

**UNIVERSITY COLLEGE DUBLIN**  
**UNIVERSITY PARENT**  
**SAFETY STATEMENT**



**November 2015**

**(Rev. 3)**

*The purpose of this document is to provide details of University College Dublin's Safety Management System and to outline how the University ensures a safe working environment for all staff, students and visitors to the University.*

*Further details may be obtained from the University SIRC Office ([sirc@ucd.ie](mailto:sirc@ucd.ie)).*

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### **Revision History**

#### **Rev. 0 Issued May 2009**

**Rev. 1 Issued July 2010.** Additions made to Emergency Planning section to include details of Services Centres contact details; location of AED's; addition of *Shelter-Shut-Listen* protocol. New hyperlinks to guidance documents and web pages inserted.

**Rev. 2 Issued August 2015.** Minor changes made. Update of web links. Expansion of emergency response section. Addition of training section.

**Rev. 3 Issued November 2015.** Addition of Section 8.10. Personal Emergency Egress Plans

## **1.0 Introduction**

University College Dublin is committed to providing a safe place of work for all of its employees and to providing a safe environment for students in which to carry out their studies and associated activities. The University is also committed to ensuring that, in so far as is reasonably practicable, its actions and activities do not have a negative impact on the safety of any third parties.

Safety rules and guidelines are laid down by the University in the best interests of all, and must be followed no matter what area you are operating in, be it a library, laboratory, office, kitchen, farm, workshop, a field operation or any other workplace. Perceived 'low risk' or 'safe' workplaces are not exempt from safety rules. You are expected (and are indeed statutorily obliged) to cooperate with the University in all matters of health and safety and to ensure that you take care of your own safety and that of any other person who may be affected by your actions. This cooperation is essential to the effective management of safety within the University. In accordance with safety legislation the University expects all employees to take responsibility for their own safety whilst at work and to perform their duties in a safe manner and in accordance with all relevant safe working procedures.

The University has developed Local Area Safety Statements which must be consulted in conjunction with this document. These Local Area Safety Statements provide safety information on specific hazards that are to be found in their designated areas and also the control measures that must be taken to reduce the risks from these hazards. Those persons engaging in research and field activities, including postgraduate students, are required to develop their own safety procedures and conduct risk assessments for their work where it is deemed necessary in order to ensure a safe system of work.

To aid in the dissemination of safety information and to act as a conduit between the University and its employees, the University has established a number of Local Area Safety Committees.

The University encourages employees to become actively involved in safety matters and welcomes all suggestions or comments regarding safety which can be made to a Local Area Safety Committee or to [sirc@ucd.ie](mailto:sirc@ucd.ie).

## **2.0 University College Dublin Statement Of Intent**

Current health and safety legislation places a statutory duty on all employers in so far as is reasonably practicable to ensure the safety of all employees and any other persons who may be affected by their actions. Employers must also ensure the effective management of safety in the workplace. This same legislation also requires employees to cooperate fully with their employer in all matters of health and safety at work.

To enable these duties to be fulfilled University College Dublin intends to ensure that health and safety matters are managed effectively at every level within the University.

University College Dublin will, so far as is reasonably practicable, ensure that:

- Adequate resources are made available to ensure that proper provision can be made for health and safety management within the University.
- Safety within the University is managed effectively and in accordance with all statutory requirements.
- A safe place of work without undue risk to health and safety is provided for all employees.
- A competent person is appointed at all times to advise on the management of safety within the University.
- Workplace hazards are identified and the risks from such hazards are assessed and minimised through the application of risk control / reduction measures, as identified within relevant risk assessments.
- Where necessary personal protective equipment is provided to employees.
- Local Area Safety Statements are developed in order to aid in the management of safety throughout all areas of the University.
- The contents of Local Area Safety Statements are brought to the attention of all employees (including part time workers and temporary contract workers) whose assigned duties are covered by the safety statement.
- The contents of Local Area Safety Statements are brought to the attention of non-University employees who may be exposed to the hazards outlined within the safety statement.
- Safety statements and risk assessments are reviewed regularly, when deemed no longer valid, and when changes in work practices necessitate it.
- Where appropriate, health surveillance is provided to employees.
- Safe plant and equipment without undue risk to health and safety is provided and maintained for use by employees.

