DCU Library

Safety Statement

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Library Safety Statement
December 2022

1.0   Introduction

The purpose of the Safety, Health and Welfare at Work Act 2005 is to ensure the safety, health and welfare of all employees in the workplace. The Act applies to employees in all types of work and embraces all the activities of Dublin City University (DCU).

In compliance with the Act, the University has prepared a written Framework Safety Statement describing the employer arrangements and the employee co-operation necessary to achieve this purpose. In addition the Framework Safety Statement outlines the University's policies on occupational health and safety matters and defines the necessary management structure for the implementation of these policies.

Specific health and safety issues of relevance to the University as a whole are detailed in this Framework Safety statement.

In compliance with the DCU Framework Safety Statement 2017, DCU Library has prepared a local safety statement, documenting our own hazards, risks, risk control, protective and preventive measures and resources for DCU Library ensuring a safe and healthy work environment.

This Safety Statement is aimed at protecting employees, students and visitors from potential injury or ill-health arising from our work activities.

This Safety Statement will be updated as necessary in light of new legislation, staff feedback, university structural changes and practical experience. In addition, the Safety Statement will be reviewed annually.

This Safety Statement is available to DCU Management and to all employees, visitors and students of DCU Libraries.

COVID-19

DCU is committed to providing a safe and healthy workplace for all our staff, students, contractors and visitors during the COVID-19 Pandemic. In order to comply with government regulations and minimise the spread of COVID-19 we have developed a COVID-19 Response Plan.

All managers, supervisors and workers are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus.

We will:
- continue to monitor our COVID-19 response and amend this plan in consultation with our workers
- provide up to date information to our workers on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- provide an adequate number of trained C-19 coordinators who are easily identifiable and implement a reporting system
- inform all workers of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the workplace to facilitate physical distancing
- use SafeZone to assist contact tracing as required
- provide appropriate university and local level training for all staff prior to their return to campus
- seek a health declaration from all staff prior to return to campus
- communicate procedure to be followed in the event of someone showing symptoms of COVID-19 while at work or in the workplace
- provide guidance on necessary cleaning and disinfection of workstations and intensify cleaning in line with government advice if required

1.1   Scope of Safety Statement

This Safety Statement deals in the main with the health and safety issues that fall within the remit of DCU Library.

Our staff offices and operations are located in the O'Reilly Library, Glasnevin Campus and the Cregan Library, St. Patrick's Campus and Woodlock Hall.

O'Reilly Library staff offices and operations are located on:
- Parts of the Lower Ground Floor
- The entire Ground Floor
- The entire First and Second Floors

Cregan library staff offices and operations are located on:
- Parts of the Ground Floor
- Parts of the First Floor
- The entire Second and Third Floor

Woodlock Library operations are located on:
- The entire ground floor of Woodlock Hall.

This statement does not govern normal work activities and areas in library buildings not controlled by the Library. The following areas outside the scope of this statement:

In the O'Reilly Library:
- The President's Archive
- The Comms Room on the Lower Ground floor
- The Post Room
- The Basement storage room
- The Trispace Ltd. Café facility in the Lower Ground Floor

Cregan Library:
- The Trispace Ltd. Café on the Ground Floor
- The Public seating near Café on the Ground Floor
- The Seamus Heaney Lecture Theatre
- The ICT Rooms on the first floor

The scope of our operations includes:

- Provision and maintenance of print and electronic information collections
- Lending Services
- Reference Desk Services
- Subject Specialist services
- Student and staff education
- Budget and building management
- Space Management
- Public Events and Exhibitions

2.0   Statement of Safety, Health & Welfare at Work Policy

2.1   The policy of DCU Library is, in so far as is reasonably practicable, to ensure the safety, health and welfare at work of all our employees and further to ensure that persons not in our employment, who may be affected by the work activities are not thereby exposed to risks to their safety and health.

2.2   In particular, DCU Library recognises our express Responsibilities under Section 8 of the Act will provide the necessary resources, structures and procedures required to safeguard our staff, students and visitors against the risks arising from activities in our workplace.

2.3   DCU Library considers that it is the strict duty of all staff and students to conform to university safety policies and practices and to carry out their responsibilities as detailed in this document and in accordance with any other relevant legislation. Staff members with specific responsibilities for safety, health and welfare must properly delegate these in their absence.

2.4   In addition to reviewing this Safety Statement, each employee is expected to make himself/herself familiar with the DCU Framework Safety Statement. The Framework Safety Statement is available on the DCU Website.

2.5   Staff and students who fail to cooperate with safety procedures may be subject to the normal DCU disciplinary procedures.

2.6   DCU Library welcomes feedback from staff or students regarding any aspect of this document or any other health and safety concerns. Feedback in this regard should be directed to the University Librarian.

