



COLÁISTE MHUIRE GAN SMÁL
OLLSCOIL LUIMNIGH
MARY IMMACULATE COLLEGE
UNIVERSITY OF LIMERICK



MARY IMMACULATE COLLEGE

THURLES CAMPUS

LOCAL SAFETY STATEMENT

REV. 6

NOVEMBER 2022

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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, Thurles Campus, Cathedral Street Thurles, Co. Tipperary, Ireland E41 C424.

This Local Safety Statement covers the activities at the Thurles Campus including the college and student accommodation.

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 controls are in place to eliminate or minimise risk. The control measures must take account of the policies and guidance set out in section 4 of this Safety Statement.

This Safety Statement is available on the Mary Immaculate College Website and shall be brought to the attention of all staff 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	Sept 2016	All	First Issue	Caroline Duffy
Rev 2	Sept 2017	All	Update	Caroline Duffy
Rev 3	Sept 2018	All	Update	Caroline Duffy
Rev 4	Sept 2019	All	Update	Caroline Duffy
Rev 5	Oct 2020	All	Update and inclusion of COVID-19 risk assessment	Caroline Duffy
Rev 6	Nov 2022	All	Update to COVID-19 information, appendices and inclusion of Monkey Pox safety information. Update to organisational chart	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. As of January 2022, a new protocol has been introduced to help fight COVID-19; The Transitional Protocol - Good Practice Guidance for Continuing to Prevent the Spread of COVID-19

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

Date

President, Mary Immaculate College.

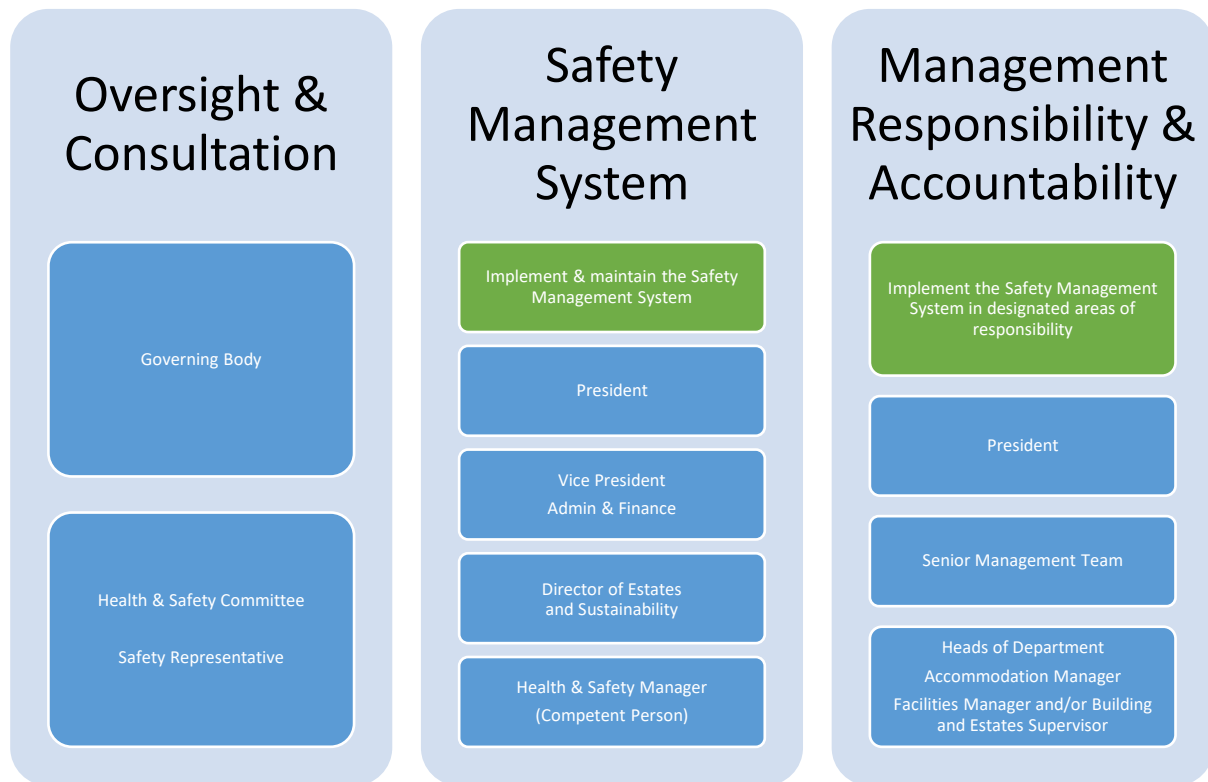
Glossary

- 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 Programme
- 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 all 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 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 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 that all safety measures take into account both fixed term and temporary workers and that that any measures taken do not involve financial cost to his or her employees

The College President shall specifically:

- Sign the Safety Policy and ensure that 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 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 in their respective areas
- They shall demonstrate through personal behaviour that 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 that they and all staff are familiar with fire and emergency procedures
- Demonstrating through personal behaviour that only the highest standards of safety are acceptable

3.4 Facilities Manager and/or Building and Estates Supervisor

Day to day responsibility for health and safety rests with the Facilities Manager and/or Building and Estates Supervisor. This includes:

- Responsibility for managing and conducting work activities to ensure the health, safety and welfare of employees, residents, contractors, visitors and others, as far as is reasonably practicable
- Ensure the place of work is safe and without risk to health
- Ensure information, instruction, training and supervision is provided to ensure safety, health and welfare and arrange for all safety training to be recorded and to organise refresher training when needed for staff under his direction
- Responsibility for the identification of hazards, the assessment of risks and the implementation of control measures, taking account of changing circumstances and General Principles of

Prevention (as set out in the Safety, Health and Welfare at Work Act), covering all work activities under his control at the Thurles campus. See Appendix 1

- Monitoring changes in work activity such as introduction of new equipment, to ensure that hazards are dealt with before employees or residents are exposed to them
- Ensuring regular safety inspections and audits take place and the results are fed back to the Health and Safety Manager to ensure that issues are dealt with and to contribute to continuous improvement
- Ensuring adequate consultation arrangements are in place so that employees under his control can make their views and concerns known to management
- Ensuring personal protective equipment is provided at no cost to employees, where risks cannot be eliminated completely
- Preparing and revising plans covering emergencies and serious or imminent dangers
- Making arrangements for the reporting and investigation of near misses and accidents so that they may be prevented from happening again
- Ensuring the contents of the Local Safety Statement are made known to employees under his/her control (full, part time and temporary), contractors and other relevant persons. It is the responsibility of the Head of Faculty to ensure that academic staff are made aware of the Local Safety Statement

To assist the Facilities Manager and/or Building and Estates Supervisor, fulfil his/her duties, a checklist of the safety duties and responsibilities of the role is attached in Appendix 2. This checklist should be read in accordance with the complete Safety Statement and not considered in isolation.