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- Employees are protected from injury where there is a risk from physical (e.g. noise, vibration or radiation), chemical or biological agents.
- Provisions are made to ensure adequate welfare facilities for all staff.
- Safe access to and egress from the place of work is maintained.
- A workplace free from bullying and harassment is provided for all employees.
- The safety of temporary and part time staff (including those persons participating on 'internship' type schemes) is protected in the same manner as full time staff.
- There are adequate emergency plans in place to deal with foreseeable emergencies in the workplace.
- Employees are provided with suitable training to allow them to carry out their functions in a safe manner without undue risk to themselves or others.
- The activities of the University and its employees do not negatively impact on the health and safety of any third parties.
- Procedures for consultation and communication relating to matters of health and safety are maintained through the use of the Safety Committee system and Employee Safety Representatives.
- All safety information is provided to employees and any relevant third parties in a form, manner and language likely to be understood.

University College Dublin expects all employees to adhere to the statutory duties as placed upon them by the relevant safety legislation. Whilst at work all employees have a statutory duty to:

- Cooperate with the University in all matters of health and safety in order that the University may fulfil its statutory obligations.
- Comply with all statutory provisions and take reasonable care to protect their own health and safety and that of any other person who may be affected by their acts or omissions.
- Desist from acting in a manner likely to endanger their own or another person's health and safety.
- Use any equipment provided, including all personal protective equipment and clothing, in a safe manner and in the form that it was intended to be used.
- Report to the University immediately any defect in plant or equipment that may constitute a danger to safety within the workplace.
- Report all accidents no matter how small, or near misses, to their immediate supervisor or manager on the day of occurrence or as soon as possible thereafter.

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- Refrain from interfering in an inappropriate manner with any article provided in the interest of protecting health and safety in the workplace.
- Attend all safety training when requested to do so.
- Inform the University of any disease or illness that they may be suffering from which is likely to add to the risks to safety in the workplace.
- Not be under the influence of an intoxicant whilst at work to the extent that it is likely to endanger his or her own safety or that of those around them.

Any person entering employment within the University or any employee who is changing employment status within the University must not misrepresent the level of training or experience that he or she has previously received.

In the interests of their own health and safety and that of their unborn / nursing child all pregnant and breastfeeding employees are strongly encouraged to report their pregnancy / breastfeeding to their Head Of School or Unit / Facility Manager or the University SIRC Office as early as possible so that a *Pregnant Employee Risk Assessment* can be carried out. The purpose of this risk assessment is to ensure that the working conditions of the employee do not pose a risk to her or her unborn / nursing child's health and safety.

### **3.0 Safety Organisation And Assignment Of Duties**

In order to ensure a safe working environment for all the cooperation of all University staff is essential. To this end key specific functions in the management of health and safety within the University are detailed below.

#### **3.1 Governing Authority**

Ultimate responsibility for safety within the University rests with the Governing Authority.

#### **3.2 University President**

The University President has responsibility to the Governing Authority for the implementation of University safety policy throughout the organisation.

#### **3.3 University SIRC Manager**

The SIRC Manager acts as an advisor to the University and to individual Colleges, Schools, Facilities and Units on matters of health and safety.

All non-emergency safety queries should be directed to the University SIRC Office through the relevant Local Area Safety Committee or the employee's Head Of School or Unit / Facility Manager. For urgent safety matters direct contact may be made with the University SIRC Office (Internal telephone extension 8768 / 8770; [sirc@ucd.ie](mailto:sirc@ucd.ie)) or the UCD 24hr Emergency Line (Internal telephone extension 7999 – urgent issues only).

The University SIRC Officer also manages the day to day operations of the University insurance schemes and all enquiries relating to same may be made directly to the University SIRC Office ([insurance@ucd.ie](mailto:insurance@ucd.ie)).

#### **3.4 University Biosafety Officer and Biosafety Advisory Committee**

The University Biosafety Officer is appointed to advise the University on matters of Biosafety. In turn the Biosafety Officer is advised by the Biosafety Advisory Committee. Further information is available [here](#).

#### **3.5 Radiological Protection Officer**

The Radiological Protection Officer is appointed to advise users of radioactive material within the University on matters of radiation safety. The Radiological Protection Officer may be aided in his / her duties by Nominated Local Area



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Radiation Supervisors who are responsible for the management of radiation safety on a day to day basis within their assigned areas. Further information is available [here](#) or from [sirc@ucd.ie](mailto:sirc@ucd.ie).

### **3.6 Vice Presidents / College Principals / Heads Of Schools / Managers Of Facilities / Heads Of Units**

The above, or their nominees, are responsible for ensuring or making arrangements to ensure that the activities undertaken within their areas of responsibility are carried out in a safe manner without undue risk to the health and safety of University employees, students or any third parties.

