffic flow and liaise with the Gardaí where necessary

#### **4.19 Chemicals/Hazardous Substances**

MIC shall minimise the use of hazardous chemicals/substances as far as is reasonably practicable. Where potentially hazardous chemicals are used (e.g. cleaning, maintenance, arts) a written risk assessment must be carried out and the necessary control measures implemented.

The risk to the safety and health of employees from hazardous chemical agents must be eliminated so far as is reasonably practicable or reduced to a minimum by:

- avoiding the use of the hazardous chemical agent(s) or its substitution by a non/ less hazardous agent;
- design of work processes, use of engineering controls, etc., to minimise the release of the agent;
- the use of appropriate extraction systems to remove the hazardous chemical agents at source;
- where exposure cannot be prevented by other means to use individual protective measures

All employees must make full and proper use of any control measure, personal protective equipment or other protective measure provided and to report any defects they discover in the control/protection measures provided. Employees shall have access to the risk assessment(s) data; information on the hazardous chemical agents; training and information on appropriate precautions and access to relevant Material Safety Data Sheets.

All containers and pipes used at work for hazardous chemical agents must be clearly labelled as to their contents e.g. gas pipes, cleaning chemical containers. If necessary, based on the risk assessment and following the advice of the Occupational Health Service Provider, the College shall provide appropriate health surveillance for relevant employees. Where an employee is concerned about any



potential work related health issue they are to report it to their Supervisor/Head of Department in the first instance. A referral will be arranged by Human Resources to an occupational health service.

## **4.20 Biological Agents**

The main biological agents of concern within the College environment are COVID-19, Legionella bacteria, Tetanus and Weil's disease where exposure may occur during routine maintenance activities and outdoor work. There is also a risk of needle stick injuries for those involved in cleaning.

Legionnaires' disease is caused by a certain type of bacteria and is a potentially fatal form of pneumonia which mainly affects those who are susceptible because of age, illness and immunosuppression. It can also cause less serious illnesses. Outbreaks occur in water systems where temperatures are warm enough to encourage growth of the bacteria (20°C to 45°C) and there is a supply of nutrients. Droplets of water from hand basins, showers, toilets and sluice sinks can be a source of infection via inhalation. Uncovered water tanks, dead legs, unused outlets and calorifiers (water boilers) where there is poor mixing or low temperatures can all be sources of legionella.

To minimise the risk of legionella, water systems in the College are appropriately managed. Temperature control is the primary method used for controlling legionella in MIC hot and cold water systems. The recommendations in the *National Guidelines for the Control of Legionellosis in Ireland, 2009* are applied.

### **4.20.1 COVID-19**

A COVID-19 Response Plan has been implemented by MIC. This includes the measures required to control the spread of the virus such as:

- Physical distancing arrangements
- Hand washing and sanitising facilities
- Respiratory etiquette
- Procedure for the response to a suspected COVID-19 case at MIC (see Appendix 10)

### **4.20.2 Weil's Disease and Tetanus**

Weil's disease can result from exposure to surfaces that have been contaminated by rats. Tetanus can be acquired through cuts or scratches when working with soil.

Staff working outdoors will be offered Tetanus vaccination. Buildings and Estates Staff must cover all cuts and scratches with waterproof plasters. Buildings and Estates Staff must attend their GP if they experience flu like symptoms and explain that they may have been exposed to Weil's disease.

Hands must be washed before eating or smoking.

### **4.20.3 Needle stick Injury**

There is a potential for infection with Hepatitis or HIV as a result of a needle stick injury. Discarded needles must be removed with a needle picker and disposed of under the direction of the Medical Centre. If a needle stick injury occurs, encourage bleeding, do not suck the wound, wash with soapy water, cover and seek medical attention immediately.

PPE (waterproof gloves, overalls, safety goggles and FP3 face mask should be worn where there is a risk of splashing when working on drains/sewerage system or cleaning up biological spills.

## **4.21 Noise**

Exposure to high levels of noise, either continuously or as a loud sudden 'bang' from equipment, can have a number of physiological and psychological effects on employees including stress, tinnitus and if exposed to high noise levels over long periods of time, permanent loss of hearing can occur. High noise levels can also interfere with communications in the workplace, leading to an increased risk of accidents. The risk resulting from the exposure to noise in the College will be eliminated at source or reduced to the lowest level as far as is reasonably practicable taking account of the technical progress and the availability of measures to control noise particularly at source. Training will be provided and health surveillance will be made available to staff where the risk assessment reveals a risk to their health.

In certain cases, it may not be possible to engineer out the source of the noise. Areas where hearing protection (ear defenders, ear plugs) are required are clearly signposted and the necessary PPE made available to personnel.

## **4.22 Asbestos**

In accordance with the *Safety, Health and Welfare (Exposure to Asbestos) Regulations* the College shall not undertake any work which may expose or would be liable to expose an employee to asbestos dust. In recent years, in compliance with best practice, MIC engaged professional asbestos contractors

to remove asbestos residue that was located in the boiler houses and Residence block. The College maintains an Asbestos Management Plan.

All staff and contractors carrying out work on campus buildings must ensure that their work does not result in the release of asbestos fibres. Therefore, if the materials are in any way suspect they must be analysed to determine if they contain asbestos or not or otherwise treated as if they are asbestos or asbestos-containing material. When the College wishes to carry out any demolition work an asbestos survey is carried out and any asbestos discovered is removed by a specialist asbestos contractor.








The Director of Estates and Sustainability maintains documents relating to asbestos removal on campus.

#### **4.23 Personal Protective Equipment**

*The Safety, Health and Welfare at Work (General Application) Regulations 2007, Part 2 Chapter 3, no. 62-67, stipulates that personal protective equipment (PPE) must be provided where risks at a place of work cannot be avoided or sufficiently limited by technical means of collective protection or by measures, methods or procedures of work organisation. It is necessary that the hierarchy of control measures is taken into account. It is the policy of the College to eliminate all hazards where reasonably practicable and assess what PPE is required only when further risk reduction is not feasible. To this end the College will provide personal protective equipment (PPE) where (i) it is statutory to do so and (ii) where the risk identified requires this. Personal protective equipment (PPE) will be given where it is not reasonable or practicable to eliminate or control the hazard by other means. The College will provide and maintain personal protective equipment (PPE) in compliance with the 2007 Regulations and for the benefit of all employees.*

Prior to purchasing PPE, the College will assess the suitability of the equipment. This will reference not only the nature of the hazard, but also how it fits the wearer, how it fits with the use of other PPE and clothing and how it fits in with the work employees are involved in. PPE that is used more than once must be inspected on a regular basis to ensure that it is still suitable.

Table 1. Recommended Types of Personal Protective Equipment.

<b>PART OF THE BODY</b>	<b>HAZARDS</b>	<b>TYPE OF PROTECTION PROVIDED</b>
 <b>Eyes</b>	Chemical splash, dust, projectiles, gas and vapours	Safety glasses, goggles and visor.
 <b>Head / Neck</b>	Impact from falling objects, bumping head or other head injuries	Hard hats
 <b>Breathing / Lungs</b>	Dust, vapour, gas	Dust masks, respirators
 <b>Body / Trunk</b>	Temperature extremes and adverse weather etc.	Overalls and disposable overalls, special protective clothing, aprons and high visibility wear.
 <b>Hands / Arms</b>	Abrasions, temperatures, cuts, bruises and punctures, chemicals, electric shock, skin infection, vibration	Gloves, gauntlets and armllets
 <b>Feet / Legs</b>	Wet conditions, slips, trips and falls	Safety boots and shoes, rubber boots
 <b>Ears</b>	Noise induced hearing loss	Muffs and plugs

The College will train its employees in the use of personal protective equipment (PPE) where necessary and will provide refresher courses if required. All employees are legally obliged to use the equipment provided where appropriate, use the equipment for the intended purpose and to report any faults that they find. Table 1 illustrates the personal protective equipment (PPE) in use at the College, and includes gloves for various cleaning and maintenance tasks, ear protectors and safety shoes used by maintenance personnel. Employees use safety knives during their work and will be made aware of the dangers and the need to use appropriate gloves where necessary.

Maintenance personnel wear goggles, face masks, high visibility vests and hard hats during some activities. Some employees may prefer to use earplugs instead of the normal ear protectors. The College has one safety harness for maintenance employees and provides training in its use and maintains inspection records. Where necessary if the personal protective equipment (PPE) is damaged or not suitable for the task, the College shall replace the equipment and ensure that damaged PPE is taken away and disposed of if necessary.

#### **4.24 Lone Workers**

Lone workers are those who work by themselves without close or direct supervision. Lone Workers at Mary Immaculate College include staff working alone in offices, Reception, Security etc. Hazards that lone workers may encounter include, accidents or emergencies in the workplace, physical violence from members of the public and/or intruders.

Mary Immaculate College has measures in place for protecting the safety and health of lone workers. Nonetheless, lone workers also themselves have a responsibility to help the employer, Staff that can be classified as lone workers at Mary Immaculate College must:

- Take reasonable care to look after their own safety and health
- Safeguard the safety and health of other people affected by their work
- Co-operate with their employer's safety and health procedures
- Use tools and other equipment properly, in accordance with any relevant safety instructions and training they have been given
- Not misuse equipment provided for their safety and health
- Report all accidents, injuries, near-misses and other dangerous occurrences

The following controls are used to manage lone workers at Mary Immaculate College;

- Communication is very important – use of mobile phone, telephone etc., regular communication with the office and other locations where lone workers are working
- Instruction and training in proper procedures
- Locking and securing place of work
- Implementing correct incident reporting procedures

#### **4.25 Home Working (LINC Programme)**

Mary Immaculate College is committed to providing a safe place of work for all of its staff, regardless of their work location. This extends to those staff employed as tutors on the LINC programme as home workers. The work that the tutors will undertake at home is paper-based work or work on a computer and in general such work is not high risk. Nevertheless, the College has responsibilities under health and safety legislation when staff are working from home. The Safety, Health and Welfare at Work (General Application) Regulations 2007 require the College to undertake appropriate risk assessments

taking into account any exposure to hazards and other factors likely to increase the risk for e.g. lone working.

The Health and Safety Manager will arrange to visit the homeworker's workstation to complete a risk assessment to ensure compliance with legislation. The 2005 Act also places a duty on employees, including homeworkers, to take reasonable care of themselves and others who may be affected by their acts or omissions. All staff, must report any work hazards and accidents to the Health and Safety Manager and their Line Manager when working from home. Staff employed as tutors and working from home will receive relevant information and training to ensure that the home working environment is free of hazards as a place of work and that they are aware of their health and safety responsibilities.

#### **4.26 Manual Handling of Loads**

Manual Handling involves any transporting or supporting of any 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 unfavourable ergonomic conditions, involves risk, particularly of back injury, to employees. MIC shall take appropriate action to reduce manual handling risks where possible. This may entail the re-organisation of the task, provision and use of equipment for the safe lifting, handling and transfer of loads. Where manual handling activities cannot be avoided, risk assessments will be completed as necessary and action taken to reduce risk to an acceptable level. (See Appendix 7). Personnel involved in manual handling activities receive training which is refreshed at intervals not more than every three years and when there is any major change in the work involved or equipment used or when an employee is transferred to another activity requiring different loads to be handled.

#### **4.27 Display Screen Equipment (Visual Display Units)**

In accordance with The Safety, Health and Welfare at Work, (General Application) Regulations 2007, Chapter 5 of Part 2, MIC has implemented a safe system of work for personnel who use DSE continuously for one or more hours. To ensure a safe and comfortable set-up, the College has installed equipment and furniture which can be adjusted to provide an ergonomic set up for the user.

Sufficient space for an employee using such equipment and appropriate lighting and window coverings to reduce glare reflecting on the screens shall be provided. All cables shall be in a neat and tidy manner with good housekeeping rules adhered to.

In compliance with the requirement to carry out display screen/workstation assessments for staff, the College may ask employees who use DSE on an ongoing basis as part of their work to participate in risk assessments and undertake training in the safe use of this equipment. Any training will concentrate on the need for employees to maximise the flexibility of their workstation thereby maintain good posture, instruction on the general principles of ergonomics and the proper adjustment of chairs, furniture, screens, keyboard, lighting etc. Individual workstation assessments may be provided for staff where necessary. Staff should follow the guidelines for workstation set up outlined in figure 3 below.

**Figure 3: Display Screen Equipment Set-up**



While seated ensure the following:

- ① Your back is straight and the lower back is supported by the backrest.
- ② Your thighs are parallel to the floor in a slightly downward position.
- ③ Your feet are resting comfortably on the floor (if not possible, a footrest may be required).
- ④ Your forearms and wrists are in a straight line while typing, your shoulders are relaxed.
- ⑤ Eyes are level with top of screen or slightly below eye level.
- ⑥ The screen is approximately at arm's length and is positioned to avoid reflective glare.
- ⑦ Keyboard is directly in front of you with enough space to rest forearms on the desk between keyboard and desk edge.

Mary Immaculate College provides eye and eyesight testing for employees who are DSE users as described in the *General Application Regulations 2007*. The Health and Safety Office operates a PC based DSE vision screening programme. New staff, all categories of DSE users - administration, technical and academic are advised to undertake same upon commencement of employment.

## **4.28 Welfare Facilities**

Welfare facilities provided throughout the campus include toilets, shower and locker room facilities (ladies, gents, disabled). Canteens and food preparation areas are provided for staff and student use. Potable water is also available at a number of points. Seating areas for staff and students are widespread through the premises.

Welfare facilities are appropriately lit, ventilated and heated to ensure they are comfortable and suitable for use. The facilities are regularly checked, cleaned and maintained to ensure high standards of housekeeping and safety.

## **4.29 Organisation of Working Time**

To comply with the provisions of the *Organisation of Working Time Act of 1997* all Managers and Supervisors in the College ensure that employees under their supervision comply with the legislation by not working more than forty eight hours per week on average over a four month period. Work shall be organised so employees can take the required breaks during their day/shift and have appropriate rest periods between each work day/shift.

## **4.30 Pregnant, Post Natal and Breastfeeding Employees**

*Part 6, Chapter 2 of the Safety, Health and Welfare at Work (General Application) Regulations 2007* sets out the safety requirements for pregnant, postnatal and breastfeeding employees. The *Maternity Protection of Employment Act of 1994*, and the *Maternity Protection (Amendment) Act 2004* also specify requirements which the College complies with.

On receiving notification from an employee of pregnancy, recent birth (within the last 14 weeks) or breast feeding the Health and Safety Manager shall review the duties of the employee and carry out a pregnant workers risk assessment. The employee's work shall be reviewed to identify any hazards that may affect the pregnancy, or the postnatal employee. General hazards of shock or movement, posture, handling of loads, and extremes of heat and cold are the main hazards. Where there are risks present, the College will look to prevent exposure or take the protective measures necessary to control the risk. Where a satisfactory reduction of risk cannot be achieved through these control measures, the College will look to provide alternative work that does not pose a risk. Ultimately, where there is no alternative work and the risk cannot be reduced, then the regulations provide for 'health



& safety leave'. Health and safety leave will be seen as a last resort and only when the risks from the task cannot be reduced to a sufficient level and there is no means of providing alternative work.

As the pregnancy develops, certain aspects may become more of an issue and a greater risk. Therefore, even if in the earlier stages of the pregnancy, the task poses a relatively low risk, this might not be the case for the later stages of the pregnancy. The College will review the risk assessment with the employee on a regular basis. Schedule 8, Part A, B and C of the 2007 regulations list certain chemicals, agents, processes and specific hazards to pregnancies and postnatal employees that will form part of the assessment process. If they do not exist in the workplace, then this will be stated. The College provides a Mother and Baby Room for employees and students at the College.

See Appendix 6 for additional information relating to pregnant, postnatal and breastfeeding employees.

#### **4.31 Occupational Health**

In accordance with *the Safety, Health & Welfare at Work Act 2005*, the College has an obligation "to ensure that health surveillance is made available for every employee appropriate to the health and safety risks which may be incurred at the place of work"

The College currently contracts out the Occupational Health Service available to employees. Where regulation or risk assessment requires that health assessment or health surveillance be carried out (especially for those involved in certain work activities, working with chemicals etc.) such employees are referred to the Occupational Health Service for appropriate assessment.

Apart from the requirement under the *Safety, Health & Welfare at Work Act 2005* the College will provide the necessary health surveillance required by some regulations, such as *the Safety, Health & Welfare at Work (Exposure to Asbestos) Regulations 2006* and 2010 and the provisions of the *Safety Health and Welfare at Work (General Application) Regulations 2007*.

Mary Immaculate College is committed to pursuing a positive policy towards occupational health matters and will where possible facilitate arrangements for health checks and vaccinations (e.g. Hepatitis, etc.) to ensure the safety and welfare of staff is protected.