In certain areas such as the maintenance and servicing of fire safety equipment, boiler etc., the Director of Estates and Sustainability may arrange for the work to be carried out, but the Facilities Manager and/or Building and Estates Supervisor has oversight and retains documentary evidence of compliance.

3.5 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 that they are not under the influence of any intoxicant to the extent that 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

3.6 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 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 that 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

3.7 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

3.8 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 where posted
- 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
- Comply fully with the requirements set out in the Residents Handbook. Specific attention is drawn to the following requirements which are in place for your safety, health and welfare;
 - No smoking
 - No open flames or candles
 - No preparation, cooking or storing of food in bedrooms
 - No washing or drying of clothes in bedrooms
 - Only enter and exit through the main door. Fire exits are only to be used in emergencies and during drills
 - Gatherings of 3 or more are not allowed in bedrooms
 - Keep communal areas clean and clear of trip and slip hazards
 - Report any faults immediately
 - On hearing the fire alarm leave the building immediately and go to the Assembly Point

3.9 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 and Facilities Manager and/or Building and Estates Supervisor
- Provide risk assessments/methods statements as necessary
- Maintain appropriate and up to date insurance
- Ensure that 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 take out of service until repairs have been completed

4.0 Safe Working Arrangements

4.1 Safe Place of Work

MIC provides facilities on the Thurles Campus 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 that 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 Thurles Campus. 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 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 College 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 and Machinery

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 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 on the Thurles Campus 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 so as to prevent danger. Surge protection is also in place for offices and other work areas. All of the maintenance equipment is 110volt in order to reduce the risk of shock in damp conditions.

Appropriate supervision is provided for all of the 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.

See Appendix 14 for the visual inspection checks.

4.7 Gas Installations

Natural gas is used to provide heating and hot water in the Thurles Campus. 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 Campus's preventative maintenance programme and records are maintained on file.

4.8 Radon

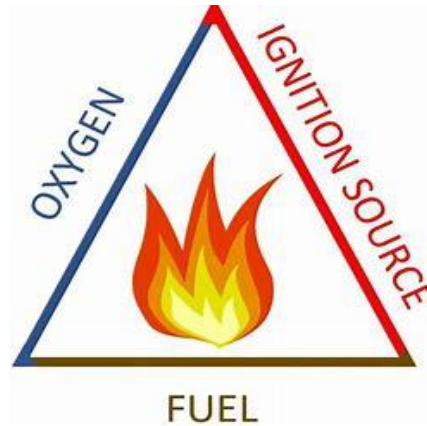
Radon is a naturally occurring radioactive gas; it is colourless, odourless and tasteless and can only be measured using specific equipment. Radon can sometimes accumulate to unacceptably high concentrations and in such circumstances can increase the risk of lung cancer. Under the *Radiological Protection Act, (Ionising Radiation) Regulations 2019* the reference Level for radon gas in workplaces is 300 Becquerel's per cubic meter of air (Bq/m³), 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 shall be taken throughout the Thurles Campus and where levels are found to be above the reference level, remediation shall be 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 Campus 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

- Candles are not permitted in the Accommodation 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 is responsible for ensuring that 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 and 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 and that 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.

Smoke detectors are installed in all buildings and in each room of the Residential Block. The exception to this is the Library Building. Fire alarm sounders are installed throughout and those in the Residential Block are at a higher decibel setting.

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 is kept clear.

4.9.6 The fire and evacuation plan in place at the Thurles Campus 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 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 that procedures are in place during all concerts, plays etc. to comply with the *Fire Services Act of 1981 and 2003*.

To assist with a safe evacuation of the premises, Fire Wardens (two per floor) have been appointed. Their instructions are as follows:

- On hearing the alarm Fire Wardens must wear their orange high visibility vest

- Fire wardens must not delay their own evacuation
- Encourage people to respond to the alarm
- Check your designated area
- Direct occupants to the nearest exits and tell them where to assemble
- Conduct a quick search and ensure no one is left behind
- Instruct uncooperative persons to evacuate but do not delay your own evacuation
- Do not open doors that are hot – check the door (not the handle) with your hand
- Report to the Assembly Point and tell the person in charge that your area is clear or the number and location of persons still in the building
- After evacuation prevent people from re-entering the building until the all clear is given by the Person in Charge

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 that all employees, students, contractors and visitors go directly to their designated assembly points around the campus.

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

A number of personnel based on the Thurles Campus are trained First Aid Responders, see Appendix 3. First Aid supplies and Automatic External Defibrillators are available various points across the Campus.

4.11.1 Training

The College has an active training program providing PHECC (FAR) 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 First Aid Boxes

There are first aid boxes provided in various locations around the Campus. The Facilities Manager and/or Building and Estates Supervisor 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 5 for the locations of First Aid Boxes.

4.11.3 Automatic External Defibrillators

Automatic External Defibrillators (AEDs) are available at MIC Thurles. 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 be used by trained personnel only. 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 (First Aid Response) FAR 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 FARs 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) i.e. 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.

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 Facilities Manager and/or Building and Estates Supervisor or Reception. Accident/Incident Report forms are available in Reception Areas, in Appendix 6 of this Safety Statement and on the Health and Safety section of the College website. The objective of the report form is to obtain all relevant accurate information as quickly as possible.