The attention of such persons is drawn to Regulation 80(1) of the [Safety, Health and Welfare At Work Act 2005](#) which states that *'Where an offence under any of the relevant statutory provisions has been committed by an undertaking and the doing of the acts that constituted the offence has been authorised, or consented to by, or is attributable to connivance or neglect on the part of, a person, being a director, manager or other similar officer of the undertaking, or a person who purports to act in any such capacity, that person as well as the undertaking shall be guilty of an offence and shall be liable to be proceeded against and punished as if he or she were guilty of the first-mentioned offence.'* Consequently there is a significant legal liability placed upon all managers or persons who act as managers to ensure that all operations under their control are carried out safely.

Such persons may consult with the University SIRC Office at any time in order to aid themselves in the fulfilment of their statutory duties and their duties under this document.

Such officers of the University should ensure that:

- A current Local Area Safety Statement which outlines the hazards present and the risk reduction measures in use within their area of control is in place at all times – assistance in preparing Safety Statements can be obtained from the [University SIRC Office](#) and on the [SIRC Office website](#)
- That the contents of the Safety Statement are brought to the attention of all employees (including part time workers and temporary contract workers) whose assigned duties are covered by the Safety Statement

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- All staff and where necessary students are adequately trained so that they can perform any assigned tasks safely and without undue risk to themselves or others.
- All safety information is provided to persons in a form, manner and language likely to be understood.
- All accidents and near misses arising out of any activity undertaken in their area of responsibility are reported to the University SIRC Office by use of the appropriate accident report form. Such forms are available from [Campus Services](#) and from the [University SIRC Office](#).
- All staff have been issued with the necessary personal protective equipment as identified as being required by relevant risk assessments, by their duties and / or by any substances that they may handle.
- Adequate communication channels are maintained within their area of responsibility so that information concerning health and safety can be communicated to all those who may be affected by its provisions and any safety concerns that staff under their control may have can be passed on to supervisory / managerial functionaries or the Local Area Safety Committee where they can be dealt with.
- That the University SIRC Office is also informed if a member of staff or a student becomes pregnant or is breastfeeding, so that a *Pregnant Employee Risk Assessment* may be carried out.
- Access to areas deemed to be hazardous in nature is restricted to trained personnel only.
- That the safety of temporary (including those persons participating on 'internship' type schemes) and part time staff is protected in the same manner as full time staff. The SIRC Office has prepared a guidance document to assist Schools / Units hosting such persons which can be found on the [SIRC website](#).
- That all fieldwork operations carried out by staff and students under their control are done so in a safe manner

### **3.7 All Staff**

All staff are legally required to work in a safe manner and not to endanger their own health and safety or that of any of their co-workers (the University considers research postgraduate students to be staff for the purposes of health and safety management). To ensure a safe working environment all staff must:

- Read, understand and abide by the relevant provisions of their Local Area Safety Statement.

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- Inform their immediate supervisor or manager if there are any provisions within their Local Area Safety Statement that they require clarification on.
- Cooperate with the University in all matters of health and safety in order that the University may fulfil its statutory obligations.
- Comply with all statutory provisions and take reasonable care to protect their own health and safety and that of any other person who may be affected by their acts or omissions.
- Attend all safety training when requested to do so.
- Adhere to all safety requirements relevant to their work, including but not limited to, using personal protective equipment when required; by operating in accordance with any documented safe system of work; and by using all appropriate safety devices.
- Use any equipment provided, including all personal protective equipment and clothing, in a safe manner and in the form that it was intended to be used.
- Desist from acting in a manner likely to endanger their own or another person's health and safety.
- Keep their work areas clean and tidy and maintain high standards of housekeeping and hygiene.
- Report all accidents no matter how small, or near misses, to their immediate supervisor or manager on the day of occurrence or as soon as possible thereafter.
- Cooperate in the investigation of accidents and near misses.
- Not undertake any task for which they have not received sufficient training to allow them to do so safely.
- Refrain from interfering in an inappropriate manner with any article provided in the interest of protecting health and safety in the workplace.
- Report to their immediate supervisor or manager immediately any defect in plant or equipment that may constitute a risk to safety.
- Not allow any person under their control to engage in any act or activity for which that person has not received sufficient training.
- Report immediately to their immediate supervisor or manager any person abusing equipment or acting in an unsafe manner.
- Inform the University of any disease or illness that they may be suffering from which is likely to add to the risks to safety in the workplace.
- Not be under the influence of an intoxicant whilst at work to the extent that it is likely to endanger his or her own safety or that of those around them.

