School of Physical Sciences

Safety Statement

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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 defining the necessary management structure for the implementation of these policies.
Specific health and safety issues of relevance to the University as a whole are detailed in this Framework Safety statement.

In compliance with the DCU Framework Safety Statement, the School of Physics has prepared a local safety statement, documenting our own hazards, risks, risk control protective and preventive measures and resources for the School of Physics 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 (School / Unit / Campus Company)

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 the School of Physical s Our staff offices and operations are located in the following Estates;

- The **Marconi Building** also known as the **'N'** Building or **Block II**
- Some offices and research laboratories are also located in the **Stokes Building** also known as the **'S'** building or **Research & Engineering** building

The scope of our operations includes:

- Basic & Applied Research
- Classroom based teaching at primary / secondary / undergraduate / postgraduate level
- Laboratory based teaching at primary / secondary / undergraduate & postgraduate level

2.0 Statement of Safety, Health & Welfare at Work Policy

The policy of the School of Physics 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.

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

The School of Physics 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.
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.

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

The School of Physical Science 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 Head of School.

3.0 Health and Safety Management Structure and Responsibilities

In accordance with the DCU Framework Safety Statement, Head of School as part of *their* management function, is responsible for ensuring, so far as is reasonably practical, the health and safety of persons working, studying or visiting The School of Physics. In particular they are responsible for the following:

1. To ensure that the school/research centre 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 School/Unit/Research Centre 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 School/Research Centre.
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 Deans / Senior Managers.

3.1 Mr Henry Barry, Chief technical officer is qualified in both radiation safety and laser safety and is a Responsible Person for Radiation Safety.Dr Jean Paul Mosiner holds a laser safety qualification and is the School Laser Safety Officer.

3.2

A School safety Committee has been set up and **Mr. Henry Barry,** has been appointed as **School Safety Advisor** to assist in the design and implementation of the school safety policies while Dr. Jean-Paul Mosnier oversees Laser Safety.
Appendix 1 details the Safety Management Structure in place within the school.

3.3 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. Contact the DCU Health and Safety Office with any concerns, safety@dcu.ie

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.

3.4 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 The School of Physics are required to immediately report to Head of School 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 The School of Physics 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 The School of Physics. Training and instruction also serve to improve safety awareness and attitudes that are essential for effective safety management.

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

5.1 Undergraduate Laboratories

All undergraduate experimental laboratories have been risk assessed. These risks are clearly displayed within the laboratory and in the laboratory manual. All students are given an introduction to laboratory safety and are required to read the Safety Statement at the beginning of the laboratory manual.

Undergraduates have limited exposure to radiation sources in the School of Physical Sciences as part of their practical coursework. The sources used in teaching include sealed sources and the Leybold Didactic X-Ray apparatus. Training is provided by means of an induction for students, carried out by a trained technical officer. All students sign a declaration that they have met this requirement.

Undergraduate final year projects.

All projects whether as part of general laboratory course work or as final year projects must be risked assessed and the risks minimised. It is the duty of the ***project supervisor*** to inform the student of any potential hazard and the precautions to minimise this hazard. A Risk Assessment Lecture is given by Barry Byrne (Biological and General Safety Officer/RPO) to students for their final year projects.

Postgraduate laboratories and staff.

Safelab Module training is offered online using LOOP to staff and researchers (post doctorate and postgraduate.

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 (delivered in conjunction with HR scheduled New Employee Induction Training).
(2) Manual Handling Training
(3) Fire Safety Awareness Training
(4) Fire Warden Training
(5) Occupational First Aid Training
(6) Office Ergonomics Training
(7) Management Training in Health and Safety
(8) Safety Representative Training
(9) Out of Hours Policy Induction Training
(10) Emergency Response Training
(11) Risk Assessment & Control Training
(12) Preparing and Updating Safety Statement Training
(13) Other central training where risk assessment identifies specific campus needs

Details of upcoming courses are advertised via e-mail on an ongoing basis. As staff will generally be involved in manual handling at some stage in DCU, all staff of the The School of Physics 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:

Des Lavelle	NG14
Henry Barry	N102
Lisa Peyton	N144

Jean-Paul Mosnier	N145
Paul van Kampen	N143
Ray Murphy	N216
Pat Wogan	N221

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

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

6.2 Evacuation Drills

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

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

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 maintained by DCU Health and Safety Office and can be found throughout campuses. First Aid Box Locations.

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

Pat Wogan	Extn 5275	N221
Lisa Peyton	Extn 5306	N144
Henry Barry	Extn 5271	N102

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.

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

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. Security on (01 700) 5999

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 the The School of Physics 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 The School of Physics. 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 feedback to the School Safety Advisor / Head of unit.

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

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.

Risk assessments are particularly important in the science, engineering and manual work areas. Activities including the use of hazardous chemicals or machinery, field trips, science based practical/demonstrations/research projects, hazardous physical manipulations, maintenance of hazardous machinery, and the manufacture of new hazardous substances or equipment etc, require rigorous risk assessments with carefully documented and implemented controls. Where possible, controls and other safety measures identified in the risk assessment process must be put in place immediately. In other cases where the scale or cost prohibits immediate action, a programme of action must be planned by the

relevant head of department/section and put into effect and the relevant deadline listed in the Safety Statement. Depending on the risks involved, appropriate interim action must be taken i.e. if high, discontinuing the operation in the interim must be considered. The implementation of these arrangements must be reviewed at regular intervals.