The following actions shall be taken by the Facilities Manager and/or Building and Estates Supervisor or person in charge following an accident:

1. First Aider to attend scene.
2. Assistance to be provided to the injured party.
3. Medical assistance to be sought if required.
4. Carry out a complete physical/visual examination of the area where the accident occurred.
5. Where appropriate, photograph/sketch the accident scene.
6. Complete the accident report fully making sure it is dated and signed.
7. Document statements for all witnesses (employee, residents, contractors) and attach to accident report.
8. Attach relevant documentation such as photos, roster records, CCTV footage, safety training records, equipment servicing records, relevant section from the Safety Statement and most recent safety inspection.
9. Inform the Health and Safety Manager of all accidents where a staff member is out of work for 3 days as a result of a workplace accident as soon as possible.
10. Copy all documents and send originals to the Health and Safety Manager.

When a serious accident has occurred the Health and Safety Manager will be called to the scene of the accident and will investigate. If the Health and Safety Manager is not in attendance a Senior Staff member will conduct the investigation and update the Health and Safety Manager on his / her return. In the event of a serious accident/ incident the Health and Safety Manager will carry out an investigation into the root cause of the accident/ incident and will make recommendations to management on any corrective action/s required. A prompt investigation will be carried out after every accident / incident in order to determine the immediate cause and to prevent similar accidents / incidents occurring. Corrective actions will be taken where necessary and recorded. The co-operation and assistance by all members of staff in accident / incident investigations is expected. 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 this is reported in the normal way.

All work accidents where an injured employee is unable to work for more than three consecutive days which come under the Safety, Health and Welfare at Work Act 2005, shall be reported to the Health and Safety Authority on form IR1 on-line at 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 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 as part of the ongoing health and safety plan.

The aim of the Induction training programme is to help employees:

- Identify the hazards they may encounter at work
- Build an awareness of safety rules and regulations

- Communicate the correct message to employees
- Get employees used to the concept of safety and for other instruction will follow e.g. manual handling, fire drill etc.

The College expects all employees to attend all training as scheduled. An annual training needs analysis is drafted at the start of the calendar year and considers at a minimum, the following training types; manual handling, first aid, Display Screen Equipment set up, fire safety and on-site security measures. Additional training types will be provided to meet specific needs as they arise.

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 (Pre-Hospital Emergency Care Council) (FAR)
- 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

To comply with the 2005, Act the College is aware of the need to provide training and awareness in safety matters to employees following their recruitment or employees being transferred to tasks that are unfamiliar to them. The College will also inform employment agencies of the skills required when recruiting temporary employees.

When the services of a Sub-contractor are used by the College, every effort will be made to ensure workers are competent in their work and have received appropriate safety training.

This may be done by the Subcontractor through the commitment given in the

- Safety Statement
- Method Statement
- Training records provided
- Information received from training organizations

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 will ensure that the employees working for a contractor will understand the training being provided through means of an interpreter if required.

The Facilities Manager and/or Building and Estates Supervisor is responsible for ensuring staff under his control receive induction training, manual handling training, instruction in the safe use of equipment. He will also ensure that contractors on site have received safety induction training.

The Head of School is responsible for ensuring they have identified the training required for staff and that the training is delivered.

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 that 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 that 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 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

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 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 11)

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.

Noise is measured in units known as decibels dB (A). However, as a rough guide, if it is difficult to hear a normal conversation at a distance of 2m from the person speaking, it is likely that the noise levels in the area are above the levels permitted under these regulations (i.e. over 80dB (A)). The noise regulations require the College to take specific action at certain action values. These are the daily noise exposure levels or the peak sound pressure levels which, if exceeded, for an employee, action will need to be taken to reduce the risk.

Employees, students and others will be informed:

- If the noise level is likely to exceed 85 dBA and of the potential risk of damage to hearing, about the measurements taken of the noise levels and an explanation of the significance of the results about what is being done to reduce the noise levels

4.21.1 Actions that will be taken at the College when the noise exposure level is too high

When the noise exposure level exceeds the First Action Level of 80dB (A), the College (in addition to reducing noise levels by general action) will inform each potentially affected worker of the following:

- The results of the measurements taken of the noise and the possible risk to their hearing
- Results of preventative audiometric testing
- What measures are being introduced to reduce the noise levels in the workplace
- The advisability of wearing hearing protection that's individually fitted and where and how to obtain it
- Hearing checks that are available
- Provide any necessary information and where relevant training

When the noise exposure level is above 85dB (A), the Second Action Level the College will:

- Identify the reasons for the excess noise and put in place a programme to reduce it. This could be either of a technical nature or of organisation of work or both
- Provide the services of a registered medical practitioner to carry out hearing checks and audiometric testing
- Put up clearly visible and legible signs indicating that the noise level in the area is likely to exceed 85dB (A), in accordance with the Safety, Health and Welfare at Work General Application Regulations 2007

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 engaged professional asbestos contractors to remove asbestos residue that was located in the boiler houses.

MIC Thurles has conducted a survey of its building to identify Asbestos Containing Materials. Where present, an Asbestos Management Plan shall be developed.

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.

PART OF THE BODY	HAZARDS	TYPE OF PROTECTION PROVIDED
 Eyes	Chemical splash, dust, projectiles, gas and vapours	Safety glasses, goggles and visor.
 Head / Neck	Impact from falling objects, bumping head or other head injuries	Hard hats
 Breathing / Lungs	Dust, vapour, gas	Dust masks, respirators
 Body / Trunk	Temperature extremes and adverse weather etc.	Overalls and disposable overalls, special protective clothing, aprons and high visibility wear.
 Hands / Arms	Abrasions, temperatures, cuts, bruises and punctures, chemicals, electric shock, skin infection, vibration	Gloves, gauntlets and armllets
 Feet / Legs	Wet conditions, slips, trips and falls	Safety boots and shoes, rubber boots
 Ears	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 are provided with safety knives for their work and will be made aware of the dangers and the need to use appropriate gloves.

Maintenance personnel wear goggles, face masks, high visibility vests and hard hats are worn 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 8). 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 Thurles 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 that 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 employees 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 7 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 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 each of its operational buildings are smoke-free and 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 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 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 Thurles 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 HR, 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 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 Programme

VHI Corporate Solutions provide a readily accessible, free confidential counselling and information service, called the Employee Assistance Programme (EAP).

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 EAP directly themselves in confidence; in times of crises or emotional distress. The EAP 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 995 995 or email eap@vhics.ie . A counselling service can also be availed of locally for free, confidential, face-to-face counselling.