Any member of staff who is under medical supervision or on prescribed medication and who has been certified fit for work, should notify the Line Manager, of any known side effects or temporary physical

disabilities which could hinder their work performance and which may be a danger to either themselves or their fellow workers.

### **4.32 Smoking/Vaping**

Mary Immaculate College is committed to providing a clean, safe and healthy environment for all staff, students, visitors etc. Smoking (including e-cigarettes and vaping) is prohibited in all College buildings; including work vehicles in the ownership or use of the College for health and fire safety reasons. The College shall take all reasonable steps to ensure that each of its operational buildings are smoke-free and that all employees, students etc. work and study in a smoke free environment.

The Buildings Department has installed suitable receptacles at all building entrances for cigarette disposal. Smokers using the waste receptacles are required to ensure that cigarettes are properly disposed of to prevent a fire hazard or poor housekeeping. Advice and assistance for smokers who would like to quit smoking is available from the Health Promotion Office, and smoking cessation courses are organised at regular intervals.

### **4.33 Dignity and Respect**

Mary Immaculate College has a documented policy and procedures to ensure Dignity at Work for all. The policy states that any form of bullying, harassment, sexual harassment or behaviour that infringes upon the right of the individual to dignity will not be accepted or tolerated at any time. All staff are required to familiarise themselves with and abide by this policy at all times and attend appropriate training sessions arranged by the Human Resources Office. The College is committed to providing a work environment that is free from all forms of bullying and harassment; which may adversely affect the dignity of staff.

Harassment may include any act or conduct including spoken words, gestures, or the production, display or circulation of written words, pictures or other material that may be regarded as offensive, humiliating or intimidating. The policy and procedures for Dignity at Work sets out the measures the College has in place to reduce the risk of such incidences on the Campus.

The policy also outlines how issues of sexual harassment are to be tackled in the College. Sexual harassment may include any act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material that a reasonable person would consider to be sexually offensive, humiliating or intimidating.

The policy and procedures for Dignity at Work outline how a member of staff can bring a complaint to the attention of the College Authorities and the steps the College will take to follow up a complaint. Confidentiality is assured at all times. The College shall provide suitable training for persons in the organisation dealing with complaints and in some circumstances may engage professional assistance from an external source. The outcome and resolution of the complaint may include counselling for the victim and training for the instigator of the bullying or harassing behaviour.

The policy clearly outlines that disciplinary procedures may be invoked in certain circumstances. The Dignity at Work policy and procedures are brought to the attention of employees via training sessions organised by Human Resource Department, by email and/or department meetings.

#### **4.34 Workplace Stress**

The College adheres to all aspects of the *Safety, Health and Welfare at Work Act, 2005*, which obliges employers to identify and safeguard against all risks to health and safety, including stress. Workplace stress arises when the demands of the job and the working environment on a person exceed their capacity to meet them. Due to various work situations, staff members may experience stress at the College and may need assistance to cope with some of the resulting issues. Stress may emanate from the hours worked, workload, role ambiguity, conflict, role boundaries, responsibility, job control, the position held within the College and the advent of new technology. The effect of stress in the long term may lead to such issues as poor decision making, difficulty in concentrating, a feeling of being unable to cope and tiredness. If not tackled these issues may affect the health of the employee and contribute to long term ailments such as high blood pressure, heart attack, migraine and asthma.

The College shall ensure that a risk assessment of workplace stressors is carried out on a regular basis and that controls are put in place at both a Departmental and a College level to minimise the risk associated with workplace stress.

Examples of controls include:

- Provision of training and supervisory support
- Reassigning the employee to different duties
- Reduction or change the work level for the employee

### **4.35 Intoxicants**

Mary Immaculate College has a policy that clearly explains the rules governing the consumption of alcohol and misuse of drugs on the Campus. Alcohol consumption by employees involved in College work off Campus is restricted and outlined in the policy. Under no circumstances should any employees or students involved in driving duties on behalf of the College consume alcohol or misuse drugs. The College will not accept any situation where an employee attends work under the influence of alcohol and disciplinary procedures may follow if the situation arises.

In compliance with the employee duties contained in the *Safety Health and Welfare Act 2005*, the College requires all employees not to be under the influence of an intoxicant to the extent that they endanger their own or any other person's safety.

### **4.36 Employee Assistance Service**

Spectrum Health provide a readily accessible, free confidential counselling and information service, called the Employee Assistance Service (EAS).

The aim of this service is to:

- Provide a support service for all staff
- Assist staff in overcoming difficulties, thus ensuring that the problems do not adversely affect attendance and job performance
- Promote good physical and emotional health amongst employees
- Improve the quality of the person's life
- Assist management in maintaining a happy, motivated and committed workforce

Mary Immaculate College staff can access the EAS directly themselves in confidence; in times of crises or emotional distress. The EAS can provide practical assistance and emotional support over the phone or via email, support is available 24 hours a day, 365 days a year. The contact details are as follows, Freephone 1800 814 243. A counselling service can also be availed of to help you with problems in any of these areas:

- Personal/Family: e.g. relationships, parenting, bereavement, financial, illness
- Psychological: e.g. depression, anxiety, addiction (drugs and alcohol)
- Work related: e.g. stress, returning to work, responsibility at work, retirement issues

The College recognises that staff members and their family members may experience difficulties in these areas and we believe that by that having an EAS in place will help in resolving issues as quickly as possible. It is in everyone's best interest to ensure that personal and work-related problems are solved as early as possible. No information in relation to any particular employee is ever released to the employer.

#### **4.37 Contractor Management**

The College engages various contractors to perform certain functions on the campus. The presence of contractors on site may result in higher risk conditions due to factors such as limited local knowledge, communication problems, etc. The following is an outline of this safety procedure, which must be complied with by any personnel engaging the use of a contractor for College work. Such a member of College personnel will be regarded as the person responsible for making the contractor aware of their health and safety obligations while engaged on College projects, unless another responsible person has been agreed.

In the case of contract work which includes work to buildings/fabric, no building work to be commissioned without first consulting with the Director of Estates and Sustainability.

All contractors' staff engaged in building work or entering a building site/area must have completed Safe Pass training.

In the case of major building works (and other relevant projects) a Project Supervisor Design Process and a Project Supervisor Construction Stage will be appointed at the appropriate junctures in the project.

College personnel who engage contractors need to ensure the project is properly managed. Periodic checks should be carried out to verify the agreed arrangements and necessary controls are in place. If any deficiencies are noted, they as the person who engaged the contractor are to liaise with the contractor to rectify the problem(s).

Mary Immaculate College recognises it will be necessary for members of the public (such as Service Providers, Trainees, Delivery Companies etc.) to have access to the premises. Mary Immaculate College recognises members of the public may be more susceptible to the occupational hazards due to unfamiliarity of the site and the activities being carried out. Therefore, all employees must be made aware of the risk associated with having members of the public on site and take all reasonable measures to ensure that no member of the public is injured in any way while visiting our premises.

The following procedures to eliminate or minimise the risk to visitors and service provider are strictly enforced:

- All Visitors e.g. trainees, delivery companies etc. must be accompanied at all times whilst in any high-risk areas such as labs, plant rooms etc. All Service Providers work will be arranged to take place during specific hours
- It is the responsibility of the Mary Immaculate College host to ensure the safe evacuation of the Visitor, Service Provider etc. in the event of an emergency
- Visitors and Service Providers must observe the safety rules and any instructions given by Mary Immaculate College's personnel
- Visitors and Service Providers should not enter unauthorised areas where they are not authorised to visit
- Service Providers carrying out work on site must be approved by the MIC Department /Building Maintenance Representative prior to commencement of work
- The proposed Service Provider must submit a signed copy of their insurance details, most recent Safety Statement, Risk Assessments and Method Statements, as appropriate. Only when these documents have been reviewed and approved as adequate, may the proposed Service Provider be approved
- Arrangements to ensure that security systems and procedures are not exposed and where practicable and appropriate, that items of value are secured
- Service Providers are required to devise and implement such strategies as are necessary to eliminate or control, in so far as is reasonably practicable, all unsafe work practices and behaviour by their employees and sub-contractors. It is expected Service Providers will: -
  - Comply with the relevant safety legislation
  - Attend any Safety Inductions and use a Permit to Work System
  - Adhere to effective risk management by adopting current Codes of Practice, Standards and Guidance material published by the Authorities
  - Provide and maintain safe, clean and tidy work areas, plant and equipment
  - Maintain adequate levels of supervision, information, training and instruction
  - Ensure their Employees and those of any approved sub-contractors are adequately trained to safely and competently carry out contracted tasks

- Possess all necessary insurances, licenses, skills and certificates for contracted works

Service Provider Employees/Sub-Contractors on site will be accountable for:

- Informing the MIC Department or Building Maintenance Representative of their presence on site and not starting work until a Service Provider Assessment has been conducted, and Safety Inductions carried out and Permit to Work issued (where applicable)
- Keeping their workplace safe, clean and tidy
- Complying with all work Method Statements, Safe Systems of Work Plans (SSWPs) and or Risk Assessments
- Reporting all accidents, incidents or near misses to College Management
- Reporting all hazards they identify to College Management
- Encouraging safe behaviour and complying with any other instructions from Mary Immaculate College
- Maintaining adequate Health and Safety records where required under local legislation or contracted requirements
- On completion of their work, reporting to the MIC Department or Building Maintenance Representative so any relevant paperwork may be finalised

The College recognises its responsibility in ensuring employees working for a contractor, temporary employees or part time employees have been given appropriate training and instruction in safe methods and in the work to be carried out. Extra care will be given to employees whose command of the English language may be poor. The College shall ensure the employees working for a contractor understand the training being provided through means of an interpreter if required.

#### **4.38 Construction works**

The *Safety, Health and Welfare at Work (Construction) Regulations 2013* and 2019 defines 'client' as a person for whom a project is carried out. The Regulations place certain duties on Clients. These duties are intended to ensure the project is designed and constructed by competent persons. When the College instigate construction or maintenance work, they are considered to be a Client.

The College's duties as a Client include:

- Employing competent designers and contractors to carry out the work
- Appointing in writing, before design work starts, a competent and adequately resourced

project supervisor for the design process (PSDP), as required

- Appointing in writing, before construction work starts, a competent and adequately resourced project supervisor for the construction process (PSCS), as required
- Co-operating with the project supervisor and supply necessary information
- Keeping and making available the safety file (provided by the PSDP) for the completed structure. The safety file contains information on the completed structure that will be required for future maintenance or renovation
- Providing a copy of the safety and health plan prepared by the PSDP to every person tendering for the project
- Notifying the Health and Safety Authority where construction is likely to take more than 500 persons days or 30 working days

The Health and Safety Manager must be notified of any planned construction works.

The Director of Estates and Sustainability shall arrange the appointment in writing of a competent Project Supervisor for the Design Process and a competent Project Supervisor for the Construction Stage, as required by the Construction Regulations, on behalf of the College.

Appointments must be made where there are particular risks. Particular risks include but are not limited to;

- Burial under earthfalls\*
- Falls from heights\*
- Engulfment in swampland\*
- Work with, or use of chemical or biological substances, including asbestos
- Work with ionising radiation, e.g. use of x-ray equipment for examination of structural joints
- Work near high voltage power
- Work on or over water – risk of drowning.
- Work in confined spaces



- Work carried out by divers using an air supply system
- Work in a compressed atmosphere
- Work involving the assembly or dismantling of heavy prefabricated components

\* Note: A lot of construction work will involve some aspect these e.g. working at heights. However, if the area is easily accessible (e.g. changing a light fitting or sprinkler head) and there are no aggravating factors involving the process then as long as there is only one contractor involved Project Supervisor appointments are not required.

An aggravating factor in this case could mean unstable ground conditions or very high ceilings, which would require more extensive working at heights equipment.

In some instances, the College may wish to undertake the role of PSDP itself. In this case the competency assessment and PSDP appointment process outlined above should be followed.

Following appointment of a PSDP the **Safety File** will be made available, if one exists, to the PSDP. If no Safety File exists reasonable enquires shall be made regarding the site where the works are to take place and this information shall be passed on to the PSDP.

For projects projected to last more than 30 days or more than 500 person-days the appointed PSDP is required to prepare a Preliminary Health and Safety Plan for the Project. Following completion of this Preliminary Health and Safety Plan the appointed PSDP shall provide a copy of the plan to the Director of Estates and Sustainability.

The Director of Estates and Sustainability shall then forward a copy of this Preliminary Health and Safety Plan to all prospective people/entities for the role of Project Supervisor for the Construction Stage (PSCS).

Where the College retain the role of PSDP a Preliminary Health and Safety Plan for the project must be produced.

The appointed PSCS shall use the completed Preliminary Health and Safety Plan to produce the Developed Health and Safety Plan for the Project.

### **4.39 Student Placement**

When students from the College are placed in another organisation, for the purposes of training or work experience, they are deemed employees of the recipient organisation, and thus have the same entitlements and obligations as any other employee in that organisation. The College similarly acknowledges its responsibilities to comply with these requirements for those personnel it accepts for training or work experience.

To ensure that host organisations are aware of their obligations and due regard is taken of student safety, the following points must be addressed by those responsible for each student's placement:

- Evaluate the potential "placement" organisations for their procedures on student placement safety
- Evaluate their Safety Statement, particularly the parts relevant to student training, placement and proposed work areas. Has a specific risk assessment been completed for the placement activities? If required this should be completed in advance of the placement
- Will students be working alone or accompanied?
- What induction training will the recipient organisation provide, at a minimum students should be advised on evacuation and emergency procedures, who they report to, the Safety Statement etc.

Difficulty may be experienced in evaluating placements outside of Ireland; consideration needs to be given to high risk locations where there may be political unrest or outbreaks of disease, etc.

Students should be informed of their obligations as an "employee" of the recipient organisation (under Section 13 of the Act). They should be advised what this means in the context of the type of experience they will be getting e.g. complying with safety rules.

A higher duty of care is owed to inexperienced persons e.g. those undergoing training. For this reason appropriate supervision within the recipient organisation must be pre-arranged.

### **4.40 Children & Child Protection**

*Chapter 1 of Part 6 (Protection of Children and Young Persons) of the General Application Regulations 2007* must be followed with regards to children and young persons.

Departments working with children and young persons must ensure appropriate supervision is in place and a risk assessment has been completed and approved by the Head of Department or alternate for

work being conducted.

As a College of Education, children come onto the College Campus for many events during the year. Apart from being a visitor accompanying a parent or guardian children can be expected on the College Campus during the following events:

- During Summer Camp and Events organised in the College for e.g. Student Parent events
- When attending plays, musicals and so on

Members of the College who have contact with children on campus in pursuance of their duties or in fulfilment of the requirements of their programmes of study should make themselves familiar with the Child Protection Guidelines. The College has a Garda Vetting Policy in place.

When an outside agency is using the College Campus for a children's event, a copy of their Safety Statement will be required by the Health and Safety Manager prior to the event taking place and should include a risk assessment and the necessary controls. The Safety Statement will look at all the hazards to which children may be exposed to when on the Campus and the arrangements in place to avoid any accident or injury.

#### **4.41 Event Safety**

An Event can be defined as any occasion of importance or significance involving the attendance of numerous people for a specific purpose related to College activity, business or community involvement. Workshops and staff meetings are considered business as usual if being held in venues purpose built for such event types and require no setup arrangements.

An Event Organiser must be designated and an Event Risk Assessment completed and approved by the Health and Safety Manager. The Event Organiser must be on hand during the event and must ensure those involved in the event have been properly briefed on the precautions to be taken and the emergency procedures to be followed. It is the responsibility of the Event Organiser to ensure there are adequate resources including security and first aiders in place where necessary.

The Event Organiser must liaise with the Director of Estates and Sustainability in relation to temporary electrical installations or temporary structures. All service providers used for events must provide a Risk Assessment/Method Statement for their activities while on campus as well as copies of Public and Employers Liability Insurance.

#### **4.42 Housekeeping**

The College recognises the problems caused by poor housekeeping and will organise audits and campaigns to highlight the importance of keeping workplaces tidy and safe. It is the responsibility of all employees to maintain their work area in a clean and tidy manner. Lecturers will ensure that students maintain their workstations in a tidy state and are kept free from obstructions. Managers will ensure that all requirements for good housekeeping practices are strictly adhered to especially regarding the maintenance of clean and tidy work areas, the removal of all waste material on a daily basis, the use of correct containers for waste collection, the maintenance of clear walkways between workstations and the storage of materials in the correct locations.

Equipment cables shall be routed so as not to present trip hazards and cable management systems shall be used where necessary. Floors are maintained in good order and walkways and stairs are kept free from obstruction.

#### **4.43 COVID-19**

The 2020 outbreak of COVID-19, commonly referred to as “coronavirus,” originated in the Wuhan province of China. The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- a fever (high temperature - 38 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties

Generally, these infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung disease.