3.0 Health and Safety Management Structure and Responsibilities

In accordance with the DCU Framework Safety Statement, the University Librarian, Mr. John McDonough as part of his management function, is responsible for ensuring, so far as is reasonably practical, the health and safety of persons working, studying or visiting DCU Library. In particular he is responsible for the following:

1. To ensure that DCU library has prepared a Local Safety Statement relevant to their operations which complies with Section 20 of the Safety, Health and Welfare at Work Act.
2. To ensure that the Local Safety Statement is reviewed at least annually and that the Health and Safety Steering Group is notified that the review has been completed and is provided with any updated document which may result from such a review.
3. To ensure that the topic of occupational health and safety/fire safety is a standing agenda item on all DCU Libraries staff meeting agendas.
4. To ensure that all hazards are identified, risks arising are quantified, and risk control measures are identified and implemented.
5. To ensure that regular safety inspections/audits are carried out to monitor compliance with the Local Safety Statement and legal requirements and to ensure appropriate follow-up action is taken.
6. To investigate all accidents to staff/students/visitors in their area of responsibility and to complete the DCU Injury/Incident Report forms as appropriate.
7. To ensure that the DCU Evacuation and First Aid Procedures are implemented and that sufficient Fire Wardens/First Aid personnel are available.
8. To ensure that staff are appropriately trained and competent to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
9. To ensure that students are adequately trained and supervised in carrying out practical and experimental work. (Adequate level of supervision to be determined having regard to the age, level of experience and status (graduate/post graduate etc) of the student).
10. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees within the Library.
11. To notify the Estates Office of any health and/or safety issues arising within their area of operation requiring Estates Office action/input to resolve.
12. To ensure that all contractors carrying out work in their area operate under the Estates Office Permit to Work system.
13. Fire Safety Responsibilities:
    (a) To promote general fire safety within their building.
    (b) To ensure that staff attend fire safety awareness training arranged by the Health and Safety Officer / Fire Safety Officer.

(c) To ensure, in consultation with the Fire Safety Officer and other Heads who may have staff located in the building that a sufficient number of trained Fire Wardens is available within the building to respond to evacuation alarms.

(d) To ensure that all fire safety housekeeping inspections required under the DCU Building Fire Safety Register system are carried out (and the outcomes notified to the campus Fire Safety Officer).

(e) To receive reports of fire safety issues which may arise during the housekeeping inspections and to follow up with the appropriate parties (local area staff / Estates Office Helpdesk etc) to ensure resolution.

(f) To escalate issues which cannot be resolved at local level to Senior Managers.

3.1 The University Librarian may delegate the administration of Health & Safety to the Associate Director, Public Services and Outreach.

3.2 Within the Public Services and Outreach Directorate there is a staff member (Part Time) at Library Assistant Grade, responsible for logging all Health and Safety Issues with the relevant party within the University eg. Estates, the Health & Safety Office.

3.3 DCU Library holds regular Senior Management Team meetings at which matters affecting health and safety of staff can be raised. In addition, the Library has a Health and Safety Group which is convened by the Associate Director, Public Services & Outreach in order to:
- Review health and safety issues in the library
- Provide a reporting mechanism for issues of concern

The meeting is convened a week or two before the University wide Health and Safety Consultation group meets so that issues that cannot be resolved locally can be raised at this meeting.

See Appendix 1 details the Safety Management Structure in place within DCU Libraries.

3.4   Health and Safety Consultation on Campus

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

Cliona Ni Liathain , Library Assistant, Estates.

Health and Safety issues that are not resolvable through internal channels can be referred through these representatives to the Health & Safety Consultation Group and ultimately the

H&S Steering Group. In addition, the current Safety Representative for the University can be consulted informally and in confidence by individual staff members with a view to raising specific Health & Safety issues for resolution.

3.5   Employee Co-Operation

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

(1)   An employee shall, while at work:
   (a) *Comply with the relevant statutory provisions, as appropriate, and take reasonable care to protect his or her safety, health and welfare and the safety, health and welfare of any other person who may be affected by the employee's acts or omissions at work,*
   (b) *Ensure that (s)he is not under the influence of an intoxicant to the extent that (s)he is in such a state as to endanger his or her own safety, health or welfare at work or that of any other person,*
   (c) *If reasonably required by his or her employer, to submit to any appropriate, reasonable and proportionate tests for intoxicants by, or under the supervision of a registered medical practitioner who is a competent person, as may be prescribed,*
   (d) *co-operate with his or her employer or any other person so far as is necessary to enable his or her employer or the other person to comply with the relevant statutory provision, as appropriate,*
   (e) *not engage in improper conduct or other behaviour that is likely to endanger his or her own safety, health and welfare at work or that of any other person,*
   (f) *attend such training and, as appropriate, undergo such assessment as may reasonably be required by his or her employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee,*
   (g) *having regard to his or her training and the instructions given by his or her employer, make correct use of any article or substance provided for use by the employee at work or for the protection of his or her safety, health and welfare to work, including protective clothing or equipment,*
   (h) *report to his or her employer or to any other appropriate person, as soon as practicable-*
      i.) *any work being carried on, or likely to be carried on, in a manner which may endanger the safety, health and welfare at work of the employee or that of any other person,*
      ii.) *any defect in the place of work, the system of work, any article or substance which might endanger the safety, health or welfare at work of the employee or that of any other person, or*
      iii.) *any contravention of the relevant statutory provisions which may endanger the safety, health and welfare at work of the employee or that of any other person, of which (s)he is aware.*

(2)　An employee shall not, on entering into a contract of employment, misrepresent himself or herself to an employer with regard to the level of training as may be prescribed under subsection (1)(f)

As well as these general duties, it is important that employees are aware of the health and safety duties assigned to them in this Safety Statement as part of their normal duties. These delegated duties are essential for the day to day implementation of safety measures, and employees are obliged to carry out these functions in accordance with Section 13(1)(d) of the Act, as above.