The EAP service can help you or your family 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 staff members and their family members may experience difficulties in these areas and we believe that by that having an EAP 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 that the project is properly managed. Periodic checks should be carried out to verify that 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 that 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 that 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 that 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 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 Placement office places Students 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 that 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 that someone may become infected by touching a surface, object or the hand of an infected person that 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 10. The procedure for dealing with both suspected and confirmed cases of COVID-19 in any part of the College is attached in Appendix 11. Appendix 12 contains a form which may be used to record details of the suspected COVID-19 case.

Please see Appendix 13 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

4.45.1 Safety Statement

The Health and Safety Manager, in consultation with the Facilities Manager and/or Building and Estates Supervisor 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.

4.45.2 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.

4.45.3 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 9 should be used.

4.45.4 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 that 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 that 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 that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.

If it is considered that 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 that 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.

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.

In addition, potential sources of fire in the Accommodation areas include student personal equipment overheating or left powered on (hair straighteners, curlers, phone chargers, laptops etc.)

PERSONS AT RISK: Staff, Students and Visitors (including children)

CONTROLS:

1. Fire alarm is monitored by an external company and the fire panel checked daily for faults.
2. Reception checks fire panel daily for faults. Faults reported to Facilities Manager and/or Building and Estates Supervisor who arranges for repair as soon as possible.
3. Exit doors and exit routes checked daily to ensure means of escape is available.
4. Fire drills shall be carried out twice annually and records maintained.
5. Adequate and suitable fire extinguishers to Code of Practice I.S.291.
6. Emergency plan in place. 2 x Fire marshals designated for each floor.
7. Employees/students trained in fire duties, evacuation.
8. Fire safety requirements set out in Resident's Handbook.
9. Fire alarm and detection in accordance with I.S.3218.
10. Emergency lighting in accordance with I.S.3217.
11. No Smoking policy in place.
12. No candle policy communicated to residents.
13. Residents warned to unplug personal electrical heating devices.
14. Residents warned not to heat oil or use metal containers in microwave.
15. No cooking in rooms.

16. Fan heaters prohibited.
17. Electrical equipment tested regularly – RCD tested every 6 months, Portable Appliance Testing annually, distribution system every 5 years.
18. Permit to Work system for hot work – operated by Facilities Manager and/or Building and Estates Supervisor
19. Good housekeeping standards in place.
20. Assembly points are marked and made known to all staff and students
21. Personal Emergency Evacuation Plans for staff and students with issues could impact on their safe evacuation.
22. Access to building for Fire Brigade in accordance with Building Regulations 1997-2020.

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 responsible for ensuring servicing and maintenance of fire safety equipment and for maintaining the Fire Register.

Reception responsible for daily checks on the status of the Fire Alarm Panels

Security responsible for daily checks on fire exit doors.

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 20

5.2 HAZARD: ELECTRICITY

RISK: Risk of electrocution, burns, fire due to faulty equipment including students' personal items; faulty or damaged wiring; overloaded sockets.

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, e.g. vacuum cleaners, kettles, toasters, kitchen equipment. It is the responsibility of the Facilities Manager and/or Building and Estates Supervisor to arrange for testing. Visual examination can be carried out by competent, experienced staff. See Appendix 14.
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. Areas around fuse boards will be kept clear of flammable materials and the service cupboards/fuse board cabinets will be kept closed at all times.
9. Only qualified personnel to maintain and repair apparatus.
10. Panels to be kept on all electrical control boxes.
11. 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

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

SHWW (General Application) Regulations 2007

5.4 HAZARD: MANUAL HANDLING

RISK: Injury and strain resulting from lifting and moving items especially where the item is large, heavy, awkwardly shaped, not easily reachable, intrinsically hazardous (sharp, hot, contaminated). Staff lift and move furniture including sofas, tables, beds.

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: LOW

PARTICULAR RESPONSIBILITIES

The Facilities Manager and/or Building and Estates Supervisor must ensure risk assessments are documented for tasks regularly carried out by staff that are above the Health and Safety Authority guideline weights.

Head of School to identify those tasks carried out by staff under his/her control.

LEGISLATION

SHWW (General Application) Regulations 2007

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. Care taken when hoovering communal areas to ensure residents and others do not trip on cables.
5. Fire exits and access to fire extinguishers not blocked.
6. Employees informed of need for good housekeeping.
7. Items stored safely so they do not fall from a height
8. Warning signs to be displayed for temporary risks, e.g. wet floors, obstacles.
9. Wet cleaning of floors to be carried out during low occupancy periods. Small sections of floor to be cleaned at any one time. Signage to be removed as soon as floor is dry. Appropriate floor cleaners to be used so that a slippery coating does not build up on the surface.

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

5.6 HAZARD: OFFICE HAZARDS

RISK: Fire, slip, trips, electrocution, manual handling injury, work related upper limb disorders from poor posture

PERSONS AT RISK: Staff, Reception

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 for those using PCs for more than 1 hour continuously per day
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 considering 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

Facilities Manager and/or Building and Estates Supervisor

LEGISLATION

SHWW Act 2005 as amended

SHWW (General Application) Regulations 2007 and amendments

5.7 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: LOW

RESOURCES:

1. Well maintained access arrangements - ladders, stairs, walkways, corridors, passageways.
2. Salt/grit for external areas.
3. Mats for reception entrance.

PARTICULAR RESPONSIBILITIES

Facilities Manager and/or Building and Estates Supervisor to ensure salting is carried out

LEGISLATION

SHWW Act 2005 as amended

5.8 HAZARD: CHEMICALS INCLUDING CLEANING CHEMICALS

RISK: Risk of damage to eyes, face, body, lungs
Risk of fire/explosion
Risk of fume/chlorine production

PERSONS AT RISK: Staff and Students, Maintenance Staff, Service Providers (kitchen, cleaners),
Visitors

CONTROLS:

1. Least hazardous chemicals to be used.
2. Safety Data Sheets to be obtained for all hazardous chemicals and held at Reception (Cleaning contractors are responsible for provision of the Safety Data Sheets for the chemicals in use by them)
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 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. Safety Data Sheets.
6. Provision of emergency and first aid facilities and equipment.