From what is known about other coronaviruses, the spread of COVID-19 is most likely to happen when there is close contact with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person. Respiratory droplets produced when an infected person coughs or sneezes containing the virus are most likely to be the main means of transmission.

There are 2 main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) or possibly could be inhaled into the lungs,

- it is also possible someone may become infected by touching a surface, object or the hand of an infected person has been contaminated with respiratory droplets and then touching their own mouth, nose, or eyes (such as touching contaminated surfaces (e.g. door handle) or shaking hands then touching own face)

In response to the COVID-19 pandemic, Mary Immaculate College has developed a COVID-19 Response Plan. This Response Plan has been created specifically for the purpose of establishing guidelines for all MIC staff and students during the COVID-19 pandemic. The College has taken immediate action to reduce the possibility of contamination or spread of the virus in line with recommendations from the HSE, Department of Health and the Health and Safety Authority. It is of utmost importance that all employees adhere to this plan to reduce the impact of COVID-19 and prevent it spreading.

A COVID-19 specific risk assessment is included in Section 5 of this document. The HSE checklist for Dealing with a Suspected Case of COVID-19 is shown in Appendix 9. The procedure for dealing with both suspected and confirmed cases of COVID-19 in any part of the College is attached in Appendix 10.

Please see Appendix 12 for the list of COVID-19 Staff Contacts.

#### **4.44 Monkey Pox**

Monkeypox is a rare disease that is caused by infection with monkeypox virus. The virus is found in some animal populations in remote parts of Central and West Africa, and in the past has caused occasional limited outbreaks in local communities and travellers.

Monkeypox spreads through close contact, including contact with the skin rash of someone with monkeypox. People who closely interact with someone who is infectious are at greater risk for infection: this includes household members, sexual partners and healthcare workers. The risk of spread within the community in general, is very low.

##### **Symptoms of monkeypox**

Symptoms of monkeypox virus infection include:

- itchy rash (see below),
- fever (>38.5°C),

- headache,
- muscle aches,
- backache,
- swollen lymph nodes,
- chills,
- exhaustion.

The rash starts as raised red spots that quickly change into little blisters. It usually develops within 1 to 3 days of the start of the fever or other symptoms, but some people may only have a rash. Sometimes the rash first appears on the face and spreads to the mouth, palms of the hands and soles of the feet. However, following sexual contact, the rash may be found initially in the anogenital areas. In the recent cases seen internationally, systemic symptoms have not always been a feature, and rash in the anogenital area may be the main symptom.

The rash goes through different stages before finally forming scabs which later fall off.

#### **Treating monkeypox:**

Monkeypox infection is usually a self-limiting illness and most people recover within weeks, although severe illness can occur in people with very weak immune systems, pregnant women and in very small babies. Severe illness and death outside Africa are unlikely.

There is no medicine that can cure monkeypox. Treatment of monkeypox is mainly supportive. This involves treating any uncomfortable symptoms, such as pain or itch, that occur, keeping the patient warm, comfortable and relaxed, and making sure they get plenty of fluids. This allows the patient's own body defences to fight the infection.

The risk of catching it in Ireland is very low.

Urgent advice: Contact a GP if you have:

- symptoms of monkeypox and have recently returned from west or central Africa
- been in contact with someone who has monkeypox

Things you can do to avoid getting monkeypox:

- Wash your hands with soap and water regularly or use an alcohol-based hand sanitiser

- Only eat meat that has been cooked thoroughly
- Don't go near wild or stray animals, including dead animals
- Do not go near any animals that appear unwell
- Do not eat or touch meat from wild animals (bush meat)
- Do not share bedding or towels with people who are unwell and may have monkeypox
- Do not have close contact with people who are unwell and may have monkeypox

More information is available at <https://www2.hse.ie/conditions/monkeypox/>

## **4.45 Monitoring and Review**

### **4.44.1 Safety Statement**

The Health and Safety Manager shall ensure the College Safety Statement is reviewed annually to ensure it remains up to date and relevant. The document shall be updated in the event of changes to relevant legislation, changes in roles/responsibilities, changes in activities and hazards etc. The Safety Statement shall be brought to the attention of all employees each year.

### **4.44.2 Health and Safety Auditing**

As deemed necessary, the Health and Safety Manager may arrange for a competent person to conduct an audit of the Safety Management System or specific elements of it e.g. health and safety training, risk assessment, equipment safety, emergency preparedness and response, contractor management etc.

The audit report shall identify any areas requiring attention. Actions to correct any deficiencies shall be assigned and tracked to completion.

### **4.44.3 Health and Safety Inspections**

Heads of Department shall arrange for safety inspections to be carried out at least annually in their areas of responsibility, where offices or rooms are not shared with other departments. The checklist in Appendix 8 should be used.

#### **4.44.4 Review**

The ongoing review of health, safety and welfare matters is an integral part of the management of the College and is a standing agenda item for Senior Management Team meetings.

The Health and Safety Manager maintains ongoing dialogue with Heads of Department, the Health and Safety Committee and Safety Representatives. Topics discussed include any changes to the safety management system, changes in legislation, results of audits/inspections and updates on accidents/incidents. The Health and Safety Manager in conjunction with the Health and Safety Committee produces an Annual Safety Report and Plan which is presented to the Senior Management Team.

The Health and Safety Manager meets with the Director of Estates and Sustainability on a weekly basis and reports on any issues of concern, changes in legislation may affect the College and progress achieved with the objectives set out in the Plan. The Director of Estates and Sustainability is informed of any serious accidents and visits by the Health and Safety Authority.



## 5.0 Hazard identification and Risk Assessment

In line with health and safety legislation, it is the policy of Mary Immaculate College to identify hazards in the place of work, and to assess the risk to safety and health and to control risks as far as is practicable, so that they are reduced to an acceptable level.

### Definitions:

**Hazard:** Any substance, article, material or practice, which has the potential to cause harm to the safety, health and welfare of employees, students or visitors to the College.

**Hazard Identification:** Hazards are identified and assessed by College Staff with the assistance of the Health and Safety Manager. A comprehensive hazard identification process was carried out and may be carried out again if there is a large-scale change in the type of work being carried out by employees, changes in buildings etc.

**Risk:** The potential of the hazard to cause harm.

**Risk assessment:** The risk of a hazard is the measure of the likelihood of an accident with the severity of the damage, injury or loss factored in. As part of the ongoing use of this Safety Statement, Mary Immaculate College has applied the HSA guidelines when compiling its risk assessments.

All the hazards and the associated risks are ranked in accordance with the severity of the loss/harm/injury as follows:

**High** is taken to mean the possibility of serious injury, fatality, and serious loss and may include statutory regulations being broken. Controls need to be put in place as a matter of urgency.

**Medium** is taken to mean the likelihood of a fatality or serious injury or loss is unlikely. More probable is minor injury or loss. Controls should be put in place over a period of up to three months to ensure reduction of the risk and to meet statutory requirements.

**Low** is considered as a reversible minor injury or material loss. Controls can be added over a longer period, during maintenance etc.

It is the policy of Mary Immaculate College to follow the Principles of Prevention as set out in the Safety Health and Welfare at Work Act and as far as is reasonably practicable to eliminate the hazard as a first step, followed by substitution, isolation, enclosure (machinery) or distance, and use PPE as a last resort. It should be noted that risk rating should reflect the situation when controls are in place. There should be no high-risk activities carried out by MIC staff or students, i.e. controls must be in place to minimise or eliminate risk.

The following is guidance on necessary action and timescales based on the risk category.

**LOW** No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure the controls are maintained.

**MEDIUM** Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure the controls are maintained, particularly if the risk levels are associated with harmful consequences.

**HIGH** Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.

If it is considered the risk is **Very High** then the risks are unacceptable. Substantial improvements in risk controls are necessary, so the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented to reduce the risk; so it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

The following are the risk assessments generally applicable across the College. Individual Heads of Departments may further refine the assessments or where necessary carry out the hazard identification and risk assessment process for activities particular to their areas of responsibility.

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## **5.1 HAZARD: FIRE**

**RISK:** Risk of being burned  
Risk from smoke inhalation  
Fire spread and emergency escape

Sources of fire include faulty electrical equipment, overloaded sockets, cooking equipment, smoking, improper storage of flammable materials, faulty boilers, arson, lightning strike, uncontrolled hot work.

**PERSONS AT RISK :** Staff, Students and Visitors

### **CONTROLS:**

1. Fire drills carried out annually.
2. Adequate and suitable fire extinguishers to Code of Practice I.S.291.
3. Detailed emergency plan.
4. Employees trained in fire duties, evacuation.
5. Fire alarm and detection in accordance with I.S.3218.
6. Emergency lighting in accordance with I.S.3217.
7. Flammable liquid storage and use controlled.
8. Smoking policy in place.
9. Electrical equipment tested regularly.
10. Permit to Work system for hot work.
11. Good housekeeping.
12. Adequate and suitable means of escape.
13. Materials used in building and compartmentation in accordance with Building Regulations 1997-2020.
14. Access to building for Fire Brigade in accordance with Building Regulations 1997-2020.
15. Training programme.
16. Personal Emergency Evacuation Plans for staff and students with issues that could impact on their safe evacuation.

**RESOURCES:**

1. Provision of firefighting equipment, well maintained.
2. Employee Training Programme.
3. Provision of emergency lighting where necessary.
4. Provision of alarm facilities.
5. Provision of fire and emergency plan.
6. Fire register

**RISK RATING: MEDIUM**

**PARTICULAR RESPONSIBILITIES**

Health and Safety Manager is responsible for ensuring servicing and maintenance of fire safety equipment and for maintaining the Fire Register .

Security is responsible for daily checks on the status of the Fire Alarm Panels

Manager is responsible for daily checks on Fire Panels in student residences.

**LEGISLATION**

*Fire Services Act 1981 & 2003*

*Building Regulations 2006 (Technical Document B) Fire Safety updated 2020*

*Code of Practice for the Management of Fire Safety, Place of Work*

*Safety Health and Welfare at Work (General Application) Regulations 2007 and amendments*

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## **5.2 HAZARD: ELECTRICITY**

**RISK:** Risk of electrocution, burns, fire

**PERSONS AT RISK:** Staff, Students and Service Providers.

**CONTROLS:**

1. All installations to standard laid down in General Application Regulations and N.S.A.I./Up to date Codes of Practice.
2. All electric apparatus to be maintained and operated to prevent danger. Portable electrical appliances that are subject to deterioration to be inspected and tested regularly.
3. Low voltage supply for portable and transportable appliances (under 2 H.P.) in damp or confined situations.
4. 30mA R.C.D. protection for all socket outlets over 125V A.C. RCDs tested regularly to ensure trip switches operate effectively.
5. Employees trained in correct use of electricity, including risks from electricity.
6. Correct procedures followed for operating equipment.
7. All electrical switch rooms to be kept under lock and key.
8. Only qualified personnel to maintain and repair apparatus.
9. Panels to be kept on all electrical control boxes.
10. Supervision to ensure safety.

**RESOURCES:**

1. Electrical preventative maintenance programme.
2. Provision of qualified maintenance contractors
3. Provision of adequate supervision.

**RISK RATING: LOW**

**PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability to ensure testing of electrical distribution system is carried out on a regular basis and faults rectified.

Heads of Department to ensure portable appliances are inspected regularly.

**LEGISLATION**

*Safety Health and Welfare at Work (General Application) Regulations 2007*

*Code of Practice – Avoiding Danger from Underground Services*

*National Rules for Electrical Installations*

*HSA Guidance on note on Periodic Inspection and Testing*

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### **5.3 HAZARD: NOISE**

**RISK:** Risk of noise induced hearing damage / loss

Tinnitus

Social isolation

Noise sources include grounds equipment, ride on mower, strimmer.

**PERSONS AT RISK:** Maintenance General Operatives and Contractors.

**CONTROLS:**

1. The maximum noises (peak sound pressure) to which employees are exposed in a working day are:
  - lower exposure action values:
    - daily or weekly exposure of 80 dB
    - peak sound pressure of 135 dB
  - upper exposure action values:
    - daily or weekly exposure of 85 dB
    - peak sound pressure of 137 dB
2. Provision of ear defenders and mandatory signage if noise level is likely to exceed 80dBA (8-hour day).
3. Supervision to ensure wearing of protection over 80dBA.
4. Where necessary, health surveillance audiometric testing will be set up to protect employees from hearing damage (over 85dBA).

5. Engineering controls have been used to reduce noise at source (so far as is reasonably practicable).
6. Employees trained to wear protection.
7. Noise areas clearly identified.

**RESOURCES:**

1. Provision of adequate and suitable ear defenders and signage.
2. Provision of adequate supervision.
3. Information programme for employees.
4. Safety signs.

**RISK RATING: LOW**

**PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability

**LEGISLATION**

*Safety Health & Welfare at Work Act 2005 (General Application) Regulations 2007*

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## **5.4 HAZARD: MANUAL HANDLING**

**RISK:** Injuries and strain as a result of moving or lifting items

**PERSONS AT RISK** Staff, Students, Contractors

**CONTROLS:**

1. Manual handling tasks assessed according to Part 2 Chapter 4 of the SHWW (General Application) Regulations 2007.
2. Trolleys or other lifting aids to be provided.
3. Arrangement of storage to take into accounts the Health and Safety Authority guideline weights.
4. Loads should be repackaged to make them less bulky / unwieldy where possible.
5. Containers and boxes are fitted with handles, where possible.
6. Personal protection to be worn as required, foot, hand, head protection.
7. Where possible, working procedures are carried out at waist height to avoid stooping.
8. Most items are not stacked so high that employees need to reach upwards.
9. Lift trucks and sack trucks are used to transport items on the campus.
10. Employees are trained in safe pushing and pulling techniques when moving items on trolleys.
11. Tasks are varied and adequate rest breaks are taken.
12. Employees with health problems inform their Supervisor before a manual handling task is

undertaken.

13. Individual capacity is taken into account regarding manual handling.

**RESOURCES:**

1. Manual handling training
2. Manual handling aids
3. Provision of personal protection equipment

**RISK RATING: MEDIUM**

**PARTICULAR RESPONSIBILITIES**

Head of Departments must ensure risk assessments are documented for tasks regularly carried out by staff that are above the Health and Safety Authority guideline weights

**LEGISLATION**

*SHWW (General Application) Regulations 2007*

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## **5.5 HAZARD: HOUSEKEEPING HAZARDS**

**RISK:** Risk of Slips, Trips, Falls, Collisions, Fire

**PERSONS AT RISK** Staff, Students, Service Providers and Visitors

**CONTROLS:**

1. Waste collection programme implemented on campus.
2. Walkways kept clear.
3. Stairways kept clear.
4. Tight control on hoses and trailing cables.
5. Fire exits and access to fire extinguishers not blocked.
6. Employees informed of need for good housekeeping.
7. Items stored safely so that they do not fall from a height.
8. Warning signs to be displayed for temporary risks, e.g. wet floors, obstacles.
9. Designated Cleaning Service Provider in place.

**RESOURCES:**

1. Waste collection system in place.
2. Regular supervision on housekeeping.
3. Allocated time to tidy up.

4. Adequate and suitable storage space.
5. Provision of warning signage where necessary

**RISK RATING: LOW**

**PARTICULAR RESPONSIBILITIES**

All Departments to ensure high standards of housekeeping are maintained.

**LEGISLATION**

*SHWW Act 2005 as amended*

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## **5.6 HAZARD: ABRASIVE WHEELS AND GRINDING MACHINES**

**RISK:** Risk of wheel shattering  
Risk of foreign objects in eye

**PERSONS AT RISK:** Buildings and Estates Staff

**CONTROLS:**

1. Named trained persons only may use abrasive wheels.
2. Guards on machines to requirements of the SHWW (General Application) Regulations.
3. Employees trained formally in use of abrasive wheels - also in mounting and dressing.
4. Correct procedures to be followed at all times.
5. Personal protection to be worn at all times (eye protection).
6. Supervision to ensure safety.
7. Warning signs in place.

**RESOURCES:**

1. Guards for machines.
3. Employee training programme.
4. Provision of personal protection.
5. Provision of adequate supervision.
6. Warning signs.

**RISK RATING: LOW**

**PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability to ensure users are trained.

**LEGISLATION**

*Safety, Health and Welfare at Work (General Application) (Amendment) Regulations 2016 Part 12*  
*Abrasive Wheels*  
*SHWW (General Application) Regulations 2007*



## 5.7 HAZARD: DUST AND FUMES

**RISK:** Dust produced during material cutting, working with clay  
Fumes during spraying, use of aerosols  
Risk of fire/explosion  
Risk from inhalation (bronchitis, emphysema, pneumoconiosis, asthma and cancer) -

**PERSONS AT RISK :** Staff, Students and Service Providers.

### CONTROLS:

1. Information on the hazards associated with materials to be provided.
2. Least hazardous materials to be used, e.g. no carcinogens such as hard woods or MDF, low volatility paints and sprays.
3. All dust leaks to be controlled at source (as far as is reasonably practicable).
4. All equipment to be regularly maintained.
5. Personal protection to be worn as required. Where respiratory protective equipment is required fit testing will be provided.
6. Supervision to ensure safety.
7. Extraction to be provided where necessary.
8. All lighting to be adequate and suitable.