Section 14 of the Act applies to all persons and requires that:
A person shall not intentionally, recklessly or without reasonable cause
(a) interfere with, misuse or damage anything provided under the relevant statutory provisions or otherwise for securing the safety, health and welfare of persons at work, or
(b) place at risk the safety, health or welfare of persons in connection with work activities.

In addition to the above legal requirements all staff and students of DCU Libraries are required to immediately report to the University Librarian any accident resulting in loss or injury and any incident that could have resulted in loss or injury. The injured party is also required to co-operate in the investigation of the incident and the completion of the Injury/Incident Report Form.

4.0   Health & Safety Resources

4.1   Considerable resources are expended by DCU Library in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase of goods and services.

4.2   Where additional equipment, training etc. is required (whether as a result of ongoing risk assessment or legislative change), resources will be allocated on a prioritised basis to meet the identified requirements.

4.3   The Health and Safety Office retains a reference library of texts, literature, videos and other publications on health and safety matters. The Office also subscribes to an online database of safety legislation, codes of practice and international standards. All staff can gain access to these information resources by contacting the Health & Safety Office.

5.0   Health and Safety Training

The provision of appropriate training and instruction is an important element in the management of safety and the implementation of this safety statement. Such training is also a legal requirement in controlling many of the risks identified in DCU Library. Training and instruction also serve to improve safety awareness and attitudes that are essential for effective safety management.

5.1 Internal Training

Manual Handling and VDU training carried out as part of university induction for new staff. From time to time staff may be offered additional training as identified in a training needs assessment process.

5.2 Health and Safety Office Training

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

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

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

6.0   Fire and Emergency Management

6.1   Fire Wardens

The following members of staff are trained Fire Wardens:

O'Reilly Library	Cregan Library	Woodlock Hall Library
Mags Lehane	Paraic Elliott	Aodhan Keegan
Cliona Ni Liathain	Patrick Dennan	Margaret Lambe
Claire Mason	Sophie Dowling	Alana Mahon O'Neill
Shauna McDermott	Helen McKeever	Anna Zieba McLoughlin
Siofra O'Loughlin	Nuala Murray	
Ellen Breen	Colm Priestley	
Aoife Murphy		
Stephanie Collins		
Geraldine McNamara		
Sharon Ryan		

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

DCU Library will ensure that sufficient Fire Wardens are trained and available on an ongoing basis to provide an effective service throughout the building. The Associate Director, Public Services & Outreach, Orla Nic Aodha is responsible for ensuring that the Health & Safety Office is notified of any changes in the Fire Warden Team and for ensuring that the names of new Fire Wardens are added to the waiting list for training.

6.2 Evacuation Drills

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

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

6.3 Local measures

All staff are required to familiarise themselves with the locations of
(a) Escape routes
(b) Fire alarm call points (red break glass units)
(c) Fire extinguishers and fire blankets
(d) Fire assembly points

6.4 First Aid and Injury/Illness Management

Fully stocked First Aid boxes are available in:

- The Staff Room (G311) and Reception Desk on the ground floor in Cregan Library, St. Patrick's Campus

- At the Issue Desk in the O'Reilly Library, Glasnevin Campus and the Issue Desk in Woodlock Hall

Defibrillators are available:

- At the Issue Desk in the O'Reilly Library, Glasnevin Campus

- At the Reception Desk in the Cregan Library, St. Patrick's Campus

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

O'Reilly Library		Cregan Library	
Stephanie Collins	Issue Desk	Paraic Elliot	8842175
Sharon Ryan	01 7005183	Lucinda Jacob	8842390
Cliona Ni Liathain	01 7005930	Grace O'Connor	8842175
Siofra O'Loughlin	N/A		

They are available to respond to First Aid incidents during normal office hours. In addition all permanent members of the DCU Security team undergo Occupational First Aid Training with a view to providing first aid response 24 hours a day, 365 days a year.

Orla Nic Aodha, Associate Director, Public Services & Outreach is responsible for ensuring that the Health & Safety Office is notified of any changes in the First Aid team and for ensuring that the names of new First Aiders are added to the waiting list for training.

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

7.0   Hazard Identification, Risk Assessment & Controlling Risks

A comprehensive review and assessment of hazards, risks and controls within DCU Libraries has been undertaken. This exercise has been carried out in accordance with the definitions and procedures noted below. Appendix 2 contains details of the current Risk Assessments & Control Measures in place in DCU Libraries.   All new and amended equipment, procedures and processes will be similarly assessed as they arise and the results similarly recorded. All staff are encouraged to review the hazards listed in Appendix 2 to identify any issues that are not currently assessed and to give feedback to the University Librarian and/or the Associate Director, Public Services & Outreach.

7.1   Definitions

Hazard is *any substance, article, material or practice within a workplace which has the potential to cause harm to employees at work or visitors to that workplace.*
Hazards are categorised as Physical, Chemical, Biological, Organisational, Environmental or Human.