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In the interests of their own health and safety and that of their unborn / nursing child all pregnant and breastfeeding employees are strongly encouraged to report their pregnancy / breastfeeding to their Head Of School or Unit / Facility Manager or the University SIRC Office as early as possible so that a *Pregnant Employee Risk Assessment* can be carried out. The purpose of this risk assessment is to ensure that the working conditions of the employee do not pose a risk to her or her unborn / nursing child's health and safety.

Where required members of staff responsible for research students and postdoctoral / research staff must ensure that a full safety review of their activities has been conducted, to include a full risk assessment of any activity undertaken and any hazardous substance used.

Any staff member responsible for bringing a new piece of equipment or substance into the working area must ensure if necessary that a risk assessment is carried out and any safe system of work associated with the item in question is implemented.

Staff may consult with their Local Area Safety Committee at any time for advice. In the event that their concern relates to an urgent safety matter the University SIRC Office may be contacted directly.

Staff members who have responsibility for undergraduate students, postgraduate students, postdoctoral / research staff or any other third parties must ensure that those persons under their supervision have received adequate safety training and on an ongoing basis receive an appropriate level of supervision. The attention of such persons is drawn to Regulation 80(1) of the [Safety, Health and Welfare At Work Act 2005](#) which states that *'Where an offence under any of the relevant statutory provisions has been committed by an undertaking and the doing of the acts that constituted the offence has been authorised, or consented to by, or is attributable to connivance or neglect on the part of, a person, being a director, manager or other similar officer of the undertaking, or a person who purports to act in any such capacity, that person as well as the undertaking shall be guilty of an offence and shall be liable to be proceeded against and punished as if he or she were guilty of the first-mentioned offence.'* Consequently there is a significant legal liability placed upon all persons who have supervisory responsibility for other staff and students to ensure that all operations under their control are carried out safely. Such persons may

consult with the University SIRC Office at any time in order to aid themselves in the fulfilment of their statutory duties and their duties under this document.

***All staff of the University are reminded that the failure to adhere to the statutory duties placed upon them by relevant safety legislation may be used by the enforcing authorities in the event of a prosecution.***

### **3.8 Postgraduate Students**

All postgraduate students must:

- Abide by all local safety rules governing the use of safe systems of work, fire safety, risk reduction control measures and the wearing of personal protective equipment.
- Report all accidents and near misses, no matter how minor, to their supervisor immediately or as soon as is possible thereafter and cooperate with any investigation into the incident.
- Not interfere with any article provided in the interest of protecting health and safety.
- Keep their work areas clean and tidy and maintain high standards of housekeeping and hygiene.
- Inform their Head Of School or Unit / Facility Manager or Academic Supervisor of any disease or illness that they may be suffering from which is likely to add to the risks to safety in the workplace.
- Not be under the influence of an intoxicant whilst in attendance at the University to the extent that it is likely to endanger his or her own safety or that of those around them.

In the interests of their own health and safety and that of their unborn / nursing child all pregnant and breastfeeding students are strongly encouraged to report their pregnancy / breastfeeding to their Head Of School as early as possible so that a *Pregnant Employee Risk Assessment* can be carried out. The purpose of this risk assessment is to ensure that the working conditions of the student do not pose a risk to her or her unborn / nursing child's health and safety.

Where required postgraduate students must complete a full safety review of their activities in conjunction with their Academic Supervisor to include; a full risk assessment of any activity undertaken and any hazardous substance used as necessary. Examples of activities that may require such assessment include, but are

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not limited to, those where fieldwork is required, where hazardous substances are used, where students are entering areas or institutions where their safety may be at risk, where students are dealing with members of the public, etc.

All students are reminded that the failure to engage in safe behaviour may be used by the enforcing authorities in the event of a prosecution.

### **3.9 Contractors**

- All contractors carrying out works at a University Facility must adhere to all local safety rules.
- In addition all contractors must adhere to the contents of their own safety statement, which they may be asked to submit to the University SIRC Office or Estates Services for approval prior to beginning operations within the University.
- All contractors must carry adequate levels of insurance cover, to be pre-approved by the University SIRC Office prior to beginning operations within the University.
- All contractors involved in construction work on behalf of the University must be trained in 'Safe Pass'.
- Contractors must report all accidents and near misses, no matter how minor, to their University contact as soon as possible thereafter and cooperate with any investigation into the incident.
- Contractors must adhere to any safety instruction received from University staff whilst on site.
- Contractors must obtain approval in the form of a permit to work before undertaking hot work; live electrical works; excavations or any other activity as may be prescribed by the University. Permits to work are available from Estates Services (ext. 1111).
- Contractors must not enter any areas for which they have not been given prior approval and must not interfere with any substances or University equipment unless they have received prior approval.
- Contractors must exercise extreme care when working in University laboratories and must wear any personal protective equipment in these areas as directed by University personnel.
- Contractors may not bring any hazardous substance into the University unless it has been approved by the local Head Of School or Unit / Facility Manager or University SIRC Officer. All such material must be accompanied by a Safety Data Sheet.