### RESOURCES:

1. Preventive maintenance programme.
2. Provision of adequate supervision.
3. Provision of personal protection as required.
4. Provision of local exhaust ventilation
5. Material Safety Data Sheets.

**RISK RATING: LOW**

### PARTICULAR RESPONSIBILITIES

Departments where dusts or fumes are produced

### LEGISLATION:

1. *Safety Health and Welfare at Work (Chemical Agents) Regulations 2001 (SI 619/01) and amended Regulations 2015.*
2. *2020 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations (2001-2015) and the Safety, Health and Welfare at Work (Carcinogens) Regulations (2001-2019)*

## **5.8 HAZARD: OFFICE HAZARDS**

*To include FIRE, ELECTRICITY, DISPLAY SCREEN EQUIPMENT (DSE), MANUAL HANDLING, ACCESS/EGRESS, MACHINERY, ENVIRONMENTAL*

**RISK:** There are a range of risks from the above hazards already covered. However, the following controls in the office will help reduce the probability of accidents.

**PERSONS AT RISK :** All Staff, Students

### **CONTROLS:**

1. Access/egress kept clear.
2. Electric cables not lying across floor.
3. Plugs and sockets in good repair. No overloading of sockets.
4. 30ma R.C.D. protection for sockets.
5. Manual handling training.
6. Ventilation to be provided (windows or mechanical ventilation).
7. Adequate lighting based on current standards.
8. Correct storage of paper, files and equipment.
9. DSE /workstation assessments.
10. Correct procedures for fire evacuation.
11. Sufficient space per person.
12. No electric fan or open element heaters allowed.
13. Items not stored on walkways.
14. Items stored safely taking into account HSA manual handling guideline weights.
15. Hop ups/small step ladders used to access items stored at height. Never use a chair or table to access items.
16. No kettles or coffee machines on the floor

**RISK RATING: LOW**

### **RESOURCES:**

1. ETCI Code of Practice on Safe Electrical Installations (N.S.A.I.).
2. Fire evacuation training.
3. Manual handling training.
4. Maintenance programme.

### **PARTICULAR RESPONSIBILITIES**

All Departments to monitor office safety

### **LEGISLATION:**

*SHWW Safety Health & Welfare at Work Act 2005 as amended  
SHWW (General Application) Regulations 2007 and amendments*

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## 5.9 HAZARD: ACCESS/EGRESS AND PLACE OF WORK HAZARDS

**RISK:** Risk of trips, slips, falls and collisions

**PERSONS AT RISK:** All Staff and Students, Visitors and Service Providers.

**CONTROLS:**

1. All floors to be kept clean. Cleaning to be carried out at least busy times. Warning signs to be erected.
2. All spills to be cleaned up as soon as possible.
3. All hoses to be reeled up when not in use.
4. Temporary electrical connections to be routed overhead, not on the floor.
5. All portable ladders to be checked before use and used only for short duration jobs.
6. All scaffolding to be erected and used within the terms of the Code of Practice – contractors to provide method statement.
7. All stairways, walkways, corridors and passageways to be kept clear and free from all obstructions.
8. All lighting to be adequate and suitable.
9. All access/place of work platforms to have guardrails if 2 metres high or over.
10. Stairways wider than 1 metre to have handrails on both sides where possible.
11. Stairways to have markings/colour change at top and bottom steps on landings.
12. External areas (pathways and route ways to cars) to be salted or gritted during periods of icy weather.

**RISK RATING: MEDIUM**

**RESOURCES:**

1. Well maintained access arrangements - ladders, stairs, walkways, corridors, passageways.

**PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability

**LEGISLATION:**

*SHWW Act 2005 as amended*

*SHWW (General Application) Regulations 2007 and amendments*

## 5.10 HAZARD: CHEMICALS INCLUDING CLEANING CHEMICALS

**RISK:** Risk of damage to eyes, face, body, lungs  
Risk of fire/explosion

**PERSONS AT RISK:** Staff and Students, Buildings and Estates Staff, Service Providers (Kitchen, Cleaners), Visitors

### CONTROLS:

1. Least hazardous chemicals to be used.
2. Material Safety Data Sheets to be obtained for all hazardous chemicals
3. Adequate and suitable storage facilities to be provided.
4. Correct procedures for handling chemicals.
5. Chemicals stored in properly labelled containers with hazard warnings.
6. Employees and students trained in handling procedures.
7. First aid, including eye wash to be readily available where necessary.
8. Personal protection, including goggles and gloves, to be worn where Material Safety Data Sheet indicates.
9. Adequate ventilation of work area.
10. Chemical Agent Risk Assessments to be carried out wherever hazardous chemicals are employed.

### RESOURCES:

1. Provision of adequate and suitable storage facilities.
2. Training programme for employees.
3. Provision of personal protective equipment and signage.
4. Provision of adequate ventilation.
5. Material Safety Data Sheets.
6. Provision of emergency and first aid facilities and equipment.

**RISK RATING: LOW**

### PARTICULAR RESPONSIBILITIES

Director of Estates and Sustainability, Head of Department where hazardous chemicals may be used.

### LEGISLATION

*Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and Amendment Regulations 2015.*

*2018 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations (2001-2015) and the Safety, Health and Welfare at Work (Carcinogens) Regulations (2001-2019)*

## 5.11 HAZARD: HAND TOOLS

**RISK:** Risk of cutting, bruising, eye injury from flying debris, hot surfaces.

**PERSONS AT RISK:** Staff including Buildings and Estates Staff, Service Providers.

### **CONTROLS:**

1. All hand tools to be in good condition and free from patent defect.
2. Correct procedures to be followed. Tool specific procedures to be posted up where tools used by students (e.g. glue gun)
3. Employees/students trained in procedures.
4. Personal protection to be worn (as required).
5. Supervision to ensure safety.
6. Visual inspection and if necessary portable appliance testing for electrical AC tools.

**RISK RATING: MEDIUM**

### **RESOURCES:**

1. Adequate and suitable hand tools.
2. Provision of personal protection.
3. Provision of adequate supervision.
4. Portable appliance tester.

### **PARTICULAR RESPONSIBILITIES**

Head of Department to ensure safety procedures for specific tools are available to staff and students.

### **LEGISLATION**

*SHWW Act 2005 (as amended)*

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## 5.12 HAZARD: GROUNDS SECTION EQUIPMENT

**RISK:** Risk of amputation

Lacerations

Noise

Vibration

Flying debris

**PERSONS AT RISK:** Maintenance General Operatives, other Staff and Students, Visitors in the vicinity of grass cutting and strimming

**CONTROLS:**

1. Only trained authorised persons allowed to use the equipment.
2. Machinery to be well maintained with all guards in proper adjustment.
3. Vehicles are fitted with correct tyres, which are inflated to the correct pressures.
4. Tools are used that are designed to avoid for employees to grip high-vibration parts.
5. Specific action shall be taken to reduce the risk to the safety and health of employees from.
6. vibration who are exposed to the 'Exposure Action Value' of 2.5m/s<sup>2</sup> over an eight-hour reference period, e.g. jobs using ride on mowers and strimmers will be rotated with other tasks to minimise exposure.
7. Equipment to be visually inspected before use.
8. Personal protection to be worn, as required (hearing protection, gloves, safety boots, visor, long sleeves, trousers)
9. Correct operating procedures to be followed.
10. Employees to be trained in procedures.
11. Supervision to ensure safety.
12. Area to be checked for material which could be ejected before cutting or strimming takes place.
13. Care taken when working nearing road and walkways
14. Seat belts to be worn where provided.

**RISK RATING: MEDIUM**

**RESOURCES:**

1. Adequate and suitable machinery guards.
3. Employee training programme.
4. Provision of personal protection.
5. Preventative Maintenance Programme.
6. Provision of adequate supervision.

**PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability

**LEGISLATION**

*SHWW Act 2005 (as amended)*

## **5.13 HAZARD: GLASS AND SHARP OBJECTS, NEEDLESTICK**

**RISK:** Cuts

Lacerations

Infections (HIV, Hepatitis)

**PERSONS AT RISK:** Staff, Students, Cleaners, Maintenance General Operatives

### **CONTROLS:**

1. Broken glass or other sharp objects must never be picked up by hand.
2. Broken glass must be swept up and disposed of safely, never into a plastic bag.
3. Cleaners or other removing rubbish bags must carry them away from the body.
4. Never put hand into a rubbish bin or into a drawer or behind radiator without looking first.
5. If a needle is discovered use a picker to remove and dispose of in a sharps bin (available from the Medical Centre)
6. If you experience a needle stick injury, encourage bleeding, do not suck the wound, wash with soapy water, cover and seek medical attention immediately.

**RISK RATING: LOW**

### **PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability

### **LEGISLATION:**

*SHWW Act 2005 as amended*

*SHWW (General Application) Regulations 2007 and amendments*

*SHWW (Biological Agents) Regulations 2013*

## 5.14 HAZARD: CANTEEN EQUIPMENT

**RISK:** Risk of laceration  
Entrapment  
Hot surfaces  
Electrocution  
Fire

**PERSONS AT RISK :** Catering Service Providers.

### **CONTROLS:**

1. Equipment CE marked and installed appropriately. Guarding in place where appropriate.
2. Service Provider's employees trained in using equipment.
3. Equipment regularly maintained and serviced by College. Defects reported by the Service Provider and rectified in a timely manner by College.
4. Earthing in place for all metal tables and equipment. Checked by Service Provider after cleaning or moving of equipment.
5. Electrical Distribution System tested regularly by College.
6. Fire safety equipment serviced by College.
7. Service Provider partakes in fire drills.

**RISK RATING: LOW**

### **RESOURCES:**

1. Training programme.
2. Service Provider Safety Statement with risk assessments for equipment
3. Provision of personal protection by Service Provider.
4. Provision of adequate supervision.

### **PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability & Catering Service Provider

### **LEGISLATION**

*SHWW Act 2005 (as amended)*

*SHWW (General Application) Regulations 2007 and amendments*

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## **5.15 HAZARD: VEHICULAR TRAFFIC /PEDESTRIAN INTERACTION**

**RISK:** Risk of physical contact

**PERSONS AT RISK:** Staff, Students and Visitors

### **CONTROLS**

1. Traffic plan in place.
2. Vehicles to be driven with care, giving way to pedestrians and cyclists on shared routes.
3. Warning notices informing drivers of campus speed limit (15kph)
4. Roadways to be maintained free from deep potholes.
5. All vehicle access routes to be provided with adequate lighting during the hours of darkness.
6. Parking outside of designated areas to be discouraged, e.g. on footpaths, on front of emergency exits, etc.
7. Pedestrians and vehicles to be segregated in so far as is reasonably practicable.
8. Additional personnel provided to control traffic during large events.

**RISK RATING: LOW**

### **PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability

### **LEGISLATION**

*SHWW (General Application) Regulations, 2007*  
*Road Traffic Acts*

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## 5.16 HAZARD: ASBESTOS

**RISK:** Risk of cancers or asbestosis

**PERSONS AT RISK:** Staff, Service Providers.

### CONTROLS

1. Asbestos has been removed from boiler houses on campus.
2. No demolition work is carried out without an asbestos survey.
3. Specialist contractors are used to remove asbestos safely where necessary and HSA Guidance is followed.
4. Buildings staff are to report any suspect material they encounter during general maintenance work.

### RESOURCES:

1. Director of Estates and Sustainability maintains records of presence and removal of asbestos on campus.
2. Use of specialist Service Providers to remove or encapsulate asbestos.
3. Use of an Occupational Hygienist to identify suspect materials and to survey air quality where necessary.

**RISK RATING: LOW**

### PARTICULAR RESPONSIBILITIES

Director of Estates and Sustainability of Estates

### LEGISLATION

*Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations, 2006 (SI 000/06)*

*Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and Amendment Regulations 2015.*

*2018 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations (2001-2015) and the Safety, Health and Welfare at Work (Carcinogens) Regulations (2001-2019)*

## **5.17 HAZARD: FLAMMABLE SUBSTANCES/MIXTURES, e.g. Petrol**

**RISK:** Ignition and explosion resulting in burns and death

**PERSONS AT RISK:** Grounds Staff and Staff and Students in individual departments where flammable materials are used or stored (e.g. aerosol sprays).

### **CONTROL MEASURES**

1. Petrol must be stored in appropriate containers (metal jerry can or plastic container with UN mark and hazard warning label).
2. The containers are not placed in direct sunlight, heat or near sources of ignition.
3. Adequate fire control measures are in place.
4. No smoking in the vicinity of flammable substances.

### **RESOURCES**

1. Provision of fire detection and firefighting equipment.
2. Trained and competent staff.

### **PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability  
All Departments using/storing flammable materials.

**RISK RATING: LOW**

### **LEGISLATION**

*Safety, Health and Welfare at Work (Chemical Agents) Regulations 2001 and Amendment Regulations 2015.*

*2018 Code of Practice for the Safety, Health and Welfare at Work (Chemical Agents) Regulations (2001-2015) and the Safety, Health and Welfare at Work (Carcinogens) Regulations (2001-2019)*

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## 5.18 HAZARD: VIBRATION

**RISK:** Use of equipment such as ride on mowers and strimmers can expose users to whole-body vibration and hand-arm vibration leading to musculoskeletal damage and vibration white finger

**PERSONS AT RISK:** Grounds Staff, Service Provider, Buildings and Estates Staff

### CONTROLS

1. Equipment used is maintained and serviced.
2. Staff are rotated on and off tasks which pose a vibration hazard.
3. Time spent on the ride on mower or using other vibrating equipment is limited and rest breaks are taken. Where necessary tasks such as grass cutting are spread over a number of days.
4. Equipment users adjust speed depending on the ground conditions.

### PARTICULAR RESPONSIBILITIES

Director of Estates and Sustainability

**RISK RATING: LOW**

### LEGISLATION

*SHWW (General Application) Regulations 2007 (Chapter 2 of Part 5, Control of Vibration at work)*  
*HSA Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007*

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## 5.19 HAZARD: LONE WORKING

**RISK:** Working with hazardous equipment – potential for injury

Persons with pre-existing medical conditions where there is a risk of collapse

Working in an area where it may be difficult to get assistance in an emergency

Lone working away from campus

**PERSONS AT RISK :** Staff and Postgraduate Students

### CONTROL MEASURES

1. Lone Work risk assessments are carried out at a departmental level where lone working is required. Heads of Department must approve lone working.

2. Avoid the need to work alone whenever practicable.
3. Identification of pre-existing medical conditions.
4. Restricting tasks to those that can be done safely by those having to work alone. Staff must not engage in any hazardous activities when they are working alone and must seek assistance when required.
5. Telephones are readily available.
6. Regular security patrols of College Buildings.
7. Staff must report immediately to Security any incidents or suspicious activities or persons in their areas.
8. Where lone working is carried out staff must have a 'check in buddy' who expects to hear from them at a preordained time and who knows the contact details for Security (or if working away, the line manager) and the expected location of the individual, if contact is not made.
9. Staff must take reasonable care to look after their own safety and health when lone working.

### RESOURCES

1. Use of mobile phone, telephone or bleeper
2. Controlled periodic checks by security
3. Instruction and training in proper procedures
4. Locking and securing place of work
5. Training in how deal with violence and aggression in the workplace
6. Implementing incident reporting procedures
7. Provision of counselling

### PARTICULAR RESPONSIBILITIES

Heads of Department, Line Managers

**RISK RATING: LOW**

### LEGISLATION

*Safety, Health and Welfare at Work Act 2005 as amended*  
*SHWW (General Application) Regulations 2007 and amendments*  
*HSA Guidance:*

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## **5.20 HAZARD: NEW AND EXPECTANT MOTHERS**

**RISK:** Manual handling

- Standing for long periods
- Sitting for long periods
- Work related stress and fatigue
- Exposure to radiation / chemicals / pathogens

**PERSONS AT RISK:** Female Staff and Students of childbearing age.

**CONTROL MEASURES:**

1. Pregnancy risk assessment conducted by the Health and Safety Manager when requested. Where there are risks present, the College will look to prevent exposure or take the protective measures necessary to control the risk.
2. No lifting of heavy or bulky objects.
3. Where necessary, introduce regular short breaks in activity. Pregnant staff are entitled to lie down to rest during the working day.

**RESOURCES**

Provision of facilities where pregnant and breastfeeding mothers can rest and express and store milk.  
Rest room.