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

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

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

7.2   Risk Control

In selecting controls the following hierarchy is adopted:
1. Elimination
2. Substitution
3. Enclosure
4. Guarding
5. Safe systems of work
6. Supervision
7. Training/Information
8. Personal protective equipment (PPE)

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

7.3   Unacceptable Risk

Where the risk cannot be reduced to acceptable levels and finance is not available to implement appropriate controls, it is the policy of DCU Library to require that the activity ceases or the area closes.

8.0   Management of Contractors

DCU Estates Office operates a mandatory Permit to Work system for all contractors, incorporating a Hot Work Permit System where necessary. All work undertaken by outside contractors on behalf of DCU Library must be carried out under an Estates Office issued Permit to Work.

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

www.dcu.ie/estates/contractors.shtml

9.0 Bullying and Harassment

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

The DCU Equality Office webpage contains comprehensive information concerning the **Universities Bullying and Harassment Policies.**

https://www.dcu.ie/equality/equality_office.shtml

10.0   Stress at Work

DCU Libraries recognises that from time to time staff may experience work related stress. It is our aim to be proactive in the reduction / management of sources of stress. Staff who are subject to occupational stressors are encouraged to seek assistance from the Library Senior Management Team or from DCU Human Resources Department.

The DCU Employee Assistance Programme is a confidential support service designed to support all staff and their immediate family members.

Refer to the DCU Webpage for further information - https://www4.dcu.ie/hr/DCU-EAP.shtml

11.0 Out of Hours Work

Lone working/out of hours working is defined as follows:

- Any Laboratory / Experimental work undertaken outside of 9am-6 pm Monday – Friday
- Any other work undertaken outside of 7am-6pm Monday – Friday
- Any other work undertaken at weekends or Bank Holidays

NOTE: All buildings must be vacated by 6pm on Saturdays, Sundays and Bank Holidays when they will be subject to full lock-up.

NOTE: At Christmas & Easter the campus may close down for a specified number of days and access will only be granted under exceptional circumstances.

Library staff routinely work in the library on Saturdays and Bank Holidays. DCU Library Management strongly recommends that, in the interest of health, safety and personal security, out of hours work outside of these Saturday and Bank Holiday hours should only be undertaken when absolutely necessary and no other alternatives are available. Where employees or postgraduate students need to undertake work out of hours they must adhere strictly to the DCU Out of Hours Policy. Unsupervised undergraduate student out of hours work is strictly prohibited.

The University has launched a free app service to give round-the-clock safety reassurance to staff and students. The SafeZone app is a simple-to-use application that is free to download from the Apple App Store and Google Play. Further details on the App and how to use it are available at: (www.dcu.ie/ocoo/safezoneatdcu.shtml)

Refer to Policy on Lone-Out of Hours Working on the DCU Website.

12.0   Manual Handling

Chapter 4 of Safety, Health and Welfare at Work (General Application) Regulations, 2007 defines manual handling as the:

"transporting or supporting a 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 of unfavourable ergonomic conditions involves risks, particularly of back injury, to employees".

DCU Library is committed to minimising the need for manual handling of loads by employees, e.g. by the use of mechanical equipment, book trolleys within the library, organisational arrangements, etc.

Training in manual handling is coordinated through the Health and Safety Office. All new employees are provided with manual handling training at induction. Training for staff recruited prior to the provision of formal induction is provided on a priority basis, i.e. staff with a substantial involvement in manual handling are trained first but ultimately all staff must have knowledge of manual handling principles. Heads of School/Research Centre/Unit/Campus Companies etc. are responsible for ensuring that 'at risk' staff are provided with manual handling training and that they attend refresher training periodically.

All employees involved in manual handling should acquaint themselves in so far as is possible with:

- the weight of each load
- the centre of gravity of unusual loads
- the nature and contents of the load

13.0   Health Risk Management (Occupational Health)

In accordance with the Safety, Health and Welfare at Work Act 2005, DCU is required to *'ensure that health surveillance is made available to all staff appropriate to the health and safety risks present in the place of work…'*

The Health and Safety Office currently contracts the DCU Healthy Living Centre to provide health risk management services on campus. Where regulation or risk assessment requires that health surveillance be carried out for staff engaged in certain work activities, such staff are referred to the Healthy Living Centre for appropriate follow up.

Other 'medical' risk control measures, including vaccinations are provided through the health risk management service.

Health surveillance records and records relating to potential exposure to carcinogens and mutagens are maintained by the Healthy Living Centre.

14.0   Pregnant Employees

DCU Libraries is committed to protecting the reproductive health of all employees and students and minimising risks to the unborn. In accordance with the Safety, Health & Welfare at Work (Pregnant Employees) Regulations (Regulation 3) a pregnant employee of DCU Library must notify her immediate supervisor of her condition *'as soon as is practicable after it occurs and, at the time of the notification, give to her employer or produce for her employer's inspection a medical or other appropriate certificate confirming her condition'*.

Pregnant employees must complete the [Pregnant Employees Risk Assessment Form](#) for submission to the Head and the Health and Safety Office. Where the preliminary assessment highlights areas of concern, the Health and Safety Office will complete a more in-depth assessment in conjunction with the employee and relevant Senior Manager within the library to establish appropriate controls.