RISK RATING: LOW

PARTICULAR RESPONSIBILITIES

Facilities Manager and/or Building and Estates Supervisor

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)*

5.9 HAZARD: GROUNDS SECTION EQUIPMENT

RISK: Use of ride on mower, hedge trimmer, strimmer, leaf blower, compressor, saw, hand tools leading to:

Risk of amputation

Lacerations

Noise

Vibration

Flying debris

PERSONS AT RISK: General Operatives/Groundsmen, 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/s² over an eight-hour reference period, e.g. jobs using ride on mowers and strimmer's 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 that 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: LOW

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

Facilities Manager and/or Building and Estates Supervisor

LEGISLATION:

SHWW Act 2005 as amended

SHWW (General Application) Regulations 2007 and amendments

5.10 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

Facilities Manager and/or Building and Estates Supervisor

LEGISLATION:

SHWW Act 2005 as amended

SHWW (General Application) Regulations 2007 and amendments

SHWW (Biological Agents) Regulations 2013

5.11 HAZARD: KITCHEN EQUIPMENT

RISK: Risk of laceration
Entrapment
Hot surfaces
Electrocution
Fire

PERSONS AT RISK: Residents, Staff, Students, Visitors

CONTROLS:

1. Equipment CE marked and installed appropriately. Guarding in place where appropriate.
2. Equipment regularly maintained and serviced by College. Defects reported to the Facilities Manager and/or Building and Estates Supervisor and rectified in a timely manner by College.
3. Equipment serviced annually.
4. Electrical Distribution System and RCDs tested regularly.
5. Fire blankets provided.
6. Canteen staff receive training from their employer.

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

LEGISLATION

SHWW Act 2005 (as amended)

SHWW (General Application) Regulations 2007 and amendments

5.12 HAZARD: VEHICULAR TRAFFIC /PEDESTRIAN INTERACTION

RISK: Risk of physical injury due to collisions.

PERSONS AT RISK: Staff, Students and Visitors

CONTROLS

1. Parking spaces clearly marked.
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 Act 2006

5.13 HAZARD: ASBESTOS

RISK: Risk of cancers or asbestosis

PERSONS AT RISK: Staff, Service Providers.

CONTROLS

1. No demolition work is carried out without an asbestos survey.
2. Specialist contractors are used to remove asbestos safely where necessary and HSA Guidance is followed.
3. 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

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)

5.14 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

Potential for exposure to violence

PERSONS AT RISK: Staff, Persons with pre-existing medical conditions where there is risk of collapse.

CONTROL MEASURES:

1. Security staff on site at all times.
2. Staff to inform Facilities Manager and/or Building and Estates Supervisor or Head of School as appropriate of pre-existing medical conditions if it could impact on safety.
3. 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 (e.g. work at heights).
4. Staff should carry a mobile phone.

5. Staff must report immediately to Security any incidents or suspicious activities or persons in their areas
6. Where lone working is carried out, i.e. staff working for periods in a building out of earshot of others, staff must check in with the other staff members at intervals.
7. Staff must take reasonable care to look after their own safety and health when lone working

RESOURCES

1. Use of mobile phone
2. Periodic checks by colleagues

PARTICULAR RESPONSIBILITIES

Facilities Manager and/or Building and Estates Supervisor

RISK RATING: LOW

LEGISLATION

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

5.15 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

SHWW (General Application) Regulations 2007(Pregnant, Post Natal and Breastfeeding Employees)

5.16 HAZARD: SLIPS, TRIPS AND FALLS

RISK: Uneven floors

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

PERSONS AT RISK: Staff, Residents, 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 Building and Estates Manager.
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

Facilities Manager and/or Building and Estates Supervisor

RISK RATING: LOW

LEGISLATION

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

5.17 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

Facilities Manager and/or Building and Estates Supervisor

RISK RATING: LOW

LEGISLATION

Safety, Health and Welfare at Work Act 2005 as amended

SHWW (General Application) Regulations 2007 and amendments.

5.18 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 that 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 that 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.
7. Footpaths and routes to be salted/gritted in icy conditions

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

Director of Estates and Sustainability
Facilities Manager and/or Building and Estates Supervisor to ensure salting takes place

LEGISLATION

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

5.19 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 that they remain locked.
3. All intruder alarms (where fitted) are maintained in good working order at all times.
4. Gardaí 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

5.20 HAZARD: PASSENGER & PLATFORM 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
Facilities Manager and/or Building and Estates Supervisor (records)

LEGISLATION

Safety, Health and Welfare at Work Act 2005

5.21 HAZARD: BOILERS

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

General Operative 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

Facilities Manager and/or Building and Estates Supervisor (records)

LEGISLATION

Safety, Health and Welfare at Work Act 2005 as amended

5.22 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

Facilities Manager and/or Building and Estates Supervisor - housekeeping

LEGISLATION

Safety, Health and Welfare at Work Act 2005 as amended

5.23 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. Facilities Manager and/or Building and Estates Supervisor or Head of School (as appropriate) 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. Facilities Manager and/or Building and Estates Supervisor shall 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

LINC Graduation /Head of School

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 Work positive tool

LEGISLATION

Safety, Health and Welfare at Work Act 2005

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

5.24 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: Maintenance staff, Contractors.

If access is not controlled students may be at risk.

CONTROL MEASURES:

1. A Permit to Work/Roof Access Permit must be obtained from the Facilities Manager and/or

Building and Estates Supervisor.

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

5.25 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, Students

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

Facilities Manager and/or Building and Estates Supervisor, Head of School

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

5.26 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. 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.
2. 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.
3. Challenging and emotive behaviour training available to staff where necessary.
4. Security staff in place
5. CCTV in place.
6. 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

Facilities Manager and/or Building and Estates Supervisor

LEGISLATION

Safety, Health and Welfare at Work Act 2005 as amended

HSA Violence at Work Guidance;

https://www.hsa.ie/enq/Publications_and_Forms/Publications/Occupational_Health/Violence_at_Work.pdf

5.27 HAZARD: LADDERS

RISK: Falls resulting in injury/death

Shock/burns from contact with electrical lines

PERSONS AT RISK

Staff, 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. checks all four stepladder feet are in contact with the ground and the steps are level;
 - a. only carry light materials;
 - b. don't overreach;
 - c. 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;
 - d. ensure any locking devices are engaged;
 - e. 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
 - f. 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

Facilities Manager and/or Building and Estates Supervisor

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

5.28 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 and Facilities Manager and/or Building and Estates Supervisor (flushing and temperature monitoring).