**PARTICULAR RESPONSIBILITIES**

All Departments

**RISK RATING: LOW**

**LEGISLATION**

*Safety, Health and Welfare at Work Act 2005 as amended  
SHWW (General Application) Regulations 2007(Pregnant, Post Natal and Breastfeeding Employees)*

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## 5.21 HAZARD: SLIPS, TRIPS AND FALLS

**RISK:** Uneven floors

- Poor housekeeping
- Floors slippery when wet
- Poor access and egress to areas
- Inappropriate footwear
- Poor lighting
- Trailing cables

**PERSONS AT RISK:** All Staff, Students and Visitors and Contractors

### CONTROL MEASURES

1. Safe working practices include the immediate mopping up of spillages and erection of slippery floor signs.
2. Workplace is maintained in a good condition and is clean and tidy.
3. Appropriate footwear is worn. Closed in, low heeled, non slip shoes to be worn by those in catering, maintenance and in studio areas where slip hazards may occur.
4. Faults reported as soon as possible to Director of Estates and Sustainability.
5. Protective ramps placed over cables where there is no alternative means to route them.

### RESOURCES

1. Provision of instruction, training and competent supervision
2. PPE
3. Safety systems of work

### PARTICULAR RESPONSIBILITIES

All Departments  
Director of Estates and Sustainability

**RISK RATING: LOW**

### LEGISLATION

*Safety, Health and Welfare at Work Act 2005 as amended  
SHWW (General Application) Regulations 2007 and amendments*

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## 5.22 HAZARD: PROVISION OF A SAFE WORKING ENVIRONMENT

**RISK:** Lack of sufficient ventilation

Insufficient temperature control

Insufficient lighting – Inability to do tasks safely

Accumulation of waste – proliferation of hazardous materials/combustible materials

Glazing – Impact with glazing/lacerations

**PERSONS AT RISK :** All Staff and Students, Contractors

### CONTROL MEASURES

1. A system of maintenance for ventilation systems including inspection, testing, adjustment and cleaning at regular intervals and the use of competent people to undertake programmed inspection and maintenance of equipment, devices and systems.
2. The maintenance of comfortable working temperatures throughout the workplace and the provision and maintenance of artificial lighting.
3. The collection of waste materials as required and the regular cleaning of the workplace.
4. All glazing within windows, doors, roofs and walls is made of a safety material, and when in an exposed position, its presence is indicated to help prevent accidental impacts.
5. Floors, passageways, etc. are maintained in a safe condition and cleaned daily.
6. Traffic routes those are clearly defined and adequately signed.
7. Lifts are subject to a programme of inspection and maintenance, testing and repair.

### RESOURCES

1. Safe workplace and safe systems of work
2. Lift inspection and maintenance programme (inspection and thorough examination every 6 months)

### PARTICULAR RESPONSIBILITIES

Director of Estates and Sustainability

**RISK RATING: LOW**

### LEGISLATION

*Safety, Health and Welfare at Work Act 2005 as amended*

*SHWW (General Application) Regulations 2007 and amendments.*



## **5.23 HAZARD: PEDESTRIAN & CYCLIST ACCESS / EGRESS**

**RISK:** Personal injury – slips, trips and falls

Interaction with vehicles leading to injury

Bicycles obstructing exit routes

**PERSONS AT RISK:** All Staff, Students, Contractors and Visitors

### **CONTROL MEASURES**

1. Access and egress routes (footpaths and driveways) to the College are to be maintained to a good standard, e.g. free from potholes and general trip hazards at all times.
2. Adequate standards of lighting (artificial) should be provided, particularly to steps, stairways and passageways, during hours of darkness.
3. Issues requiring attention are to be reported to Director of Estates and Sustainability so remedial action can be taken.
4. Moss and lichen should be removed from walkways/paved areas on a regular basis in order to help prevent slips, trips and falls.
5. Ensure all paved areas and footpaths are safe for the use of people who are blind, partially sighted or who use wheelchairs or walking aids.
6. Bicycles to be parked in designated areas only. Bicycles obstructing exit routes to be removed.

### **RESOURCES**

1. Provision of instruction, training and competent supervision
2. Safe workplace and safe systems of work
3. Provision of Bicycle parking areas

**RISK RATING: LOW**

### **PARTICULAR RESPONSIBILITIES**

All Departments

Director of Estates and Sustainability

### **LEGISLATION**

*Safety, Health and Welfare at Work Act 2005 (as amended)*

*SHWW (General Application) Regulations 2007 and amendments*

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## 5.24 HAZARD: VEHICLE ACCESS / EGRESS

**RISK:** Personal injury resulting from road traffic accident involving vehicle and pedestrian or vehicle and vehicle

**PERSONS AT RISK:** All Staff, Students, Contractors and Visitors

### CONTROL MEASURES

1. Warning notices informing drivers of campus speed limit (i.e. 15Km/Hr) and the location of speed reduction ramps are to be clearly displayed.
2. Appropriate separation of vehicular traffic and pedestrian routes to be in place, e.g. footpaths, barriers, bollards, pedestrian crossings, etc.
3. Reverse parking into clearly delineated spaces to be actively encouraged.
4. Campus roads to be maintained free from deep potholes
5. All vehicle access routes to be provided with adequate lighting during the hours of darkness.

### RESOURCES

1. Warning signage
2. Safe workplace and safe systems of work

### RESPONSIBILITY

Director of Estates and Sustainability

**RISK RATING:      LOW**

### LEGISLATION

*Safety, Health and Welfare at Work Act 2005 as amended  
SHWW (General Application) Regulations 2007 and amendments*

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## **5.25 HAZARD: CAMPUS SECURITY SERVICE**

**RISK:** Personal injury – physical harm

**PERSONS AT RISK :** Security Staff

### **CONTROL MEASURES**

1. Campus security maintained by a competent contracted company.
2. All external campus areas patrolled and doors to be checked to ensure they remain locked.
3. All intruder alarms (where fitted) are maintained in good working order at all times.
4. Garda to be contacted immediately if an intruder is in any building.
5. Staff/security company to report all incidents to the Director of Estates and Sustainability and Health and Safety Manager.

### **RESOURCES**

1. Provision of instruction, training and competent supervision
2. Safe workplace and safe systems of work
3. Security Company safe operating procedures

**RISK RATING: LOW**

### **PARTICULAR RESPONSIBILITIES**

Security Company  
Director of Estates and Sustainability

### **LEGISLATION**

*Safety, Health and Welfare at Work Act 2005 as amended*

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## 5.26 HAZARD: LIFTS

**RISK:** Failure of lift mechanism - fall  
Trips where floor of lift not level with landing  
Fall from a height during lift maintenance

**PERSONS AT RISK:** Staff, Students, Contractors, Visitor, Service Providers' Staff.

### CONTROL MEASURES

1. Regular lift maintenance to be undertaken by specialist Service Providers, at least every 6 months under a service agreement.
2. Thorough examination of lifts to be carried out every 6 months by insurers.
3. All lifts to have mechanism in place to rescue those trapped in case of fault.
4. Lifts to have 'Do not use in fire' signage.
5. Appropriate warning signs (i.e. 'lift out of service') to be provided by the lift engineers and displayed on all landings/in the machine room when working in the lift.
6. Lift engineer to provide suitable and sufficient barriers whenever it is necessary to unlock or open a lift-landing door.
7. Landing doors must not be left open any longer than is necessary and not left open whilst unattended.
8. Records of all lift inspections, maintenance and statutory test and thorough examinations are to be maintained by the Director of Estates and Sustainability.
9. Door closing mechanisms on lifts to be monitored to ensure they do not close too fast or strongly which may cause injury.
10. Floor level tolerances to be monitored to ensure the lift comes to rest at the required position and does not create a trip hazard.
11. Faults to be reported immediately to Director of Estates and Sustainability

### RESOURCES

Provision of competent list service engineering company  
Plans for rescue from lift (arrangement with service company)

**RISK RATING: LOW**

### PARTICULAR RESPONSIBILITIES

Director of Estates and Sustainability

### LEGISLATION

*Safety, Health and Welfare at Work Act 2005 as amended*

## 5.27 HAZARD: GAS BOILER ROOMS

**RISK:** Explosion / Fire

Asphyxiation due to lack of oxygen/presence of carbon monoxide.

Slips and falls

Contact with hot surfaces

Hazardous substances

Vermin

**PERSONS AT RISK**

Buildings Staff and Service Provider Staff

**CONTROL MEASURES**

1. Boilers serviced annually by competent service provider.
2. Plant rooms are not to be used for general storage.
3. Fire control measures such as extinguishers, smoke/heat detectors, automatic cut-off valves etc. subject to regular service by Service Providers.
4. Carbon monoxide alarms to be installed.
5. Master gas control switches to isolate gas supplies to be clearly marked, e.g. painted yellow.
6. All maintenance work in boilers to be subject to Permit to Work. Permits to be issued by the Director of Estates and Sustainability.
7. Vermin control programme in place.

**RESOURCES**

Provision of competent service providers

Fire detection and CO detection

Maintenance programmes in place for equipment/ systems

Permit to work system

**RISK RATING: LOW**

**PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability

**LEGISLATION**

*Safety, Health and Welfare at Work Act 2005 as amended*

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## **5.28 HAZARD: SERVICE CUPBOARDS – GAS AND ELECTRICITY**

**RISK:** Fire / Electric Shock– personal injury

**PERSONS AT RISK:** All Staff and Students, Contractors

### **CONTROL MEASURES**

1. Service cupboards not to be used for general storage
2. Service cupboards to be locked when not in use.
3. Service cupboards to display appropriate safety notices – i.e. gas intake, main electrical intake, etc.
4. Clear access to be maintained to all service cupboards at all times.

**RISK RATING: LOW**

### **PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability

### **LEGISLATION**

*Safety, Health and Welfare at Work Act 2005 as amended*

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## 5.29 HAZARD: STRESS

**RISK:** Workplace stress arises when the demands of the job and the working environment exceed a person's capacity to deal with them. This can impact directly on health.

**PERSONS AT RISK:** All Staff

### CONTROL MEASURES

1. Heads of Department to identify potential problems that may give rise to stress, to assess the risks and to implement safeguards as required.
2. Staff are encouraged to discuss work related concerns with their line manager or supervisor.
3. Heads of Department should arrange support for staff who deal with difficult or abusive staff, members of the public or students.
4. Staff to be provided with clear direction as to their role and responsibilities
5. Staff are introduced to the Employee Assistance Programme during Induction training.
6. Counselling provided to those affected.

**RISK RATING: LOW**

### PARTICULAR RESPONSIBILITIES

Heads of Department

### RESOURCES

1. Mary Immaculate College Dignity and Respect in the Workplace Policy
2. Provision of instruction, training and competent supervision
3. Mary Immaculate College Employee Assistance Programme
4. HSA Workpositive tool

### LEGISLATION

*Safety, Health and Welfare at Work Act 2005 as amended*  
*Code of Practice on the Prevention and Resolution of Bullying at Work.*  
[https://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Occupational\\_Health/Code\\_of\\_Practice\\_for\\_Employers\\_and\\_Employees\\_on\\_the\\_Prevention\\_and\\_Resolution\\_of\\_Bullying\\_at\\_Work.html](https://www.hsa.ie/eng/Publications_and_Forms/Publications/Occupational_Health/Code_of_Practice_for_Employers_and_Employees_on_the_Prevention_and_Resolution_of_Bullying_at_Work.html)

### 5.30 HAZARD: ACCESS TO EXTERNAL ROOF AREAS

**RISK:** Slips, trips, falls from a height. Falls through fragile roofs, skylights.  
Risk of serious injury or death

**PERSONS AT RISK:** Buildings and Estates Staff, Contractors.  
If access is not controlled Students may be at risk.

#### CONTROL MEASURES

1. Roof access controlled by Director of Estates and Sustainability or Building & Estates Manager only using a Permit to Work System/Roof Access Permit.
2. Fragile roofs will be marked as such near the point of access where possible.
3. Skylights or other windows will be marked clearly.
4. Roof types will be classified by the Director of Estates and Sustainability according to risks. The Director of Estates and Sustainability will maintain a list of the roof locations and categories as follows;
  - (i) **Category A-** Full parapet or edge protection in place. Persons accessing the roof do not require fall prevention personal protective equipment as long as they stay inside the parapet and do not climb on plant or equipment. A risk assessment method statement (RAMS) is required to address the hazards associated with the proposed works where relevant.
  - (ii) **Category B-** Marked walkways with non-slip matting are in place on the roof due to the nature of the roof surface and the potential for slips/trips. Those accessing the roof must stick to the walkways at all times unless other agreed safety measures are in place and agreed with the Director of Estates and Sustainability (via RAMS).
  - (iii) **Category C-**A fall prevention system is in place on the roof (latchway or other similar system) that prevents a person from reaching an area where a fall may occur. The fall prevention system requires the person accessing the roof to wear fall prevention personal protective equipment (PPE) Those accessing the roof require specific training in the use of the PPE and must be able to provide evidence of training. A RAMS is required for all access.
  - (iv) **Category D-** No edge protection or roof fall protection system in place. A detailed RAMS is required for all access and must include controls to prevent falls.

**Note: Some roofs may contain areas or zones from each category above. It is imperative that each task is risk assessed by reviewing the location and deciding on the safest way to undertake the work. Permits may be issued on a per task basis provided that an adequate risk assessment is in place.**

The following general rules apply to all roof access;

1. A Permit to Work/Roof Access Permit must be obtained from the Director of Estates and Sustainability.
2. A Risk Assessment/Method Statement must be produced for the specific task.
3. Where access is via a MEWP or ladder the area at ground level must be controlled
4. Access to the roof must be secured at all times (lock door behind you)
5. No lone working permitted. An agreed control measure must be in place such as buddy system or sign in/out at security with regular contact.
6. No work permitted within 2 metres of unprotected edge unless a detailed risk assessment method



statement (RAMS) is in place and approved by the Director of Estates and Sustainability.

7. Due to the presence of slippery roof surfaces, stay on existing walkways where they are provided. If your work requires you to deviate from the marked walkway, an agreed safe system of work must be in place.

## **RESOURCES**

1. Permit to work/Roof Access Permit
2. Provision of instruction, training and competent supervision

**RISK RATING: MEDIUM**

## **PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability

## **LEGISLATION**

*Safety, Health and Welfare at Work Act 2005*

*Safety, Health and Welfare at Work (General Application) Regulations 2007 Part 4 Work at Height*

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## **5.31 HAZARD: ALCOHOL AND DRUG MISUSE**

**RISK:** Health effects associated with the misuse of alcohol or drugs – inflammation of the liver, increased blood pressure, depression, psychiatric disorders and mood swings, increased risk of accidents

**PERSONS AT RISK:** Staff, Contractors, Students, Visitors

## **CONTROL MEASURES**

1. Staff must not be under the influence of an intoxicant whilst at work to the extent that it is likely to endanger their own safety or that of those around them.
2. If a Head of Department/Manager/Supervisor believes that a staff member or student poses a risk to themselves or others while conducting their assigned duties because they are under the influence of drugs or alcohol then the intoxicated person should be removed from the risk. HR and the Health and Safety Manager should be informed where a person is removed from a duty.
3. Staff who are using medication that may affect their ability to carry out their work safely must inform their Head of Department/Manager who will make alternative arrangements so as to minimise risk.
4. Staff who are using over the counter medication that may affect their ability to operate machinery or drive safely are responsible for avoiding those activities and must inform their Manager where necessary.

5. Staff who are experiencing problems as a result of alcohol or drugs may seek assistance in confidence through the Employee Assistance Programme.

## RESOURCES

1. Provision of a confidential Employee Assistance Programme

**RISK RATING: LOW**

## PARTICULAR RESPONSIBILITIES

Heads of Department, Managers

## LEGISLATION

*Safety, Health and Welfare at Work Act 2005 as amended*

*HSA Intoxicants at Work Information Sheet*

[https://www.hsa.ie/enq/Publications\\_and\\_Forms/Publications/Occupational\\_Health/Intoxicants\\_at\\_Work\\_Information\\_Sheet\\_.pdf](https://www.hsa.ie/enq/Publications_and_Forms/Publications/Occupational_Health/Intoxicants_at_Work_Information_Sheet_.pdf)

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## 5.32 HAZARD: VIOLENCE

*To include: VERBAL ABUSE, PHYSICAL VIOLENCE, THREATS, and SEXUAL INTIMIDATION*

**RISK:** Stress, Fear, Anxiety, Injury

**PERSONS AT RISK:** Staff, Students, Visitors and Contractors

## CONTROL MEASURES

1. Lone working risk assessments carried out and controls put in place where necessary (e.g. panic button or other means of calling for assistance) taking into account age, experience etc.
2. Disruptive or aggressive behaviour either in person, on the phone or on social media (targeted at an individual or group) is not tolerated. Staff are not required to deal with persons involved in this type of behaviour and are instructed to disengage and go to a place of safety if necessary.
3. Incidences of aggressive behaviour must be reported to the Head of Department/Manager and the Health and Safety Manager and will be recorded and investigated. Where there is a threat of violence this must be reported to the Gardaí.
4. Challenging and emotive behaviour training available to staff where necessary.
5. Security staff in place.
6. CCTV in place.