14.1   Rest and Breastfeeding Facilities

The University has put in place a 'Mothers' Rest Room' in order to facilitate pregnant employees needing to rest and employees and students wishing to express and store breast milk. In accordance with the Mothers' Restroom Policies and Procedures employees and/or students who require to avail of the facilities must complete the risk assessment forms noted above and contact the Health & Safety Office for access to the facility.

- ·   Glasnevin Campus - XG-38
- ·   St Pats Campus - B131
- ·   All Hallows Campus - Location to be confirmed

Contact the Health and Safety Office at safety@dcu.ie or at ext. 8678 for information on gaining access to the room.

15.0   Use of Display Screen Equipment (DSE)

In compliance with the Safety, Health and Welfare (General Application) Regulations 2007, Chapter 5 of Part 2 Display Screen Equipment (DSE), the University is committed to providing appropriate equipment and training to DSE Users (defined as those employees who use a display screen for more than one hour per day at work). The Health and Safety Office provides regular Office Ergonomics training sessions to enable employees to more effectively manage their own work environment and to adjust their workstation (chair, desk, pc monitor etc.) to ensure it is suitable for their use. In addition employees can complete a web based self-assessment questionnaire regarding their workstation suitability. Where training, self-assessment or medical reports indicate areas of particular concern to the employee the Health and Safety Office will carry out a one-to-one ergonomic assessment of the employee's workstation and recommend specific physical or postural adjustments.

Where specific medical follow up with DSE users is required, the Health and Safety Office will refer the employee to the health risk management specialist service for appropriate follow up.

15.1   Supply of DSE User Office Chairs

While many (but not all) of the office chairs in the supply catalogues meet DSE user legal requirements (as detailed in Schedule 4 – Item 1(d) *Work Chair Requirements*), comfort and ease of adjustment are critical to the user. In addition, users must be trained in the correct adjustment of such chairs. The Health and Safety Office has tested and selected a range of office chairs (4 in total) for use on campus. Where a DSE user requires a new chair or a replacement chair, this must be selected from the approved range (supplied by Campus Property Limited). Where the chairs selected are deemed unsuitable by/for the user, the H&S Office must be consulted before an alternative chair can be purchased. Details of the approved chairs are available from the Health and Safety Office.

15.2   DSE User Eyesight Screening

Employees who experience visual difficulties which may be due to display screen work should contact DCU Human Resources Unit to arrange for eyesight screening.

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16.0   Work Equipment

Staff responsible for purchasing work equipment and those responsible for supervising its use are required to ensure those using the equipment have sufficient information and training to do so safely.

In the case of work equipment which is exposed to conditions causing deterioration liable to result in a danger to safety or health, personnel responsible must ensure periodic inspections and where appropriate testing is carried out and deterioration is detected and remedied in good time. The equipment must be maintained and a maintenance log kept.

17.0   Electrical Safety

The University ensures that all electrical installations are designed, constructed, installed, maintained, protected and used, so as to prevent danger.

Personnel responsible for supervising the use of portable electrical equipment which is exposed to conditions causing deterioration liable to result in danger and supplied at a voltage exceeding 125 volts AC must ensure it is visually checked by the user before use and periodically inspected by a competent person, appropriate to the nature, location and use of the equipment. The decision on which equipment requires testing is based on the results of risk assessment.

DCU Library will raise a ticket with Estates for any electrical issues observed.

18.0   Biological Agents

Biological Agents include bacteria, viruses, prions, clinical and biological samples, animals and mammalian cell lines.   All first time use of a Biological Agent in research must be notified to/approved by the Biological Safety Committee and reviewed by the University Biological Safety Advisor. Staff responsible for introducing a biological agent must complete a Biological Agent Risk Assessment and produce a Standard Operating Procedure for review by the Biological Safety Advisor, Dr Rosaleen Devery.

Hazards relating to Biological Agents are not present in DCU Library.

19.0   Chemical Agents including Carcinogens and Mutagens

Chemical Agents include potentially hazardous substances used and produced in laboratories and workshops as well as cleaning agents, pesticides, oils, gasses etc. used on campus. Chemical agents risk assessments must be prepared for activities involving potentially hazardous chemicals. It is the policy of the University to use the least hazardous chemicals available and to reduce exposure to carcinogens to the lowest level technically possible.

Hazards relating to Chemical Agents are not present in DCU Library.

20.0   Smoking on Campus

(a) In accordance with the Public Health (Tobacco) Act 2002 & Public Health (Tobacco) (Amendment) Act 2004 smoking is prohibited indoors in all buildings on campus. In addition, in order to ensure the safety, health and welfare of staff located in offices adjacent to certain outdoor locations on campus, smoking is prohibited within a 5m radius of the following areas on the Glasnevin Campus

(b) Main door of DCUBS

(c) Adjacent sliding entrance doors linking DCUBS and the building housing DCU Main Reception.

(d) Area between the offices of Student Affairs, the International Office and Registry.

(e) The covered area adjacent to ground floor offices in the School of Computing Building.