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>

5.29 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/m³), 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

5.30 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: General Operatives, Cleaners, Contractors

CONTROL MEASURES

1. General Operatives shall be offered Tetanus vaccination.
2. Cuts and scratches to be thoroughly washed, disinfected immediately and covered with waterproof plasters.
3. General Operatives 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. Anyone experiencing a needle stick injury, encourage bleeding, do not suck the wound, wash with soapy water, cover and seek medical attention immediately.
6. 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

Gloves

Tetanus vaccination offered.

<https://www.hse.ie/eng/about/who/healthwellbeing/infectcont/sth/gl/section-10-2.html>.

https://www.hsa.ie/eng/Topics/Biological_Agents/Specific_Biological_Agents_Infections/Leptospiriosis/

RISK RATING: LOW

PARTICULAR RESPONSIBILITIES

Facilities Manager and/or Building and Estates Supervisor

LEGISLATION

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

5.31 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, 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 European Health Insurance Card (EHIC) 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 Travel wise 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
Travel wise App

RISK RATING: LOW

PARTICULAR RESPONSIBILITIES

Head of Department

LEGISLATION

Safety Health and Welfare at Work Act 2005 as amended

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

5.32 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 11).
13. Lead Worker Representatives appointed to ensure ongoing consultation and communication regarding COVID-19 control measures.
14. Non-essential national and international travel deferred.

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. Availability of isolation area
6. 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

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

5.33 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 Checklist for the Health & Safety Duties of the Facilities Manager
and/or Building and Estates Supervisor**

Action	Frequency/ date	Documentary evidence required
<u>Fire</u>		
Check fire exits	Daily	Fire register
Check fire panel for faults	Daily	Fire register
Activate alarm	Once per week	Fire register
Record false alarms	When they happen	Fire register
Fire drill	Biannually/Quarterly	Fire register
Ensure extinguishers serviced by contractor	Annually	Fire register
Ensure alarm and detectors serviced by contractor	Quarterly	Fire register
Ensure emergency lighting serviced by contractor.	Quarterly	Fire register
Produce Personal emergency evacuation plan for disabled residents	As required	PEEP
Ensure relevant staff/contractors are trained in fire panel and evacuation plan	As required	Training records
<u>Accident reporting</u>		
Investigate accidents, ensure form is completed & send copy to the Health and Safety Manager within 5 days.	As required	Accident report form, CCTV footage, photographs & other supporting documentation. Complete forms
Action	Frequency/ date	Documentary evidence required

Training

Carry out induction training for new staff under his control	On commencement	Training record
Ensure staff under his control are provided with manual handling training	As required	Training record
Review safety training needs of staff under his control	Annually	Training record
Ensure students are briefed on rules and regulations as well as fire safety requirements	Annually	Training record

Contractors

Get Safety Statement & proof of Public and Employer’s Liability Insurance from contractor if work is arranged locally otherwise use contractors approved by the MIC Director of Estates and Sustainability	Before first call out & annually thereafter (does not apply to centrally contracted companies)	Copy of Safety Statement & proof of Public and Employer’s Liability (letter from broker)
Get Risk Assessment/Method Statement from contractor.	When potentially hazardous work being carried out (work at height, electrical work, welding/hot work)	Completed signed and dated safe work plan
Ensure Permit to work is operated for hot work, access to roof, electrical work	When required	Completed Permit to work

Action	Frequency/ date	Documentary evidence required
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<u>Equipment maintenance</u>		
Ensure equipment is inspected/serviced including boiler, grounds equipment, canteen equipment, ladders, harness, lightning protection, compressor.	Boiler 6 months Canteen, grounds equipment, Harness, lightning protection annually. Ladder before use. Compressor 26 months	Service/inspection records
Lifts (passenger and platform)	6 months	Certificate of thorough examination and service records (4 documents)
<u>Safety inspections</u>		
Ensure building inspection carried out	Quarterly or when room vacated (during summer letting period)	Safety Inspection record
<u>Consultation</u>		
Safety on agenda of staff meeting	When held	Record minutes
<u>Electricity</u>		
Ensure RCD on fuse board activated	6 months	Sticker on fuse board
Ensure distribution system tested regularly	5 years	Electrical Contractor certificate
Ensure portable appliances in kitchen electrically tested by contractor	Annually	List of equipment with pass/fail record. Sticker on appliance
<u>First aid</u>		
Ensure first aid kit is stocked	Check monthly	None
Ensure staff trained in first aid receive refresher every 2 years	2 years	Training record
<u>Biological agents</u>		
Legionella - Ensure tanks cleaned	Annually	Legionella management plan

<p>Ensure water temperatures are measured and are < 20o for cold & > 45o for hot.</p> <p>Ensure water boiler heats to 60oC for at least 30 minutes once per day.</p> <p>Ensure showerheads cleaned/descaled</p> <p>Ensure unused water outlets run/flushed weekly</p>	<p>Monthly</p> <p>Daily</p> <p>Annually</p> <p>Weekly</p>	<p>Certificate from contractor</p>
Chemicals		
<p>Chemical agents risk assessments completed for all chemicals used on the premises and Safety Data Sheets available on site.</p>	<p>When different products purchased</p>	<p>Chemical agent risk assessment record for each chemical.</p>
<p>Staff instructed in handling of chemicals</p>	<p>When new staff, join</p>	<p>Training record</p>
Safety statement and risk assessments		
<p>Review content of Safety Statement & risk assessments in conjunction with the Health and Safety Manager. Amend if necessary.</p>	<p>Annually</p>	<p>Thurles Campus Safety Statement.</p>
On-going supervision		
<p>Manual handling carried out safely</p>	<p>Daily</p>	<p>None</p>
<p>Personal protective equipment provided to groundsman and general operative & worn as required.</p>	<p>Daily</p>	<p>None</p>