7. All areas of campus have adequate lighting.

## **RESOURCES**

1. Mary Immaculate College Dignity & Respect Policy.
2. Provision of a campus Security Service.

**RISK RATING: LOW**

## **PARTICULAR RESPONSIBILITIES**

Heads of Department

## **LEGISLATION**

*Safety, Health and Welfare at Work Act 2005 as amended*

*HSA Violence at Work Guidance;*

[https://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Occupational\\_Health/Violence\\_at\\_Work.pdf](https://www.hsa.ie/eng/Publications_and_Forms/Publications/Occupational_Health/Violence_at_Work.pdf)

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## **5.33 HAZARD: LADDERS**

**RISK:** Falls resulting in injury/death

Shock/burns from contact with electrical lines

### **PERSONS AT RISK**

Staff, Students, Visitors and Contractors

### **CONTROL MEASURES**

1. Ladders used for short duration work or access only.
2. Ladders must be CE marked.
3. A-frame stepladder used (Class EN131) to access items at height.

When using an A frame ladder the following must be considered;

- a. check all four stepladder feet are in contact with the ground and the steps are level;
- b. only carry light materials;
- c. don't overreach;

- d. don't stand and work on the top three steps (including a step forming the very top of the stepladder) unless there is a suitable handhold;
  - e. ensure any locking devices are engaged;
  - f. position the stepladder to face the work activity and not side on. However, there are occasions when a risk assessment may show it is safer to work side on
  - g. maintain three points of contact at the working position. This means two feet and one hand, or when both hands need to be free for a brief period, two feet and the body supported by the stepladder.
4. Ladders properly identified (marked or tagged), inspected before each use and maintained.
- The following visual checks must be carried out on ladders before use
- Check the stiles – make sure they are not bent or damaged, as the ladder could buckle or collapse.
  - Check the feet – if they are missing, worn or damaged the ladder could slip.
  - Check the rungs – if they are bent, worn, missing or loose the ladder could fail.
  - Check any locking mechanisms – if they are bent or the fixings are worn or damaged the ladder could collapse. Ensure any locking bars are engaged.
  - Check the stepladder platform – if it is split or buckled the ladder could become unstable or collapse.
  - Check the steps or treads on stepladders – if they are contaminated, they could be slippery; if the fixings are loose on steps, they could collapse.
5. Ladders in storage are protected from unauthorised access.
  6. Safe working procedures are in place.
  7. Straight ladders secured or supported by a second person at the bottom.
  8. Ladders reaching a vertical height of 9 metres or more are provided with safe landing areas at suitable intervals on the ladder with adequate handholds at the landing place.
  9. Loose objects are carried up ladder in a suitable tool belt etc.

## **RESOURCES**

Safety training

Safe system of work and adequate supervision.

Work at height risk assessment for maintenance/construction related activities

**RISK RATING: MEDIUM**

**PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability

Heads of Department

**LEGISLATION**

*Safety, Health and Welfare at Work Act 2005 as amended*

*SHWW (General Application) Regulations 2007 Part 4 Work at Height*

*HSA Guidance:*

[https://www.hsa.ie/eng/Publications\\_and\\_Forms/Publications/Retail/Gen\\_Apps\\_Work\\_at\\_Height.pdf](https://www.hsa.ie/eng/Publications_and_Forms/Publications/Retail/Gen_Apps_Work_at_Height.pdf)

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## 5.34 HAZARD: LEGIONNAIRES DISEASE

### RISK

- Legionnaires' disease is a potentially fatal form of pneumonia which mainly affects those who are susceptible because of age, illness and immunosuppression. It can also cause less serious illnesses. It is caused by the bacterium *Legionella pneumophila* and related bacteria
- Outbreaks occur in water systems where temperatures are warm enough to encourage growth of the bacteria (20°C to 45°C) and there is a supply of nutrients
- Droplets of water from hand basins, showers, toilets and sluice sinks can be a source of infection via inhalation. Uncovered water tanks, dead legs, unused outlets and calorifiers (water boilers) where there is poor mixing or low temperatures can all be sources of legionella

**PERSONS AT RISK:** Staff, Students, Visitors and Contractors

### CONTROL MEASURES

1. Water systems likely to create risk are assessed.
2. The recommendations in the *National Guidelines for the Control of Legionellosis in Ireland, 2009* are followed.
3. Water systems are managed appropriately to eliminate the risk of a legionella outbreak and to instigate corrective action immediately if an outbreak occurs. Temperature control is the primary method used for controlling legionella in MIC hot and cold water systems.
4. Hot water should be stored at 60°C and distributed so that it reaches a temperature of 50°C within one minute at outlets. Cold water should be maintained below 20°C.
5. Cold water tanks should be plastic, covered and clean (free from scum and sediment). Cold water tank cleaning and disinfection will be carried out in accordance with the National Guidelines
6. It is not normally necessary to carry out testing for legionella, however if it is known that the temperature control regime is not maintained then testing will be carried out in line with BS 7592 *Sampling for Legionella organisms in water and related materials*.

### RESOURCES

- Water temperature monitoring, tank and shower head inspection and cleaning regime.

### RISK RATING: LOW

### PARTICULAR RESPONSIBILITIES

Director of Estates and Sustainability

### LEGISLATION

*SHWW (Biological Agent) Regulations 2013*

*Part 6 of the Safety, Health and Welfare at Work (General Application) Regulations, 2007*

*The Safety, Health and Welfare at Work Act 2005 as amended*

*National Guidelines for the Control of Legionellosis in Ireland, 2009*

<https://www.hpsc.ie/a-z/respiratory/legionellosis/publications/File,3936,en.pdf>

### **5.35 HAZARD: RADON**

**RISK:** Radon is a naturally occurring radioactive gas. Radon can seep into buildings from the ground and can sometimes accumulate to very high concentrations. Radioactive particles can be deposited in the airways and on lung tissue. This can lead to lung cancer.

**PERSONS AT RISK:** Staff, Students, Visitors and Contractors

#### **CONTROL MEASURES**

1. The Reference Level for radon in Irish workplaces is set at a concentration of 300 becquerels per cubic metre (Bq/m<sup>3</sup>), measured over any consecutive three-month period.
2. Radon measurements were made in 60 locations in buildings throughout the campus in 2016.
3. Where the radon concentration exceeded the reference level remedial action was taken. Ventilation/extraction systems were installed and regular monitoring was instigated to ensure levels are maintained below the reference level.

#### **RESOURCES**

1. Radon measurement reports maintained by the Director of Estates and Sustainability
2. Ongoing servicing of Ventilation/extraction system

**RISK RATING: LOW**

#### **PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability

#### **LEGISLATION**

*Radiological Protection Act 1991(Ionising Radiation) Regulations 2019*

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## 5.36 HAZARD: BIOLOGICAL AGENTS

**RISK:** Weil's disease resulting from exposure to rat contamination

Tetanus resulting from cuts/scratches while working with soil

HIV, Hepatitis resulting from exposure to blood or bodily fluids

**PERSONS AT RISK:** Buildings and Estates Staff, Cleaners, Contractors

### CONTROL MEASURES

1. Staff working outdoors will be offered Tetanus vaccination.
2. Buildings and Estates Staff must cover all cuts and scratches with waterproof plasters.
3. Buildings and Estates Staff must attend their GP if they experience flu like symptoms and explain that they may have been exposed to Weil's disease.
4. Hands must be washed before eating or smoking.
5. Discarded needles to be removed with a needle picker and disposed of under the direction of the Medical Centre.
6. If you experience a needle stick injury, encourage bleeding, do not suck the wound, wash with soapy water, cover and seek medical attention immediately.
7. PPE (waterproof gloves, overalls, safety goggles and FP3 face mask to be worn where there is a risk of splashing when working on drains/sewerage system or cleaning up biological spills.

### RESOURCES

Tetanus vaccination offered.

Needle picker

**RISK RATING: LOW**

### PARTICULAR RESPONSIBILITIES

Director of Estates and Sustainability

### LEGISLATION

*Safety, Health and Welfare at Work (Biological Agents) Regulations 2013*

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## **5.37 HAZARD: COLLEGE VEHICLE**

**RISKS:** Road traffic accidents leading to serious injury or death as a result of;

- Driver fatigue.
- Driving at night.
- Driving in bad weather. (e.g. rain, snow, ice, fog, low sunshine, hot weather)
- Rushing to make up lost time.
- Poor maintenance of the vehicle.
- Distractions. e.g. mobile phones, satellite navigation devices or in-vehicle navigation systems.
- Condition of the driver e.g. attitude, stress/fatigue, health and fitness, alcohol, drugs.
- Parking in dangerous places.

**PERSONS AT RISK:** Buildings and Estates Staff, Students and Staff, other road users

### **CONTROL MEASURES**

1. Permission / authority to drive the van must be granted in writing by the Director of Estates and Sustainability.
2. Staff driving the MIC van are required to have a full current driving license – a Class B License is required for vehicles < 3.5 tonnes.
3. Copies of up to date licenses must be maintained by HR.
4. Staff driving MIC vehicles are responsible for informing HR of any endorsements on their license for dangerous driving, drink driving, driving without insurance or disqualification, received while driving an MIC vehicle, as soon as they are applied. This is recommended to ensure a pro-active approach to any intervention or assistance being provided by MIC where the driver accumulates 8 penalty points in a 3 year period.
5. MIC van fitted with both driver and passenger airbags and an appropriate bulkhead to protect the driver from material stored in the back of the van.
6. Ensure all equipment is securely stored - loose equipment can become a dangerous projectile in sudden braking situations.
7. Only passengers engaged in work for MIC may be carried as passengers in the van
8. The Director of Estates and Sustainability will ensure the vehicle is serviced in accordance with the manufacturer's recommendations and for ensuring the Commercial Vehicle Roadworthiness Test is carried out annually.
9. Records provided by the garage of all servicing and testing of the van are kept with the vehicle and must be available for inspection.
10. The driver must carry out daily/before use visual safety checks based on the RSA/HSA vehicle walk-around check poster. If a check has been completed within the last 24 hours it does not need to be repeated.

### **RESOURCES**

1. Daily inspection and Service records

**RISK RATING: LOW**

## **PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability

## **LEGISLATION**

*Road Traffic Acts*

*Safety, Health and Welfare at Work (General Application) Regulations 2007(Work equipment)*

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## **5.38 HAZARD: INTERNATIONAL TRAVEL**

**RISK:** Accident, injury or illness without the usual support network available

Diseases not normally encountered in Ireland.

Staff caught up in terrorist actions

## **PERSONS AT RISK**

Staff travelling to promote MIC, conference travel

## **CONTROL MEASURES**

1. Staff should consult the Department of Foreign Affairs website [www.foreignaffairs.gov.ie](http://www.foreignaffairs.gov.ie), travel advice section, before arranging travel to foreign countries. Staff should not travel to countries which the Department of Foreign Affairs advises people to avoid non-essential travel to or not to travel to. Particular attention shall be paid to travel restrictions and travel advisories in place during the COVID-19 Pandemic.
2. Staff should also check whether particular vaccinations are required for their destination.
3. Staff must inform their Manager of intended travel dates and locations including the name, address and contact telephone numbers of their intended accommodation while abroad.
4. Staff should be aware of MIC travel insurance and carry travel insurer's contact details with them.
5. All staff travelling within the EU shall obtain an EU Health Insurance Card also known as (EHIC) European Health Insurance Card before travelling.
6. If a member of staff is involved in an accident while abroad on MIC business or suffers from a serious illness the MIC travel insurance is to be triggered immediately by the relevant manager so that cover is in place from the start of treatment/assistance.
7. If a member of staff is involved in an accident while abroad on MIC business or suffers from a serious illness, they should contact their Line Manager or the Health and Safety Manager as soon as possible after they have received assistance. The Line Manager will endeavour to assist the staff member and if required to contact next of kin.
8. If a staff member is travelling alone, they should contact their Line Manager or a check in buddy on a daily basis.
9. Staff are advised to register with the Department of Foreign Affairs through the Travelwise App so that they can receive assistance and notifications of any emergency situations arising in the country that they are visiting.

## **RESOURCES**

MIC Travel Insurance  
Travelwise App

**RISK RATING: LOW**

## **PARTICULAR RESPONSIBILITIES**

Head of Department

## **LEGISLATION**

*Safety Health and Welfare at Work Act 2005 as amended*

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## **5.39 HAZARD: COVID-19**

**RISK:** Respiratory illness ranging from mild to severe requiring hospitalisation

Fever

Risk of transmission to others (from both symptomatic and asymptomatic individuals)

Contamination of work areas and surfaces with the virus

**PERSONS AT RISK:** Staff, Students, Contractors, Visitors, Persons with underlying health conditions, all Personnel.

## **CONTROL MEASURES**

1. COVID-19 Response plan in place for MIC and widely communicated
2. Information on the symptoms of COVID-19 and control measures in place communicated to all personnel on Campus
3. Working from home facilitated where possible
4. Arrangements to facilitate physical distancing implemented e.g. reduced occupancy in dining areas, communal spaces etc., sneeze guards, signage etc
5. Face to face meetings replaced with online meetings as far as possible
6. Hand washing and drying facilities available throughout (water, soap, hand dryers/tissues)
7. Hand sanitising stations installed throughout
8. Respiratory etiquette in place
9. Provision of face masks where physical distancing requirements cannot be met
10. Increased cleaning regime in place
11. First Aid Responders provided with updated training on infection prevention and control principles including performance of hand hygiene and appropriate use of personal protective equipment when delivering first aid. Compression only CPR policy in place

12. Procedure for dealing with a suspected COVID-19 case in place (see Appendix 10)
13. Lead Worker Representatives appointed to ensure ongoing consultation and communication regarding COVID-19 control measures

#### **RESOURCES**

1. COVID-19 information and training
2. Return to Work training for employees
3. Restocking of hand washing and sanitising facilities
4. Contract Cleaning
5. Supply of PPE e.g. face masks, gloves

**RISK RATING: LOW**

#### **PARTICULAR RESPONSIBILITIES**

Head of Department  
Health and Safety Manager  
Director of Estates and Sustainability

#### **LEGISLATION**

*Safety Health and Welfare at Work Act 2005 as amended*

*Emergency Measures in the Public Interest (Covid-19) Act 2020*

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## **5.40 HAZARD: MONKEY POX**

### **RISK**

Monkeypox is a rare infection. It's mainly spread by wild animals in parts of west or central Africa.

The risk of catching it in Ireland is very low.

**PERSONS AT RISK:** Staff, Students, Visitors and Contractors

### **CONTROL MEASURES**

- Avoid touching clothing, bedding or towels used by someone with the monkeypox rash
- Avoid touching monkeypox skin blisters or scabs
- Avoid the coughs or sneezes of a person with the monkeypox rash
- Do wash your hands with soap and water regularly or use an alcohol-based hand sanitiser
- Only eat meat that has been cooked thoroughly
- Do not go near wild or stray animals, including dead animals
- Do not go near any animals that appear unwell
- Do not eat or touch meat from wild animals (bush meat)
- Do not share bedding or towels with people who are unwell and may have monkeypox
- Do not have close contact with people who are unwell and may have monkeypox

### **TREATMENT FOR MONKEYPOX**

Treatment for monkeypox aims to relieve symptoms. The illness is usually mild. Most people recover in 2 to 4 weeks.

You'll usually need to stay in hospital. This is so the infection does not spread to other people and your symptoms can be treated.

### **RESOURCES**

- Welfare facilities, hand washing, alcohol sanitiser units in college buildings including accommodation
- Provision of information

**RISK RATING: LOW**

**PARTICULAR RESPONSIBILITIES**

Director of Estates and Sustainability and Accommodation Manager (flushing and temperature monitoring), Health and Safety Manager

**LEGISLATION**

*The Safety, Health and Welfare at Work Act 2005 as amended*

Content supplied by the NHS and adapted for Ireland by the HSE

## **Appendix 1 General Principles of Prevention**

1. The avoidance of risks.
2. The evaluation of unavoidable risks.
3. The combating of risks at source.
4. The adoption of work to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work, with a view, in particular, to alleviating monotonous work and work at a predetermined work rate and to reducing the effect of this work on health.
5. The adaptation of the place of work to technical progress.
6. The replacement of dangerous articles, substances or systems of work by safe or less dangerous articles, substances or systems of work.
7. The giving of priority to collective protective measures over individual protective measures.
8. The development of an adequate prevention policy in relation to safety, health and welfare at work, which takes account of technology, organisation of work, working conditions, social factors and the influence of factors related to the working environment.
9. The giving of appropriate training and instructions to employees.