(f) The doorway and covered walkway area adjacent to ground floor offices in the Science Block.

(g) The area between the Helix Stage Door and the offices in the Street area of the Henry Grattan building which backs onto the Helix.

A review of the St. Patrick's and All Hallows Campuses will be completed in 2019/20 with a view to identifying outdoor locations where a similar prohibition should apply.

20.1   Electronic Cigarettes

The Department of Health and Children has indicated that 'the general consensus at European level is that there is a lack of research in relation to the long term health effects of e-cigarettes'. It is also noted that core to DCU's fire prevention strategy is the elimination of sources of ignition (including cigarettes) within buildings. Given the lack of definitive information on the long term health effects of electronic cigarettes, and the difficulty in distinguishing e-cigarettes from the traditional cigarettes, DCU treats replacement devices such as e-cigarettes in an identical manner to traditional cigarettes and they cannot be used in all indoor places of work in DCU and within a 5m radius of the areas noted above.

21.0   Traffic Management on Campus

Given the volume of pedestrian and vehicular traffic on campus, it is recognised that the risks associated with the movement of vehicles on campus must be carefully controlled. Controls such as road signage and markings are in place and turning areas (designed to eliminate the need for larger vehicles to reverse) are available and way marked. In order to minimize the movement of vehicles on the pedestrian areas of the Glasnevin Campus, an Estates Office issued 'Mall Access Permit' is required.

Work is continuing on developing formal traffic management procedures and site rules for vehicular traffic on the St Patrick's and All Hallows Campuses.

Refer to https://www.dcu.ie/estates/parking.shtml for details on parking on DCU campuses.

22.0   Driving for Work

The Health and Safety Authority states that driving for work includes any person who drives on a road as part of their work either in a company vehicle or in their own vehicle and receives an allowance from their employer for miles driven.

The Health and Safety Authority and the Road Safety Authority have produced guidance on Safe Driving for Work which staff are required to adhere to. The transport of dangerous substances in private vehicles is prohibited. Certain hazardous substances may be transported subject to risk assessment and appropriate controls being put in place.

23.0   Legionella Management

Legionnaires' disease is a potentially fatal form of pneumonia which can affect anybody but which mainly affects those who are susceptible because of age, illness and immunosuppression. It can also cause less serious illnesses which are not fatal or permanently debilitating. It is caused by the bacterium *Legionella pneumophila* and related bacteria. Outbreaks occur in water systems where temperatures are warm enough to encourage the growth of the bacteria (20oC to 45oC) and there is a supply of nutrients. Droplets of water from hand basins, showers, toilets and sluice sinks as well as water wash down in fume hoods can be a source of infection via inhalation.

DCU Estates Office has a disinfection and monitoring programme in place to ensure conditions for legionella growth do not exist.

24.0   Asbestos

Asbestos-containing materials were widely used in buildings up until 1999. When asbestos containing materials are damaged or disturbed asbestos fibres can be released into the air which if breathed in can cause serious and often fatal diseases including cancer. DCU adheres to the Safety, Health and Welfare at Work (Exposure to Asbestos) Regulations 2006 & 2010 and ensures that any work carried out on campus does not lead to the exposure of staff, students or contractors to asbestos fibres. When asbestos-containing materials are in good condition and left undisturbed it is unlikely that asbestos fibres will be released into the air and therefore the risk to health is extremely low. An asbestos survey is carried out prior to any demolition or maintenance work in areas where asbestos containing materials are likely to occur.

On the older St Patrick's and All Hallows Campuses a Management Asbestos Survey has been completed and an asbestos register compiled giving details of asbestos locations, the condition of the asbestos containing materials, whether removal is required or not and what controls are required to avoid exposure (e.g. signage, encapsulation).

25.0   Radiation Safety

Hazards relating to sources of radiation are not present in DCU Library.

25.1   Radioisotopes

The University has a licence from the EPA for the custody and use of a range of isotopes. Those intending to work with radioisotopes must inform the Radiation Safety Officer. Notification of intent to import and work with isotopes other than those on the licence must be forwarded in writing one month in advance to the EPA through the Radiation Safety Officer, Mr. Michael Burke.

25.2   Radon

Exposure to natural radiation sources in the workplace is governed by the Radiological Protection Act, 1991 (Ionising Radiation) Order 2000. According to the Health and Safety Authority (HSA), all indoor workplaces in High Radon Areas (where 10% or more of buildings will exceed the Reference Level) located at ground floor or basement level must be measured for radon. The DCU campuses are located in an area where between 1 to 5% of buildings will exceed the Reference Level of 200 becquerel per cubic metre (Bq/m3).

Hazards relating to Radiation are not present within the ISS office spaces; however, it should be noted that ISS staff may from time to time have to work in laboratories and areas that may contain sources of radiation. Permission and information must be sought from the Principle Investigator prior to entry to a controlled space. A dynamic risk assessment should be conducted and appropriate controls implemented.

26.0   Child Protection

Children may be present on the University premises or under the supervision or direction of University staff in a wide number of circumstances including:

● University students under the age of 18
● Attending Summer programmes
● Work experience placements or temporary employees
● Staying in campus residences during the summer letting period
● Attending open days
● As visitors for any reason
● Attending Summer camps

The DCU Child Protection Framework sets out a procedural Framework to ensure the University protects children under its care and supervision.