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- Contractors must submit to a safety audit of their activities at any time by a Local Area Safety Committee or the University SIRC Office.
- All equipment brought onto site by contractors must be safe to use, have all safety guards in place, be accompanied by all necessary certificates where required and not represent a danger to any University staff, students or visitors when in use.
- Contractors should note that the University has in place a 'Dignity and Respect Policy' (*University College Dublin Policy On Harassment, Including Bullying, Sexual Harassment And Racism*) which all contractor staff are expected to adhere to when on site. Copies of this policy can be obtained at <http://www.ucd.ie/equality/filestore/dignity%20&%20respect%20policy%20july%202010.pdf>

### **3.10 Visitors**

- All visitors to University controlled areas and facilities must have prior permission from the Head Of School or Unit / Facility Manager and must adhere to all local safety rules. In some instances visitors may require continuous accompaniment by a member of staff whilst visiting the University.
- All visitors to the University are expected to behave in a safe manner and not to endanger the safety of themselves or any other persons through any act or omission that they may undertake.

#### **4.0 Local Area Safety Statements**

All University Colleges, Schools, Facilities and Units must have in place a Local Area Safety Statement.

In situations where similar type Colleges, Schools, Facilities or Units are engaged in similar type activities a single Local Area Safety Statement may suffice. Advice on this can be obtained from the University SIRC Office ([sirc@ucd.ie](mailto:sirc@ucd.ie)).

Advice on completing Safety Statements and sample documents can be found [on the University SIRC Office website](#) or by contacting the [SIRC Office](#)

Local Area Safety Statements set out how the health and safety of persons working within the area under its remit will be safeguarded and protected.

The contents of the Local Area Safety Statement must be brought to the attention of all employees (including part time workers and temporary contract workers) whose assigned duties are covered by the safety statement upon commencement of employment, following any modification to the document and at least annually thereafter. The contents of the safety statement must also be brought to the attention of non-University employees or students who may be exposed to the risks that the safety statement outlines.

At a minimum a Local Area Safety Statement must contain the following:

- The names of key personnel
- A description of the work activities carried out in the areas covered by the safety statement.
- Local area emergency response plans for all working areas covered by the safety statement.
- Risk assessments for all hazards identified in the workplace covered by the safety statement.



## **5.0 Safety Committees**

Where deemed appropriate a Local Area Safety Committee, with responsibility for liaising with the University SIRC Office and local management on the management of safety within an area should be established.

In some instances it may be advisable to have sub committees dealing with specific areas / operations within a College or School. Examples of where sub committees may be necessary are where specialist laboratories are in use or where Colleges or Schools operate facilities remote to their main location, e.g. field stations.

The principal duties of Safety Committees are to:

- Act as a conduit between staff and College Principals, Heads Of Schools and Unit / Facility Managers on matters of health and safety.
- Disseminate safety information within their area of responsibility
- Advise staff and College Principals / Heads Of School or Unit / Facility Managers on safety issues.
- Review the current Local Area Safety Statement on a regular basis and ensure that it adequately addresses safety issues within its designated area.
- Monitor accidents within their areas of responsibility and attempt to identify trends where possible.
- Monitor staff safety training and ensure that such training is relevant to staff duties and is being carried out on an ongoing basis.
- Seek advice from the University SIRC Office where necessary to ensure safe working practices within their area of responsibility.

Employees at a place of work are entitled to select from among their number Employee Safety Representatives, who may make representations on the employees behalf to the University on matters of health and safety. Employee Safety Representatives are expected to sit on and take an active role in Local Area Safety Committees. For information on Employee Safety Representatives contact [sirc@ucd.ie](mailto:sirc@ucd.ie).

## 6.0 Hazard Identification, Risk Assessment and Risk Control

It is the policy of the University to identify all hazards existing in the workplace, to assess the risk from those hazards and to implement control measures to reduce the risks to an acceptable level. Risk assessments are required for all identified hazards in the workplace, including but not limited to any equipment in use; work processes undertaken; and for all hazardous agents (chemical, biological, radioactive) in use.

‘Hazard’ is defined as the potential to cause harm, while ‘risk’ is defined as the potential of the hazard to cause harm under actual circumstances.