### Appendix 2 First Aid Responders

Name	Department	Room No.	Phone No.
Michele Dunleavy	SEN	JHN210	061 20(4587)
Kayleigh Swords	RGSO	JHN20	061 20(4977)
Helene Bradley Davies	Gerard House	N21	61 20(4967)
John Randles	Courtbrack Student Accommodation (Off Main Campus)	Courtbrack	061 302500
Fahad Khan	Courtbrack Student Accommodation (Off Main Campus)	Courtbrack	061 302500
Anne Magner	Student Academic Administration (SAA)	1 <sup>st</sup> Floor, Main Building	061 20(4510)
Owen O' Halloran	Courtbrack Student Accommodation (Off Main Campus)	Courtbrack	061 302500
Julian Bloomer	Gerard House	N3	061 20(5110)
Trish Kennedy	SCM	117, Main Building	061 20(4501)
Bernie Sheehan	Medical Centre	T3.07	061 20(4343)
Eleanor Walsh	STEM		061 20(4997)
Caroline Duffy	Health and Safety	C103	061 20(4914)
Marie Quaid	Education Office	307, 3 <sup>rd</sup> floor, Main Building	061 20(4563)
Angela Cloke Hayes	Geography	SG7	061 20(4577)
Anne Maree Coady	Medical Centre	T3.07	061 20(4343)
Joe Redington	Sports & Recreation	TN101	061-20(4705)
Des Mc Keown	Sports & Recreation		061-20(4306)
Ciara Cregan	Sports & Recreation	TN102	061-20(4375)
Eoin O' Halloran	Sports & Recreation	TN101	061-20(4705)
Eadaoin Shanahan	An Siopa- Students Union TARA Building	An Siopa	061 20(4907)
Dave Cuddihy	An Siopa- Students Union TARA Building	MISU	061 20(4907)
Chloe Keogh	An Siopa- Students Union TARA Building	MISU	061 20(4907)
Niall Quinn	Visual Art	G24a	061 20(4530)
Sara Fitzgerald	Language and Literacy	G50	061 20(4530)



### Appendix 3 Location of First Aid Supplies

Department	Contact Name	Phone No.
Reception, Staff Lounge, Halla-G12	Eileen Madden	061 20(4997)
Security Office	G4S Security	061 20(4982)
TARA Reception	TARA Reception/Security	061 20(4736)
Art Room (Main Building)	Niall Quinn	061 20(4985)
Student Academic Administration (Main Building)	Deirdre O' Riordan	061 20(4510)
Education Office ( Main Building)	Triena Delaney	061 20(4906)
Students Union Office and Shop	Deirdre Kennelly	061 20(4907)
CDU John Henry Newman Building JHN(122)	Ruth Bourke	061-20(4366)
President's Office ( Main Building)	Meg Roche	061 20(4590)
Buildings Maintenance Office (Main Building)	Regina Gormley	061 20(4586)
Medical Centre TARA Building	Annemaree Coady	061 20(4343)
Library Issue Desk	Library Staff	061 20(4370)
Computer Room	Computer Lab Attendants	061 20(4305)
Tailteann	Ciara Cregan	061 20(4375)
Summerville	Kitchen	
Arts Office (Main Building)	Rachel Godfrey	061 20(4972)
Research & Graduate School Office	Mary Collins	061 20(4350)
Placement Office	Maeve Sullivan	061 20(4307)
Household (Main Building)	Bridget Torpey	061 20(4985)
International Office (JHN 2)	Holly Cowman	061 20(4787)
Workshop	Sean Smith	061 20(4583)
Chaplaincy (T1.07 - TARA Building)	Fr. Mick Wall	061 20(4399)
Finance Office (Main Building)	Una Butler	061 20(4313)
Fees Office	Teresa Casey	061 20(4313)
Radio Station LG5	Station Manager	061 20(4127)
LINC Office JHN	Irene Hegarty	061 20(4567)
Access and Disability – Ground Floor, Main Building	Shirley Kearney	061 20(4927)
JHN Ground Floor JHN Ground floor	Paul Kirby	061 20(4703)
HR Office JHN Ground floor	Louise Farrell	061 20(4585)

### Appendix 4 Automated External Defibrillator Operators

Name	Department	Room No.	Phone No.
Michele Dunleavy	SEN	JHN210	061 20(4587)
Kayleigh Swords	RGSO	JHN20	061 20(4977)
Helene Bradley Davies	Gerard House	N21	61 20(4967)
John Randles	Courtbrack Student Accommodation (Off Main Campus)	Courtbrack	061 302500
Fahad Khan	Courtbrack Student Accommodation (Off Main Campus)	Courtbrack	061 302500
Anne Magner	Student Academic Administration (SAA)	1 <sup>st</sup> Floor, Main Building	061 20(4510)
Owen O' Halloran	Courtbrack Student Accommodation (Off Main Campus)	Courtbrack	061 302500
Julian Bloomer	Gerard House	N3	061 20(5110)
Trish Kennedy	SCM	117, Main Building	061 20(4501)
Bernie Sheehan	Medical Centre	T3.07	061 20(4343)
Eleanor Walsh	STEM		061 20(4997)
Caroline Duffy	Health and Safety	C103	061 20(4914)
Marie Quaid	Education Office	307, 3 <sup>rd</sup> floor, Main Building	061 20(4563)
Angela Cloke Hayes	Geography	SG7	061 20(4577)
Anne Maree Coady	Medical Centre	T3.07	061 20(4343)
Joe Redington	Sports & Recreation	TN101	061-20(4705)
Des Mc Keown	Sports & Recreation		061-20(4306)
Ciara Cregan	Sports & Recreation	TN102	061-20(4375)
Eoin O' Halloran	Sports & Recreation	TN101	061-20(4705)
Eadaoin Shanahan	An Siopa- Students Union TARA Building	An Siopa	061 20(4907)
Dave Cuddihy	An Siopa- Students Union TARA Building	MISU	061 20(4907)
Chloe Keogh	An Siopa- Students Union TARA Building	MISU	061 20(4907)
Niall Quinn	Visual Art	G24a	061 20(4530)

Sara Fitzgerald

Language and Literacy

G50

061 20(4530)

### Appendix 5 Accident/Incident Report Form

Date of Accident/Incident:	Time of Accident/Incident:
Department and exact location:	
Reported by:	Date Reported:
Department:	Reported to:

**Details of Person(s) involved:**

Name:	ID Number:
<input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other (Please Specify):	

**Details of any injuries:**

<b>Type of Injury:</b>	<b>No Injuries:</b> <input type="checkbox"/>
Graze/Scratches: <input type="checkbox"/> Cut/Laceration: <input type="checkbox"/> Dislocation: <input type="checkbox"/> Fracture: <input type="checkbox"/> Chemical Splash: <input type="checkbox"/> Concussion: <input type="checkbox"/> Puncture: <input type="checkbox"/> Scald: <input type="checkbox"/> Electric Shock: <input type="checkbox"/> Sprain: <input type="checkbox"/> Bruise: <input type="checkbox"/> Burn: <input type="checkbox"/> Bite: <input type="checkbox"/> Other(Please Specify): <input type="checkbox"/>	
<b>Body Part affected:</b>	
Head: <input type="checkbox"/> Face: <input type="checkbox"/> Eyes: <input type="checkbox"/> Neck: <input type="checkbox"/> Shoulder (L/R): <input type="checkbox"/> Chest: <input type="checkbox"/> Abdomen: <input type="checkbox"/> Arm (L/R): <input type="checkbox"/> Hand (L/R): <input type="checkbox"/> Leg (L/R): <input type="checkbox"/> Back: <input type="checkbox"/> Ankle (L/R): <input type="checkbox"/> Foot (L/R): <input type="checkbox"/> Other (Please Specify): <input type="checkbox"/>	
<b>Treatment:</b>	<b>No treatment necessary:</b> <input type="checkbox"/>
First Aid: <input type="checkbox"/> Name of FAR: _____ Doctor: <input type="checkbox"/> Hospital: <input type="checkbox"/> Other (Please Specify): <input type="checkbox"/>	

**Names and contact details of any Witnesses :**

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**Details of what happened:** (provide as much detail as possible, use additional sheets if necessary)

**Actions required to prevent a recurrence:**

Action	Responsible	Due By



## Safety Statement

Rev. 16  
January 2023

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Signature(Person completing this Report): \_\_\_\_\_ Date: \_\_\_\_\_

**Please forward completed report to the Health & Safety Manager**

## **Appendix 6 Pregnant, Post Natal and Breastfeeding Employees**

*[Safety, Health and Welfare at Work (General Applications) Regulations 2007 Part 6, Chapter 2.]*

Schedule 8 – This list is not exhaustive.

### **Part A - Pregnant, Post Natal and Breastfeeding Employees**

#### **1. AGENTS**

##### **Physical Agents**

##### **a. Physical Shocks and vibrations**

Regular exposure to shocks, low frequency vibration or excessive movement, may increase the risk of miscarriage. Heavy physical work in association with vibration may cause an increased risk of prematurity or low birth weight.

Recommendation: Pregnant workers and those who have recently given birth are advised to avoid work likely to involve uncomfortable whole-body vibration, especially at low frequencies or where the abdomen is exposed to shocks or jolts.

##### **b. Manual handling of loads**

Pregnant workers are at increased risk from manual handling injuries. Hormonal changes lead to laxity of ligaments, with consequent alterations in posture and increasing susceptibility to injury. Those who have recently given birth especially following a Caesarean section are likely to have reduced lifting and handling capability.

Control: The Safety, Health & Welfare at Work (General Application) Regulations (Part 2 Chapter 4) 2007 advise the elimination of hazardous manual handling, ergonomic assessment of such tasks and the training of individuals so as to reduce the risk, particularly of back injury. The

changes required for pregnant employees, will depend on the risk and the circumstances of their work activity.

##### **c. Noise**

There is no evidence that noise poses a specific risk to new or expectant mothers or to the foetus apart from the observation that prolonged exposure to loud noise may lead to stress and fatigue and indirectly to increased blood pressure and tiredness.

Control: The Safety, Health & Welfare at Work (General Application) Regulations (Part 5 Chapter 1) 2007 specifies the noise levels at which the employer is required to take action so as to ensure the safety and health of all employees.

##### **d. Ionising Radiation**

Significant exposure to ionising radiation can be harmful to the foetus and this is recognised by placing limits on the external radiation dose to the abdomen of the expectant mother for the declared term of her pregnancy. If a nursing mother works with radioactive liquids or dusts, these

can cause exposure of the child particularly through contamination of the mother's skin. Also, the foetus may be at risk from significant amounts of radioactive contamination breathed in or ingested by the mother and transferred across the placenta.

Control: The Radiological Protection Act (Ionising Radiation), Order 2000, lays down basic standards for the protection of the health of workers against the dangers arising from ionising radiations.

e. Non ionising electromagnetic radiation

Concern has been expressed regarding radiation emitted from display screen equipment (DSE) and its possible effects on pregnant women. Earlier reports have suggested higher levels of miscarriage and birth defects among some groups of DSE workers. However, these reports have not been substantiated by subsequent scientific studies. The levels of ionising and non-ionising electromagnetic radiation which are likely to be generated by display screen equipment are well below those set out in international recommendations for limiting risk to human health created by such emissions. The scientific evidence is that these levels do not pose a significant risk to health.

Control: The Safety, Health & Welfare at Work (General Application) Regulations, 2007 (Part 2 Chapter 5) set down minimum requirements for the safe set up and use of all DSE, including radiation risk. On the basis of current scientific evidence pregnant women do not need to stop work with VDU's.

However, if employees have concerns about VDU use during pregnancy, they should discuss their concerns with someone adequately informed of current authoritative scientific information.

f. Extremes of cold or heat

Pregnancy tends to reduce heat tolerance so that a woman may be more likely to faint or be more liable to heat stress. Breastfeeding may be impaired by heat dehydration. No specific problems arise from working in extreme cold.

Recommendation: Efforts should be made to ensure that pregnant workers are not exposed to prolonged heat at work. Appropriate rest facilities and access to refreshments should also be considered [Safety, Health & Welfare at Work (General Application) Regulations, 2007 (Part 2 Chapter 1)].

g. Movements and postures

Fatigue from standing and other physical work has long been associated with miscarriage, premature birth and low birth weight. Excessive physical or mental pressure may cause stress and anxiety with a possibility of raised blood pressure in the woman. Pregnant workers may experience problems in working at heights and in tightly fitting workspaces or with workstations which do not adjust sufficiently to take account of increased abdominal size, particularly during the later stages of pregnancy. This may lead to an increased risk of strain or sprain injuries. Dexterity or agility may be impaired which may lead to an increased risk of accidents.

Control: The Safety, Health & Welfare at Work (General Application) Regulations (Part 2 Chapter 1), 2007 specify general principles of prevention. The work should be adapted to the individual, especially as regards the design of places of work, the choice of work equipment and the choice of systems of work.

Biological Agents

Certain groups of workers are at increased risk of exposure to various infections. Laboratory workers, health care personnel, people looking after animals may be at increased risk of exposure to, for example hepatitis B, HIV, herpes, TB, syphilis, chickenpox and typhoid. Rubella and toxoplasma can harm the foetus as can cytomegalovirus and chlamydia.

Control: The Safety, Health & Welfare at Work (Biological Agents) Regulations 2013 outline arrangements for the protection of workers from the risks related to exposure to biological agents at work.

### Chemical Agents

Substances labelled R40/H351, R45/H350, R46/H340, R47, R61/H360, R63/H361 and R64/H362 under the Packaging and Labelling Regulations require assessment. About 200 substances are labelled with these risk phrases/hazard statements.

R40 possible risk of irreversible effects H351 Suspected of causing cancer

R45 may cause cancer H350 May cause cancer Carcinogen Regulations S.I. No. 078 of 2001

R46 may cause heritable genetic damage H340 May cause genetic defects

R61 may cause harm to the unborn baby H360 May damage fertility or the unborn child

R63 possible risk of harm to the unborn baby H361 Suspected of damaging fertility or the unborn child

R64 may cause harm to breast fed babies H362 May cause harm to breast-fed children

In carrying out risk assessments for chemical agents, employers should have regard for women who are pregnant or who have recently given birth and prevent or control the risk. In many instances compliance with the limits imposed by the relevant legislation will be adequate to protect the health and safety of new and expectant mothers.

Control: The Safety, Health and Welfare at Work (Chemical Agents) Regulations, 2001 outline arrangements to ensure that the exposure of employees to chemical agents at work is prevented or, where exposure cannot be avoided, the risk is adequately controlled.

- Mercury and mercury derivatives:

Organic mercury compounds may have adverse effects on the foetus and on the mother. Studies suggest that they may cause growth retardation on the foetus or central nervous system disorders.

Recommendation: The World Health Organisation (WHO) recommends that women of fertile age not be exposed at all.

- Cytotoxic drugs:

These drugs can be absorbed by inhalation or through the skin. These drugs have the potential to cause damage or disruption to DNA molecules carrying genetic information.



Control: There is no known threshold limit and exposure must be eliminated/ reduced to as low a level as is reasonably practicable. Assessment of the risk should look at the preparation of the drug for use, administration of the drug, and disposal of waste.

- Carbon monoxide:

Occupational exposure to CO particularly affects those functions which require high oxygen consumption i.e. the cardiovascular system, the nervous system, and foetal development. Pregnant women may have heightened susceptibility to the effects of exposure to carbon monoxide since this substance readily crosses the placenta and can result in the foetus being starved of oxygen.

Control: maintenance of levels as far below the Threshold Limit Value (TLV) as is reasonably practicable.

## 2. PROCESSES

Scheduled carcinogen risks (Schedule One of the Safety, Health & Welfare at Work (Carcinogen) Regulations, 2001).

## 3. WORKING CONDITIONS

Underground mining.

### **Part B - Pregnant Employees**

#### 1. AGENTS

##### a. Physical Agents Hyperbaric Atmosphere

Pregnant workers are at increased risk in a hyperbaric atmosphere, and thus should not work in a compressed air environment. Pregnancy is considered a medical reason not to dive.

##### b. Biological Agents

See above.

##### c. Chemical Agents - lead and lead derivatives

Haem Synthesis is more susceptible to interference by lead in women and young children than in men. Exposure to high levels of lead may be associated with an increased risk of spontaneous abortion, stillbirth and infertility.

## 2. WORKING CONDITIONS

Underground mining work.

### **Part C – Employees Who are Breast-Feeding**

#### 1. CHEMICAL AGENTS lead and lead derivatives:

See above

2. WORKING CONDITIONS:

Underground mining work.