DCU Libraries have a specific policy "Children in Library Policy" .

27.0   Student Placement

Hazards relating to sources of Student Placement are not present in DCU Library.

28.0   Injury / Incident Reporting and Investigation

The primary aim of accident reporting is to identify the causes and prevent the recurrence of such events. The notification of the following accidents or dangerous occurrences to the Health and Safety Authority (HSA) **is also a legal requirement**:

(a) *the death of any employed or self-employed person, which was caused by an accident during the course of their work.*

(b) *an injury sustained in the course of their employment, which prevents any employed or self-employed person from performing the normal duties of their work for more than three calendar days, not including the date of the accident. Calendar days include Saturdays and Sundays. (For example, if an employee who is injured on Wednesday, and does not normally work on Saturdays, Sundays and bank holidays, returns to work the following Monday, the accident is reportable).*

(c) *a death, or an injury that requires treatment by a registered medical practitioner, which does not occur while a person is at work, but is related to either a work activity or their place of work. Deaths or injuries caused by normal medical treatment (e.g. surgery or medication) do not need to be reported.*

(d) *a road traffic accident that meets the criteria (a) and (b) above, excluding an accident that occurs while a person is commuting either to or from work.*

Specified 'dangerous occurrences' must also be reported.

The Health and Safety Office is responsible for ensuring that all 'notifiable' accidents / dangerous occurrences are appropriately reported to the HSA.

28.1   DCU Injury/Incident Reporting Procedure

For the purposes of internal accident reporting within the University, an Incident Report Form is available online.

As soon as possible after any accident which occurs on University premises or as a result of University work activities, this form must be completed. The Health and Safety Office will investigate as soon as is practicable.

When an accident occurs within DCU Library the Head must complete the [online Incident Report Form](#). When an accident occurs in a common area e.g. in a theatre or on University grounds, the member of staff to whom the accident is reported must ensure that the report form is completed.

In the case of a fatality, the University Authorities must immediately inform the Health and Safety Authority (by phone, fax or email), and the scene of the accident cannot be disturbed, except where action is necessary for securing the safety of any person(s). This latter stipulation also applies in the event of a serious accident.

Incidents/Near Misses can also be reported via the traditional "Yellow Form" however the Health and Safety Office prefers if online reporting is utilised.

28.2   Out of Pocket Expenses

Subject to certain conditions, the University will refund reasonable expenses incurred by employees and other campus users as a result of occupationally acquired injuries. Details of the procedures involved are included in the DCU Injury/Incident Policy or by contacting the Health and Safety Office.

29.0   Health and Safety Performance Monitoring

Certain University data on health, safety and welfare matters will be used to monitor health and safety performance. Such data may include:

- Accidents/dangerous occurrence records
- Attendance records for health and safety/fire safety training
- Emergency management exercises and fire evacuation
- Completed risk assessments
- Infra-structural improvements
- Safety projects completed
- Safety initiatives
- Compliance with specific health and safety policies
- Existence and currency of local safety statements
- Fire safety performance

These will be collated annually and formally reported to the University's Health and Safety Steering Group. The Health & Safety Steering Group will report annually to DCU Executive and Governing Authority. A review of DCU's health & safety performance will form an integral part of this report.

DCU Library will assist the Health and Safety Office in monitoring the performance of the University by reporting all incidents in a timely manner, attending training as required and cooperating with any investigations or inspections.

30.0   Revision and Updating of Safety Statements

30.1   Framework Safety Statement

It is DCU's policy that this Framework Safety Statement shall be reviewed annually to ensure that it is current and relevant. This review will be carried out by the Health & Safety Steering Group who will make recommendations to the DCU Executive.

30.2   Local Safety Statements

DCU Library Local Safety Statement will be reviewed at least annually by Orla Nic Aodha, Associate Director, Public Services & Outreach or more regularly, where the changes or hazards dictate more frequent reviews.

As Confirmation that the annual Safety Statement review has been completed this document must be forwarded by DCU Library / Orla Nic Aodha to the Health and Safety Office for reporting to DCU Health and Safety Steering Group.

31.0 Communication of Safety Statements

The University, in compliance with Section 20.3 of the Act, will bring the contents of the Framework Safety Statement to the attention of all employees following its amendment or, where no amendment is required, annually. The Framework Safety Statement is available on the DCU Website.

DCU Library Local Safety Statements will similarly be brought to the attention of relevant employees via the DCU Website and will be available on the Library website also.

32.0   Legislative Compliance

The Health and Safety Office maintains a register of health and safety legislation and guidance relevant to all operations in DCU. This is updated regularly and any changes in legislation that affect the University are communicated to the Health and Safety Steering Group and the Health and Safety Consultation Group.

The Health and Safety Office will update the Framework Safety Statement annually with any relevant legislative changes. DCU Library will seek guidance from the Health and Safety Office on specific legislative responsibilities. Legislation requirements will be detailed in this document and available to all personnel in DCU Libraries.