Appendix 3 First Aid Responders

Name	Department	Room No.	Phone No.
Kathryn Fitzgibbon	Administration	113	0504 20533
Gary Dempsey	Buildings & Estates	M02	086 143 8580
Denis Taylor	Buildings & Estates	M02	086 143 8580

Appendix 4 Automated External Defibrillator Operators

Name	Department	Room No.	Phone No.
Kathryn Fitzgibbon	Administration	113	0504 20533
Gary Dempsey	Buildings & Estates	M02	086 143 8580
Denis Taylor	Buildings & Estates	M02	086 143 8580

Appendix 5 Location of First Aid Supplies

- Reception
- Kitchen
- First Floor, Residence Block
- Second Floor, Residence Block
- Third Floor, Residence Block

Appendix 6 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:

Type of Injury:		No Injuries: <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"/>		
Body Part affected:			
Head: <input type="checkbox"/>	Face: <input type="checkbox"/>	Eyes: <input type="checkbox"/>	Neck: <input type="checkbox"/>
Chest: <input type="checkbox"/>	Abdomen: <input type="checkbox"/>	Arm (L/R): <input type="checkbox"/>	Hand (L/R): <input type="checkbox"/>
Back: <input type="checkbox"/>	Ankle (L/R): <input type="checkbox"/>	Foot (L/R): <input type="checkbox"/>	Leg (L/R): <input type="checkbox"/>
Other (Please Specify): <input type="checkbox"/>			
Treatment:		No treatment necessary: <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:

--

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

Signature (Person completing this Report): _____ Date: _____

Please forward completed report to the Health & Safety Manager

Appendix 7 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.

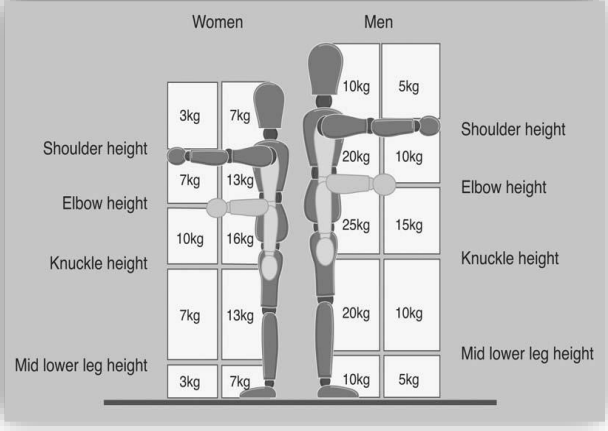
Appendix 8 Manual Handling Risk Assessment

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.

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

TASK	HAZARD	RISK	CONTROLS/MEASURES TO REDUCE RISK	RESPONSIBLE	RESIDUAL RISK
Does it involve?	PRESENT	ASSESSMENT		& DUE DATE	(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					
TASK Does it involve?	HAZARD PRESENT	RISK ASSESSMENT	CONTROLS/MEASURES TO REDUCE RISK	RESPONSIBLE & DUE DATE	RESIDUAL RISK (after measures taken)
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					

LOAD Considering the HSA guideline weights below, is it?	HAZARD PRESENT	RISK ASSESSMENT	CONTROLS/MEASURES TO REDUCE RISK	RESPONSIBLE & DUE DATE	RESIDUAL RISK (after measures taken)
					
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 9 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? Where not, has the work at height been risk assessed? Are ladders/kick along/hop ups available to access higher shelving/storage space? Is such equipment checked by users before use?	Y/N Y/N** Y/N 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
	Based on consultation/feedback from Unit staff	
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
-----	---	----------

Scoring:
 Total number of Y or N/As | | x 0 = 0
 Total number of Ns (lower risk) | | X 1 =
 Total number of N**s (higher risk) | | X 2 =
 TOTAL =

Notes/Comments:

Please set out below how any safety issues highlighted are to be resolved:

Department: **Building:** **Room:**

Actions to be taken	Person Responsible	Complete by date

- Provide copy of completed checklist to Head of Department and keep record for 3 years.

- Head of Department to forward details to Director of Estates and Sustainability where Estates assistance is required.

Appendix 10 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, www.hse.ie, www.hpsc.ie and www.hsa.ie

No.	Control	✓Yes	✓No	Action Required
Procedures and Information				
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.	Have you a COVID-19 contact / group work log in place to facilitate contact tracing?	<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 ¹ 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 highlighting the signs and symptoms of COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>	
Instructions if a person(s) develops signs and symptoms of COVID-19 at work				
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 HSE , HPSC and GOV.ie ?	<input type="checkbox"/>	<input type="checkbox"/>	
Reporting				
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
Response team				
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"/>	
Isolation area(s)				
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"> • ventilation, e.g. fresh air ventilation / ability to open a window • tissues • hand sanitiser • disinfectant and/or wipes • gloves, masks • waste bags • pedal-operated, closed bin 	<input type="checkbox"/>	<input type="checkbox"/>	
Isolating a person(s) displaying COVID-19 symptoms				
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"/>	
Arranging for the person to leave workplace / Exit Strategy				
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
Follow-up				
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"/>	
Disinfection				
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 work 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"/>	
Additional Information				

Name: _____

Signature: _____

Date: _____

Appendix 11 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.

1.2 Designated isolation areas have been identified within college buildings on the Limerick and Thurles campuses and Courtbrack Accommodation in Limerick. Mary Immaculate College has considered the possibility of more than one person displaying signs of COVID-19 and a contingency plan for dealing with additional cases has been put in place. The designated isolation rooms are restricted access facilities, behind closed doors and located away from other staff and students.

1.3 In the event that a person on campus is diagnosed with COVID-19, the college will liaise with the HSE and local emergency services to ensure that the person that is unwell receives appropriate care. The procedures in place for handling both suspected and confirmed cases are detailed in this protocol. This includes the individual being kept in isolation at home with their condition being monitored by their GP on a regular basis.

1.4 The college will work with the HSE to ensure that if anyone comes into contact with the unwell person, they will be advised by the college to seek medical advice. The college will issue update advice on COVID-19 to staff and students via FAQ's on college web pages, on social media and email.

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 the Isolation Manager. Where possible this should be done by phone rather than walking to the Campus/Building.