The assessment of risk from the hazards identified is based on the linkage of the probability of an occurrence involving that hazard with the severity of injury or material loss resultant from that occurrence (see Table 1. *Risk Assessment Matrix* below).

**Table 1. Risk Assessment Matrix**

Probability Of Negative Event	Severity Of Outcome Of Negative Event		
	Slightly Harmful	Harmful	Very Harmful
Unlikely	<i>trivial risk</i>	<i>acceptable risk</i>	<i>moderate risk</i>
Likely	<i>acceptable risk</i>	<i>moderate risk</i>	<i>substantial risk</i>
Very Likely	<i>moderate risk</i>	<i>substantial risk</i>	<i>intolerable risk</i>

Probability is determined based on an assessment on how likely it is that an adverse event related to the hazard concerned will occur. Probabilities are graded as:

- *Unlikely*: the adverse event being considered will occur only rarely.
- *Likely*: the adverse event being considered will occur on a frequent basis
- *Very Likely*: the adverse event being considered is almost certain to occur

Severity is based on the degree of personal injury or damage to property likely to occur in the event that the adverse event occurs. Severity of outcome is graded as:

- *Slightly Harmful*: e.g. superficial injuries; minor cuts and bruises; nuisance and irritation; temporary discomfort; minor infection; minor material damage.
- *Harmful*: e.g. lacerations; burns; concussion; sprains; minor fractures; dermatitis (temporary); asthma (temporary); long term discomfort; infection requiring medical treatment; significant material damage.

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- *Very Harmful*: e.g. fatality; amputation; major fracture; severe poisoning; cancer; life shortening condition / disease; deafness; head injuries; eye injuries; substantial material damage.

The aim of any risk control / reduction measures identified and implemented are to reduce the residual risk from the hazard to as low a level as is reasonably practicable. Where practicable *University College Dublin* commits itself to the elimination of hazards. Where the risk from a hazard cannot be eliminated at source then the University will supply a range of suitable personal protective equipment in order to protect employees where necessary.

Risk assessments will be reviewed regularly and when changes in work practises arise within the University or when new activities are introduced.

All staff and postgraduate students must be familiar with the contents of the risk assessments that are relevant to their work. Training and further information on workplace safety and risk assessment is available from the University SIRC Office ([sirc@ucd.ie](mailto:sirc@ucd.ie)). A list of current University Risk Assessments is available [on the SIRC Office website](#).

Staff and postgraduates working within *University College Dublin* must review all available relevant risk assessments prior to initiating work or undertaking new tasks to establish whether or not these documents identify and manage the hazards associated with their work adequately. In the event that existing risk assessments do not adequately manage the hazards associated with their work employees and postgraduates can modify an existing risk assessment, complete their own risk assessments (see [SIRC Office website for available](#) risk assessment templates); inform their local Safety Committee or seek assistance from the University SIRC Office.

A range of guidance documents have been developed by the SIRC Office that assist in the assessment of risk. These can be found at [www.ucd.ie/sirc](http://www.ucd.ie/sirc).

## **7.0 Accident and Incident Reporting / Investigation**

All accidents resulting in an injury to any person, including persons not employed by the University, caused by University work activities (including fieldwork) or occurring on University premises, must be reported to the Head Of School or Unit / Facility Manager or the University SIRC Office using the designated form, on the day of occurrence, or as soon as is practicable thereafter.

All incidents leading to significant material damage must also be reported to the relevant Head Of School or Unit / Facility manager or the University SIRC Office using the designated form, on the day of occurrence, or as soon as is practicable thereafter.

All near misses, where injury to any person or significant material damage is narrowly avoided, must be reported to the relevant Head Of School or Unit / Facility Manager or the University SIRC Office using the designated form, on the day of occurrence, or as soon as is practicable thereafter.

Any incident leading to environmental damage or a near miss with the potential for environmental damage must be reported to the relevant Head Of School or Unit / Facility Manager or the University SIRC Office using the designated form, on the day of occurrence, or as soon as is practicable thereafter.

The University is obliged to report to the statutory authorities a number of designated safety and environmental related incidents. It is therefore vital that all accidents, incidents and near misses are reported promptly to ensure that the University is compliant in fulfilling its statutory accident reporting duties.

All accidents, incidents and near misses will be subject to an investigation by either the Local Area Safety Committee or the University SIRC Office.

Official University accident report forms must be used to report all accidents. These are available from the [University SIRC Office](#) or from [Campus Services](#).