Document Name	DCU Libraries Local Safety Statement	
Version Reference	2.0	
Document Owner	Orla Nic Aodha, Associate Director, Public Services & Outreach	
Approved By	John McDonough, University Librarian	
Date		
Review Date		

Appendix 1

Organisation for Safety

Head of Unit / John McDonough, University Librarian
The University Librarian is responsible for health and safety in DCU Library and is responsible for the implementation of the Library Safety Statement

Public Services & Outreach
The Public Services & Outreach Directorate is the department within DCU library with delegated responsibility for the day-to-day management of health and safety.

Staff members:
Orla Nic Aodha, Associate Director
Cliona Ni Liathain, Library Assistant

Health and Safety Group
Members:
- Orla Nic Aodha, Associate Director, Public Services & Outreach (Convenor)
- Cliona Ni Liathain
- Patrick Drennan
- Shauna McDermott
- Aoife Murphy

Functions:
- Convened by the Associate Director, Public Services & Outreach.
- The group will meet at least four times a year, shortly before the University Health & Safety Consultation Group Meeting. Additional meetings may be called according to requirement, additional members may be seconded on a volunteer basis as appropriate.
- Review health and safety issues in the library and
- Provides a reporting mechanism for issues of concern.

Any member of the library staff can raise a Health and Safety concern. They will usually notify his or her line manager who will in turn notify a member of the Senior Management Team. If the member of the Senior Management team notified is *not* the Associate Director of Public Services & Outreach they in turn will notify him/her or the Library Assistant in PS&O with responsibility for Estates.

Library Safety Statement
December 2022

Appendix 2

Risk Assessments & Controls

- **The following risk assessments are deemed to be relevant to the operations of DCU Library.**

- **The most current versions of these risk assessments are available from the DCU Health and Safety Office.**

- **Persons working within the library must make themselves familiar with the contents of all risk assessments which are relevant to their assigned duties and work in accordance with the provisions contained therein.**

- **Users must be strongly aware that the documents below are intended as an aid and are not to be used as an alternative to carrying out your own risk assessments.**

DCU Libraries Risk Assessments

Risk Assessment Number	Title	Risk Rating	Action Items
DCU-Libraries-001	O'Reilly Library Risk Assessment	Low – Medium	
DCU-Libraries-002	Cregan Library Risk Assessment	Low – Medium	
DCU-Libraries-003	Woodlock Hall Library Risk Assessment	Low – Medium	
DCU-Libraries-003	Manual Handling for Librarians	Low – Medium	
DCU-Libraries-004	Driving Safely for Work Risk Assessment	Low – Medium	

Likelihood		Severity	
5	Certain it will happen	5	Fatal: work related death. Loss of business.
4	Very likely to occur in normal conditions	4	Major injury/ill health: including fractures, amputations, loss of sight, a burn or penetrating injury to the eye, any injury or acute illness resulting in unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hrs. Critical damage to property and or equipment.
3	Likely to occur if an individual is inattentive, untrained or if the equipment is not maintained	3	Serious Injury/ill health: where the person affected is unfit to carry out his or her normal work for more than 3 consecutive days. Limited damage to property and or equipment.
2	Only Likely in abnormal conditions	2	Minor Injury: all other injuries, where the injured person is unfit for his or her normal work for less than 3 days. Slight damage to property and or equipment.
1	Very unlikely, only in extreme conditions	1	Minor First Aid event: eg. Minor abrasions/cuts/bumps. Insignificant damage to property and or equipment.

0-3 Low risk 4-12 Medium risk 13-25 High risk		Severity of the potential injury or damage				
		1 Minor First Aid, insignificant damage to property and or equipment	2 Minor Injury (< 3 days), slight damage to property and or equipment	3 Serious Injury/ Ill health (>3 days), limited damage to property and or equipment	4 Major Injury/ Ill health, critical damage to property and or equipment	5 Fatal, catastrophic loss of business
Likelihood of the hazard occurring	5 - Certain	5	10	15	20	25
	4 - Very likely	4	8	12	16	20
	3- Likely	3	6	9	12	15
	2 - Abnormal conditions	2	4	6	8	10
	1 - Very unlikely	1	2	3	4	5

Risk Level Recommended Action	
Low	Maintain existing control measures, managed by documented routine procedures
Medium	The proposed activity can only proceed provided that: (i) the risk level has been reduced to ALARP/ALARA using the hierarchy of risk controls; (ii) the risk controls must include those identified in legislation, standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the supervisor and (iv) a safe working procedure or Safe Work Method has been prepared (v) the supervisor must review and document the effectiveness of the implemented risk control measures

High	The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to ALARP/ALARA using the hierarchy of risk controls.

Appendix 3

Library Safety Checklist

- **A3.1**   Cregan Library Fire Safety Checklist

- **A3.2**   O'Reilly Library Fire Safety Checklist

- **A3.3**   Cregan Library Equipment Checklist

- **A3.4**   O'Reilly Library Equipment Checklist

Appendix 4

Health & Safety Policies / Procedures in place in Library

- **A4.1**   **Cregan Library Fire Safety and Evacuation Procedures**

- **A4.2**   **O'Reilly Library Fire Safety and Evacuation Procedures**

- **A4.3**   **DCU Library Equipment Safety Manual**

- **A4.4**   **DCU Children in Library Policy**