Pregnant Employees - Further Information

HSA – Pregnant at Work FAQs

HSA – Protection of Pregnant, Post Natal and Breastfeeding Employees

*Schedule 8 Part A, Part B and Part C of the Safety, Health and Welfare at Work (General Application) Regulations 2007.*

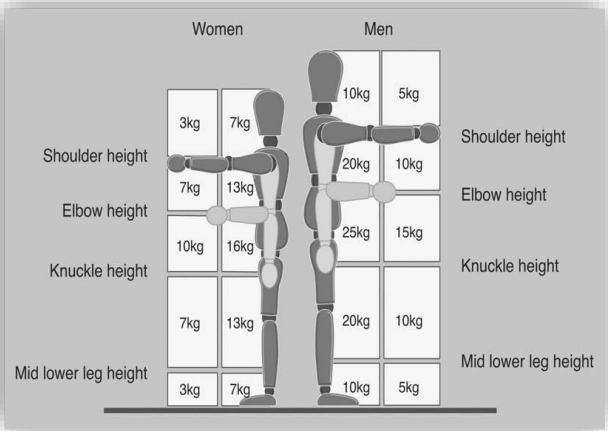
**Appendix 7 Manual Handling Risk Assessment**

*For manual handling tasks regularly carried out, particularly those where loads are above the Health and Safety Authority Guideline Weights. Expand the form as required.*

<b>Describe the task, who carries it out and where is it carried out.</b>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"><b>Date of Assessment:</b></td> <td style="width: 50%; padding: 5px;"><b>Assessor:</b></td> </tr> </table>	<b>Date of Assessment:</b>	<b>Assessor:</b>
<b>Date of Assessment:</b>	<b>Assessor:</b>	

TASK	HAZARD	RISK	CONTROLS/MEASURES TO REDUCE RISK	RESPONSIBLE	RESIDUAL
Does it involve?	PRESENT	ASSESSMENT		& DUE DATE	RISK (after measures taken)
Holding load away from trunk					
Twisting					
Stooping					
Reaching upwards					
Large vertical movement					
Long carrying distances					
Strenuous pulling/pushing					
Unpredictable/sudden movement of load					

<b>TASK</b> Does it involve?	<b>HAZARD PRESENT</b>	<b>RISK ASSESSMENT</b>	<b>CONTROLS/MEASURES TO REDUCE RISK</b>	<b>RESPONSIBLE &amp; DUE DATE</b>	<b>RESIDUAL RISK (after measures taken)</b>
Repetitive handling					
Insufficient rest/recovery time					
Work rate imposed by a process					
Is handling equipment available					
Is it suitable to the task					
Is there unstable posture					

<b>LOAD</b> Considering the HSA guideline weights below, is it?	<b>HAZARD PRESENT</b>	<b>RISK ASSESSMENT</b>	<b>CONTROLS/MEASURES TO REDUCE RISK</b>	<b>RESPONSIBLE &amp; DUE DATE</b>	<b>RESIDUAL RISK (after measures taken)</b>
 <p>The diagram illustrates HSA guideline weights for Women and Men at four different heights. For Women, the weights are 3kg (Shoulder), 7kg (Elbow), 10kg (Knuckle), and 7kg (Mid lower leg). For Men, the weights are 10kg (Shoulder), 20kg (Elbow), 25kg (Knuckle), and 20kg (Mid lower leg).</p>					
Heavy					
Bulky/large					
Unwieldy					
Difficult to grasp					
Unstable					
Unpredictable					
Harmful					

ENVIRONMENT Are there?	HAZARD PRESENT	RISK ASSESSMENT	CONTROLS/MEASURES TO REDUCE RISK	RESPONSIBLE & DUE DATE	RESIDUAL RISK (after measures taken)
Constraints on posture/limited space					
Poor floors, potholes, bumpy surface					
Variations in level – pushing up a hill, down a hill, over a kerb					
Hot/Cold/Humid					
Exposed to the elements/windy, rain					
Poor lighting					
Constraints on posture from clothes/PPE					
Stairs					
Ladder					

INDIVIDUAL Does the job?	HAZARD PRESENT	RISK ASSESSMENT	CONTROLS/MEASURES TO REDUCE RISK	RESPONSIBLE & DUE DATE	RESIDUAL RISK (after measures taken)
Require unusual capability, strength					
Endanger those with a health problem particularly those with existing injuries					
Endanger pregnant women					
Require standard manual handling training					
Require special information/training above that provided in manual handling training					

Date reviewed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Reviewed by: \_\_\_\_\_

**Appendix 8 Health & Safety Inspection**

Date of Inspection:	Inspected by:	Position:
Department:	Building:	Room:

No.	Check (based on visual inspection)	Response
1.	Are the escape routes clearly marked?	Y/N**
2.	Are fire extinguishers provided and visible?	Y/N**
3.	Does the room/area appear to be adequately lit?	Y/N
4.	Is the overall condition of room/area tidy with surplus items stored away safely?	Y/N
5.	Are passageways, especially emergency exits, free of obstruction?	Y/N**
6.	Are fire extinguishers tested regularly as evidenced by a dated maintenance label?	Y/N**
7.	Are any possible ignition sources e.g. fan heaters, removed?	Y/N**
8.	Are metal bins provided for waste?	Y/N
9.	Is the area free from multi point mains adapters?	Y/N**
10.	Has the electrical equipment in the rooms been visually checked by the user(s)?	Y/N**
11.	Are floors free from trailing cables which are likely to be a tripping hazard?	Y/N
12.	Are floor coverings in good condition i.e. they don't pose a tripping hazard?	Y/N
13.	Is the area free from regular/ occasional spills which could be a slipping hazard?	Y/N
14.	If needed, are measures in place in wet areas to eliminate this slipping hazard?	Y/N/ n/a
15.	Does the ventilation feel comfortable in all occupied areas of the building?	Y/N
16.	Do all steps/staircases seem adequately lit?	Y/N**
17.	Are all steps/staircases, provided with handrails?	Y/N**
18.	Have the manual handling tasks been risk assessed?	Y/N
	Are heavy items stored at an appropriate height for ease of manual handling?	Y/N
No.	Check (based on visual inspection)	Response



19.	Is storage above 1.86m avoided?	Y/N
	Where not, has the work at height been risk assessed?	Y/N**
	Are ladders/kick alongs/hop ups available to access higher shelving/storage space?	Y/N
	Is such equipment checked by users before use?	Y/N
20.	Are filing cabinets anchored and interlocked (only 1 drawer opens at a time)?	Y/N
21.	Are there adequate, stocked first aid kit(s) available?	Y/N
22.	Are the toilets adequately maintained e.g. toilet seats firmly attached?	Y/N
23.	Are all flammable/caustic materials stored securely in appropriate locations?	Y/N
24.	Are kettles, coffee machines, etc., securely positioned to avoid risk of scalds?	Y/N
25.	Is there a list of first aiders displayed?	Y/N
	<b>Based on consultation/feedback from Unit staff</b>	
26.	Are areas cleaned regularly?	Y/N
27.	Are spillages cleared up immediately?	Y/N
28.	Are rubbish bins emptied regularly?	Y/N
29.	Is a fire drill conducted at least annually?	Y/N**
30.	Do all personnel know where fire extinguishers are and how to use them?	Y/N**
31.	Do all staff know the alternative escape routes (where provided) in the event of fire?	Y/N**
32.	Are there regular checks to ensure that escape exits are not impeded/locked?	Y/N**
33.	Are all bolts and fittings on emergency doors working?	Y/N**
34.	Are electrical repairs carried out by trained and competent personnel only?	Y/N**
35.	Is room temperature maintained within acceptable limits?	Y/N
36.	Are noise levels kept below an acceptable level?	Y/N
37.	Is after hours working risk assessed?	Y/N
38.	If after hours working is allowed are appropriate management measures in place?	Y/N/ n/a



## Appendix 9 HSE checklist for Dealing with a Suspected Case of COVID-19

### Employer Checklist No.4 - Dealing with a Suspected Case of COVID-19

These checklists have been prepared to help employers, owners and managers to get their business up and running again in a way that will help prevent the spread of COVID-19. Further information can be found at [www.Gov.ie](http://www.Gov.ie), [www.hse.ie](http://www.hse.ie), [www.hpsc.ie](http://www.hpsc.ie) and [www.hsa.ie](http://www.hsa.ie)

No.	Control	✓Yes	✓No	Action Required
<b>Procedures and Information</b>				
1.	Have you a system in place to identify and isolate workers or others who start to display symptoms of COVID-19 in the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<b>Have you a COVID-19 contact / group work log in place to facilitate contact tracing?</b>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Have you informed workers of the purpose of the log?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Have you consulted with workers <sup>1</sup> on the purpose of the isolation procedure and when it should be used?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Have you displayed the COVID-19 posters in suitable locations <u>highlighting the signs and symptoms of COVID-19?</u>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Instructions if a person(s) develops signs and symptoms of COVID-19 at work</b>				
6.	Have you instructed your workers about what they need to do if they develop signs and symptoms at work?	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Have you provided your workers with up to date public health information on COVID-19 issued by the <a href="http://HSE">HSE</a> , <a href="http://HPSC">HPSC</a> and <a href="http://GOV.ie">GOV.ie</a> ?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Reporting</b>				
8.	Have you made your workers aware of reporting procedures if they develop signs and symptoms at work for COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Control	✓Yes	✓No	Action Required
<b>Response team</b>				
9.	Have you appointed a manager to deal with any suspected case of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Have you allocated workers to support a response team(s) to deal with a suspected case of COVID-19 in the workplace and trained this team in what actions to take?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Isolation area(s)</b>				
11.	Have you identified a place that can be used as an isolation area, preferably with a door that can be closed, in the event of a suspected case of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Is this isolation area accessible, including to workers with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Is the route to the isolation area accessible?	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Have you a contingency plan for dealing with more than one suspected COVID-19 case? e.g. If more than one person is displaying signs and symptoms of COVID-19, are there additional isolation areas?	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Are the following available in the isolation area(s)? <ul style="list-style-type: none"> <li>• ventilation, e.g. fresh air ventilation / ability to open a window</li> <li>• tissues</li> <li>• hand sanitiser</li> <li>• disinfectant and/or wipes</li> <li>• gloves, masks</li> <li>• waste bags</li> <li>• pedal-operated, closed bin</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Isolating a person(s) displaying COVID-19 symptoms</b>				
16.	Are procedures in place for the manager or a member of the isolation team to accompany the affected person to the isolation area, along the isolation route, while maintaining physical distancing (2 metres) from them?	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Control	✓Yes	✓No	Action Required
17.	Is the manager and response team familiar with this procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Have others been advised to maintain a distance of at least 2 metres from the affected person at all times?	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Is there a disposable mask available for the affected person to wear while in a common area and when exiting the building?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Arranging for the person to leave workplace / Exit Strategy</b>				
20.	Have you established, by asking them, if the affected person feels well enough to travel home?	<input type="checkbox"/>	<input type="checkbox"/>	
21.	If the affected person considers themselves able to travel home, have you directed them to do so and to call their GP and self-isolate at home?	<input type="checkbox"/>	<input type="checkbox"/>	
22.	If the affected person feels unable to go home, has the manager / isolation team let them remain in isolation, and enabled them to call their GP?	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Has the affected person been advised to avoid touching other people, surfaces and objects?	<input type="checkbox"/>	<input type="checkbox"/>	
24.	Has the affected person been advised to cover their mouth and nose with the disposable tissue(s) provided when they cough or sneeze, and to put the tissue in the waste bag provided?	<input type="checkbox"/>	<input type="checkbox"/>	
25.	Has transport home or to an assessment centre been arranged if the affected person has been directed to go there by their GP?	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Has the affected person been advised not to go to their GP's surgery or any pharmacy or hospital?	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Has the affected person been advised they must not use public transport?	<input type="checkbox"/>	<input type="checkbox"/>	
28.	Has the affected person been advised to continue wearing the face mask until they reach home?	<input type="checkbox"/>	<input type="checkbox"/>	

No.	Control	✓Yes	✓No	Action Required
<b>Follow-up</b>				
29.	Have you carried out an assessment of the incident to identify any follow-up actions needed?	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Are you available to provide advice and assistance if contacted by the HSE?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Disinfection</b>				
31.	Have you taken the isolation area and any work areas where the person was involved out-of-use until cleaned and disinfected?	<input type="checkbox"/>	<input type="checkbox"/>	
32.	Have you arranged for cleaning and disinfection of the isolation area and any works areas involved, at least one hour after the affected person has left the building?	<input type="checkbox"/>	<input type="checkbox"/>	
33.	Have the cleaners been trained in dealing with contaminated areas and supplied with the appropriate PPE?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Additional Information</b>				

Name:

Signature:

Date:

## **Appendix 10 Protocol for Dealing with a Suspected or Confirmed Case of COVID-19**

### **1.0 INTRODUCTION**

1.1 Mary Immaculate College staff and students should not attend college if displaying any symptoms of COVID-19. These include the following:

- a fever (high temperature - (38 degrees Celsius or above)
- a cough - this can be any kind of cough, not just dry
- shortness of breath or breathing difficulties
- loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal

It can take up to 14 days for symptoms to show. They can be similar to symptoms of cold and flu.

### **2.0 PURPOSE**

The purpose of this Protocol is to detail the actions to be taken if any member of the college community presents with COVID-19 symptoms while on campus or receives a positive COVID-19 diagnosis following testing to assist in the prevention of the spread of COVID-19 at Mary Immaculate College.

### **3.0 SCOPE**

This procedure applies to Mary Immaculate College Limerick, Courtbrack Accommodation Limerick, Thurles Campus, Tipperary.

### **4.0 DOCUMENTS REFERENCED**

- Transitional Protocol: Good Practice Guidance for Continuing to Prevent the Spread of COVID-19
- Department of Business, Enterprise and Innovation and the Department of Health - Return to Work Safely Protocol.
- Department of Education and Skills - Guidance for Further and Higher Education for

returning to on-site activity in 2020: Roadmap and COVID-19 Adaptation Framework

## **5.0 DEALING WITH A SUSPECTED CASE OF COVID-19**

The procedure to be followed in the event of someone developing the signs and symptoms of COVID-19 while at Mary Immaculate College is as follows:

- 5.1 Staff/students who experience symptoms of COVID-19 while on MIC premises must immediately notify their direct Supervisor and leave the college.
- 5.2 The unwell individual must be advised to avoid touching people, surfaces and objects. They must also be advised to cover their mouth and nose with disposable tissue provided when they cough and sneeze and put the waste tissue in the waste bag provided.
- 5.3 The individual should call their doctor and outline their current symptoms.
- 5.4 If the individual becomes very unwell, (the symptoms may not be COVID-19 but of a different illness) an ambulance should be called by dialling 999 or 112 on a mobile phone.
- 5.5 When the unwell individual is ready to leave the building, they must be reminded to continue wearing the face mask and to ensure 2 metre distancing from others. Public transport must not be used as this puts others at risk of exposure to the virus. They must also be advised to contact their Line Manager, Student Academic Administration, Human Resources as appropriate that they are a suspected COVID-19 case to inform of their absence from college or work. The unwell individual must follow the advice of their doctor/medical professional until they have been given the all-clear to return to work/study.

## **6.0 DEALING WITH A CONFIRMED CASE OF COVID-19**

- 6.1 If a confirmed case of COVID-19 is identified at any of Mary Immaculate College premises, the HSE will provide the affected person with the relevant advice.
- 6.2 Personnel who have been in **close contact** are not required to take a COVID-19 test if not symptomatic. Close contacts should self-isolate if symptoms develop.

Staff who have **not** had close contact with the confirmed case do not need to take precautions and can continue to attend work.

**Definition: Close Contact:**

- Any person who has had greater than 15 minutes face-to-face (<2 meters distance) contact with a confirmed case, indoor or outdoor
- Any individual living in the same household or shared accommodations as a confirmed case
- Sitting within 2 seats of a confirmed case on public transport or airplane

**Definition: Casual Contact:**

- Any individual who has shared a closed space with a confirmed case for less than two hours.
- Any individual who has shared a closed space with a confirmed case for longer than two hours, but following risk assessment, does not meet the definition of a close contact.

6.3 Close and casual contacts are not considered cases and if they are well, they are very unlikely to have spread the infection to others. Staff/Students who have not had close contact with the original confirmed case do not need to take any precautions and can continue to attend work.

## **Appendix 11 Staff Contacts for COVID-19**

Ms. Rachel Costello, Director of Estates and Sustainability.

Mr. Frank White, Director of Human Resources

Ms. Caroline Duffy, Health and Safety Manager

Mr. Ger O' Donoghue, Buildings and Estates Manager

Ms. Marie Quaid, Lead Worker Representative

Mr. Des Carswell, Lead Worker Representative

Ms. Ruth Talbot, Lead Worker Representative