## **8.0 Emergency Planning**

Written Emergency Response Plans will be developed to describe the responses to be taken by University personnel in the event of personal injury, fire, gas leak, chemical leak or other foreseeable emergencies. These plans will form part of Local Area Safety Statements.

The evacuation of a University building(s) will be carried out following any occurrence that constitutes a risk to the safety and health of the occupants of that building.

It is the aim of the University in so far as is practicable that all buildings are subject to a trial evacuation at least annually.

The University is committed to ensuring that all persons working within the University have ease of access to first aid equipment and to occupationally trained first aiders.

### **8.1 Fire**

*If you hear the fire alarm:*

1. Do not panic, but prepare to leave the building.
2. If the alarm sounds continuously begin a building evacuation.
3. Leave the building immediately in an orderly fashion by following the green man running signs to the nearest exit. Please note that this may not be the same way that you entered the building.



4. Classes in session must be dismissed and students directed to leave.
5. Persons in laboratories and workshops should make their area safe before leaving by turning off equipment where possible, closing chemical containers, securing biological agents, securing animals, etc.
6. Do not use the lift.
7. Do not go back to your working area for any reason.
8. If safe to do so nominated *Fire Marshals* should inspect their designated areas.
9. If for any reason you are unable to leave the building make your way to a protected stairwell or a room with an external window and shut the door. If possible inform the emergency line (ext. 7999) or a colleague of your location and the reason you cannot safely exit the building.
10. Proceed to the nearest emergency assembly area

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11. Report any knowledge you may have of missing or injured persons to a *Fire Marshal* / Campus Services Personnel.
12. Return to the building only after the *Chief Fire Marshal* / Campus Services Personnel has given the all clear signal.

*If you observe a fire:*

1. Activate the fire alarm by breaking one off the red wall mounted break glass units located throughout university buildings.
2. If it is safe to do so and you have been trained to do so the fire may be tackled using a suitable fire extinguisher, but only if this does not place any person at risk of injury.
3. If you decide to fight a fire ensure that you have a safe and clear means of escape from the fire at all times.
4. In the case of chemical fires be aware that many chemicals give off poisonous fumes under fire conditions. Only fight chemical fires if you are certain that it is safe to do so and that the products of combustion can be avoided.
5. In the event that you cannot fight the fire or the fire begins to get out of control evacuate the area immediately.

### **8.2 Natural Gas Leak**

- In the event that a natural gas leak is suspected then the Maintenance Help Desk at extension 1111 or Campus Services at extension 7000 must be contacted.
- Evacuate the area.
- Only authorised personnel may interfere with gas safety systems.

### **8.3 Loss / Spillage Of A Chemical Agent**

In the case of a spill or leak of a chemical agent the following procedure should be followed:

- In the event that a chemical is spilled or is discovered to have leaked then all persons should be verbally requested to leave the affected area immediately.
- The SDS for the chemical concerned and the Local Area Safety Statement should be consulted before dealing with the spillage and the information contained therein utilised to ensure a safe clean-up response.
- For large spills (>10 litres / kgs) the University SIRC Office should be informed by dialling 8768 / 8770 or 7999 on an internal telephone.
- Some chemicals require specialist responses, e.g. elemental mercury, cyanides, strong acids, etc. Reference should be made to a materials' SDS before it is used

in the laboratory for the first time and if required any recommended specialist spill response equipment should be sourced and held in a suitable location.

#### **8.4 Loss / Spillage Of A Biological Agent**

In the case of a spill or leak of a biological agent the following procedure should be followed:

- In the event that a biological agent is spilled or is discovered to have leaked then all persons should be verbally requested to leave the affected area immediately.
- The Local Area Safety Statement should be consulted before dealing with the spillage and the information contained therein utilised to ensure a safe clean-up response.
- It should be noted that the spill response will vary depending on the nature of the biological agent concerned and whether or not infectious aerosol have been generated.
- As a rule *Virkon* or *Presept* should be used for the treatment of spillages of biological agents. If a different disinfectant is required then this should be indicated in any relevant risk assessment / Local Area Safety Statement.

#### **8.5 Personal Injury**

In the event that a person suffers an injury that requires first aid treatment then:

- Treat the injury using first aid equipment. First aid boxes are located throughout the university. Consult your Local Safety Statement for their locations and the names of trained first aiders.
- First aid assistance is available 24hours per day from the UCD Emergency Line on internal extension 7999.
- If the emergency services are required then the 24hr Emergency Line should be contacted and the request made.