Location	Isolation Manager	Contact details
Mary Immaculate College	Nurse	086 0664917/086 0664920
Courtbrack Accommodation	Nurse	086 0664917/086 0664920
Thurles Campus	Nurse	0868664917 / 086 0664920

- 5.2 On receipt of notification of an individual presenting with symptoms of COVID-19, the Isolation Manager shall contact the Director of Estates and Sustainability to inform them of the situation.

5.3 The Isolation Manager shall meet the unwell person but remain at a distance of at least 2 metres at all times. The unwell person shall be provided with a facemask which must be worn while on MIC premises.

5.4 The Isolation Manager then accompanies the unwell person directly to the designated isolation area ensuring the unwell individual maintains a distance of at least 2 metres from others.

Location	Isolation Room
Limerick Campus	<ul style="list-style-type: none"> • Medical Centre, Third Floor, Tara Building • Foundation Building: G06A • John Henry Newman Campus: The Orangery, Ground Floor • Tailteann
Thurles Campus	Room G-02
Courtbrack Accommodation	Courtbrack Accommodation, Room D27, Ground Floor

5.5 The isolation rooms contain a minimal amount of furniture so less items need to be cleaned and sanitised after it has been used. Where possible a non-fabric chair should be provided (e.g. vinyl, plastic, wood) as this can be easily wiped down and sanitised. If a fabric upholstered chair is the only option, it can be covered with a sheet of plastic/tissue which can be disposed of after use. There must be a supply of tissues, hand sanitiser, disinfectant and/or wipes, disposable gloves, face masks and clinical waste bags in the room.

5.6 Once in the isolation area, close the door and ensure the room is well ventilated. The number of personnel in the room must be kept to an absolute minimum and all present must wear face masks.

5.7 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.

5.8 The individual should call their doctor and outline their current symptoms. Whilst they wait advice, they must remain in the isolation room.

5.9 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.

5.10 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.

- 5.11 The College may seek advice from the HSE and discuss the suspected case with them and any additional actions required. The College shall provide all necessary assistance to the HSE.
- 5.12 Following departure of the unwell individual, the isolation room must be secured closed and the Director of Estates and Sustainability notified room and any others occupied by the unwell individual are cleaned.
- 5.13 The Isolation Manger shall complete the form attached in Appendix 12 of the Safety Statement to record details of the suspected COVID-19 case including individual's details, shift, workstation, contact log etc.
- 5.14 If the college is contacted by the HSE, the Isolation Manager should use the records kept regarding close contacts to help identify personnel who have been in contact with the individual. The HSE may advise on any actions or precautions should be taken. The HSE will also be in contact with the case directly to advise on isolation and identifying other contacts and will be in touch with any contacts of the case to provide them with appropriate advice.

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 and will contact MIC.
The HSE will contact any staff or students who have come into **close contact** with a diagnosed case via the contact tracing process. The instructions of the HSE will be followed and staff and student confidentiality will be protected at all times.
- 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.

6.4 The HSE will liaise with college management on the confirmed case as necessary. The HSE will undertake a Public Health Risk Assessment to inform any further actions and recommendations by the Medical Officer of Health (MOH) required by the college. Close contacts will be informed by the HSE and advised not to attend college and to self-isolate. They will be tested as per national contact guidelines, advised to restrict their movements and remain alert for symptoms, also as per national guidelines.

6.5 Any decision to close or partially close the college, will be made by public health and not by college management, that decision will be based on the best approach to control the spread of COVID-19.

Appendix 12 MIC Suspected COVID-19 Case Record

Date:

Time:

Name of unwell Person:

Staff

Student

Contact Details:

Location/Number of Isolation Room Used:

Names of anyone who entered Isolation Room with individual:

Individuals work/study area for the day:

Symptoms displayed/complained of (please list):

Did the individual contact their GP? Yes No

Individual left College (time):

Any Additional Information:

Signed by: _____

Date: _____

Isolation Manager

Appendix 13 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

Ms. Marie Quaid, Lead Worker Representative

Mr. Des Carswell, Lead Worker Representative

Ms. Ruth Talbot, Lead Worker Representative

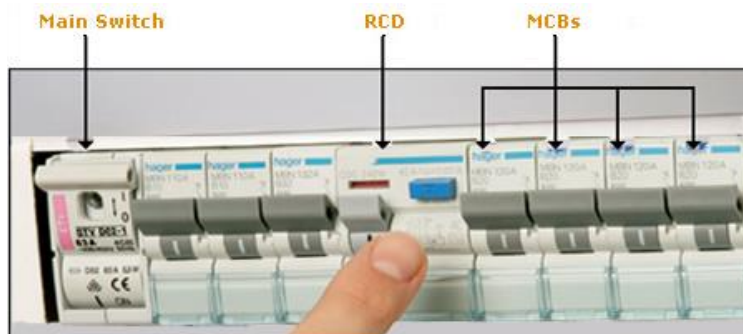
Ms. Bernie Sheehan, Medical Centre Nurse

Appendix 14 Visual Inspection of Portable Appliances

After disconnecting the appliance from the mains, look to see if any faults are visible:

- Is there adequate length of cable for the way the appliance is used?
- Is there damage (apart from light scuffing) to the cable sheath, or it is kinked or knotted?
- Is the plug damaged? For example, cracked casing or bent pins.
- Are there inadequate joints including taped joints in the cable?
- Is the outer sheath of the cable effectively secured where it enters the plug or the equipment?
Note: Obvious evidence would be if the coloured insulation of the internal cable cores were showing.
- Is the rubber on the plastic bush where the cable passes into the metal panel missing or damaged?
- Has the equipment been subjected to conditions for which it is not suitable, e.g. it is wet or excessively contaminated?
- Is there damage to the external casing of the equipment or are there some loose parts or screws?
- Is there evidence of overheating (burn marks or discoloration)?

These checks also apply to extension leads and associated plugs and sockets. Checks should be undertaken by the user when the equipment is taken into use and during use. Any faults should be reported to the Facilities Manager and/or Building and Estates Supervisor and the equipment taken out of use immediately. The person should take effective steps to ensure that the equipment is not used again until repaired by a person competent to carry out the task, (e.g. the defective equipment should be labelled as 'faulty' and its associated plug removed). See below for typical distribution



board – MCB type.