#### **8.6 Acute Student Situations**

The SIRC Office has prepared a guidance document entitled *Dealing With Acute Student Situations and Other Emergencies* to provide staff members who work in public offices and have face to face interactions with students and members of the public with a set of guidelines for dealing with various types of emergency situations that may arise when dealing with same, e.g. disruptive or threatening behaviour; emotionally distressed students, student or staff injury. It can be accessed on the [SIRC Office website](#).

### **8.7 Campus Emergency**

In the event that notification of a major campus incident is received then all staff and students should adhere to the *Shelter-Shut-Listen* model of response.

- In the event that a critical incident is notified then staff and students should **shelter** in a building, preferably in a secure area with access to a telephone and the UCD computer network. Lecturers should direct the students to remain indoors and should seek further information on their behalf via the UCD website or from the emergency line (7999).
- Staff should remain **shut** in their location until they are advised that the incident is over or until they are requested to leave the area.
- In the event that staff are required to evacuate an area the building fire alarm will be used to inform all building occupiers and further instructions will be given upon building evacuation.
- Unless instructed to do otherwise staff should remain indoors and **listen** for further instructions.
- Further instructions may be issued via voicemails; website; e-mail; campus siren, etc.

### **8.8 Location of Emergency Equipment**

#### Fire Extinguishers

- Fire extinguishers are located throughout University Buildings and are readily available in all locations.

#### First Aid Boxes

- First aid boxes and trained first aiders are available via the emergency line ext. 7999. For details of locally available first aiders consult with your Local Area Safety Committee / Statement.

#### Automatic External Defibrillators

Automatic External Defibrillators are located throughout the University. Refer to <http://www.ucd.ie/sirc/automatedexternaldefibrillatorsaeds/> for current locations.

For training in the use of defibrillators please contact [safety@ucd.ie](mailto:safety@ucd.ie)

### **8.9 Contacting the Emergency Services**

In all instances the contacting of the Emergency Services must be done via *Campus Services* using the 24hr Emergency Line (ext. 7999). Campus Services personnel will then contact the Emergency Services and ensure that they are met upon their arrival on campus and are escorted to the correct location of any incident.



### **8.10 Personal Emergency Egress Plans**

Personal Emergency Egress Plans (*PEEPS*) are advisable for staff and students who suffer from a sensory, physical or medical impairment that may make evacuation of a building in an emergency more challenging.

PEEPS are 'personal' plans and are tailored to an individual's needs and help address the challenges that that individual staff member or student may have to face in evacuating a university building in an emergency.

Staff who would like to discuss the preparation of a PEEP should contact the SIRC Office ([sirc@ucd.ie](mailto:sirc@ucd.ie)).

Students who would like to discuss the preparation of a PEEP plan should contact the [University Access and Lifelong Learning Office](#).

## **9.0 Safety Training**

The university offers a wide range of safety training courses to staff and in some cases students in order to allow them to work in a safe manner. An indicative list is outlined below. Courses can be tailored to suit a particular groups needs and further training courses can be designed or sourced as required.

Courses offered include:

- Biological Safety
- Chemical Safety
- Cryogenic Safety
- Fieldwork Safety
- Fire Marshal Training
- Heartsaver (Automated External Defibrillator) Training
- Ionising Radiation Safety
- Laboratory Safety
- Manual Handling
- Nano Materials Safety
- Risk Assessment / Safety Auditing
- Office Safety
- Fire Extinguisher Training
- Occupational First Aid
- Occupational First Aid Refresher
- Safe Pass
- Various specialist courses, e.g. chainsaw, forklift, etc.

Further details on duration and content of all courses is available from the [UCD Training and Development Website](#)

Individual course are run based upon sufficient demand. For further details on any course contact the SIRC Office [sirc@ucd.ie](mailto:sirc@ucd.ie)

**10.0 Contacts**

- University SIRC Office  
Telephone 01 716 8768 / 8770 / 8771  
e-mail: [sirc@ucd.ie](mailto:sirc@ucd.ie)  
[www.ucd.ie/sirc](http://www.ucd.ie/sirc)
  
- Estates Services  
Telephone 01 716 1111 (General Enquiries / Maintenance Issues)  
<http://www.ucd.ie/building/>
  
- Campus Services Duty Manager (24hr)  
Telephone 01 716 7000
  
- 24 Hour Telephone Emergency Line  
Telephone 01 716 7999
  
- Biological Safety Officer  
e-mail: [biosafety@ucd.ie](mailto:biosafety@ucd.ie)
  
- Radiological Safety Officer  
e-mail: [safety@ucd.ie](mailto:safety@ucd.ie)
  
- Insurance Queries  
e-mail: [insurance@ucd.ie](mailto:insurance@ucd.ie)