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 The School of Physics require that the activity cease or the area close.

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 the School of Physics 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.

All contractors wishing to work in School of Physical Sciences must be accompanied by staff member while in labs.

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.

10.0 Stress at Work

The School of Physics 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 their line manager or from DCU Human Resources Department.

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

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

11.0 Lone and Out of Hours Work

Lone working / Out of Hours working is defined as follows:

- Any Laboratory / Experimental work undertaken outside of 9am-6pm Monday to Friday
- Any other work (non-experimental) undertaken outside of 8am-6pm Monday to Friday
- Any 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.

The School of Physics strongly recommends that, in the interest of health, safety and personal security, out of hours work should only be undertaken when absolutely necessary and no other alternatives are available. Where employees or postgraduate students need to undertake work out of hours they must adhere strictly to the 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 and 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 of 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".

The School of Physics is committed to minimizing the need for manual handling of loads by employees, e.g. by the use of mechanical equipment, 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 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 University operates an Occupational Health Programme in conjunction with third party occupational healthcare specialists. The Occupational Health Programme is provided through HR and the Health and Safety Office.

14.0 Remote Working

Remote working is a work arrangement that permits an employee to conduct all or some of their work at an approved alternative worksite such as the home or in office space near to the employee's home.
DCU is committed to the health, safety and wellbeing of employees and acknowledges and values the dedication and hard work that our colleagues undertake. The University also acknowledges the benefits of a remote working arrangement in certain appropriate circumstances and to support this has developed a Remote Working Policy.

The policy is designed on four fundamental principles which cannot be compromised:

1. Ensuring the safety, health and wellbeing of employees.
2. Ensuring we continue to deliver a high-quality education experience, research impact and excellent service to our students, colleagues and other key stakeholders.
3. Ensuring the integrity and vibrancy of our DCU community and culture.
4. Ensuring the continuance of regular in person interactions across the DCU community.

The health and safety of staff is paramount. Staff availing of the Remote Working facility should ensure that they have a suitable, safe working environment. To that end, assistance is available from the DCU Health and Safety Office who can provide advice and guidance in relation to a safe working environment. The Health and Safety Office is available to assess your working environment (physically or virtually) and offer any relevant guidance.

As with working on campus, any incidents arising while working remotely should be reported as soon as possible to the University in the normal way.

15.0 Pregnant Employees

The School of Physical Sciences 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 the School of Physical Sciences 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 the Safety Advisor in the School Of Physical Sciences to establish appropriate controls. Refer to www.dcu.ie/safety/safety-during-pregnancy for more information.

15.1 Rest and Breastfeeding Facilities

The University has put in place a 'Mothers' Rest Rooms' 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' Rest Room 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

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

16.0 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.

16.1 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 for use on campus. Where a DSE user requires a new chair or a replacement chair, this must be selected from the approved range. 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.

16.2 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.

17.0 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.

The University will ensure thorough examinations are carried out on lifting equipment as required under the General Application Regulations. We have a palette truck, a hydraulic stacker truck and a gantry in NG13.

Pressure systems including autoclaves, compressed air systems and pressurised plant, fumehoods, Bio Safety Cabinets, lifting equipment will has a regime in place for their management including periodic statutory examinations. Fume hoods have a service contract. We use piped gas and compressed dry air which are maintained by Estates.

18.0 Electrical Safety

The University ensures that all electrical installations are so 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.

The School of Physics will raise a ticket with estates for any electrical issues observed.

Connecting Electrical Equipment will be as per the Connecting Electrical Equipment Policy, available on the DCU website.

19.0 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 Barry Byrne.

Hazards relating to Biological Agents are not present in this school.

20.0 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, gases 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.

21.0 Smoking on Campus

Smoking is not permitted in any buildings or within 5m of building doors or windows. Smokers are encouraged to use the smoking shelters which have been erected on the periphery of campuses where smoking and vaping are permitted.

21.1 Electronic Cigarettes/Vape Pens

The World Health Organization (WHO) is of the view that the safety of electronic cigarettes has not been scientifically demonstrated and the potential risks they pose for the health of users remain undetermined. 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, 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.

22.0 Traffic Management on Campus

Given the volume of pedestrian and vehicular traffic on campus, it is recognized 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 the Campuses, an Estates Office issued 'Mall Access Permit' is required.

Refer to DCU Estates Parking for details on parking on DCU campuses.

23.0 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.

24.0 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 pneumonophilia* and related bacteria. Outbreaks occur in water systems where temperatures are warm enough to encourage 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 has in place a Legionalla Control Plan. The Estates Office has in place a disinfection and monitoring programme to ensure conditions for legionella growth do not exist.

25.0 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 fibre 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.

An Asbestos Survey has been completed for applicable Campus Buildings 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).

26.0 Radiation Safety

26.1 Radiation Sources

Under Irish legislation, Radiological Protection Act 1991 (Ionising Radiation) Regulations 2019 (S.I. No. 30 of 2019), every organisation involved in storing, using, transporting, or disposing of radioactive materials (e.g. radionuclides), or using irradiating apparatus (e.g. X-Ray Diffractometers) for teaching/research-based purposes, must hold an appropriate license. To this end, the Environmental Protection Agency (EPA) Office of Radiological Protection (ORP), in accordance with the terms of the Radiological Protection Act, authorises Dublin City University to undertake work with both radionuclides and irradiating apparatus.

In accordance with legislative requirements enacted by the EPA, the University has appointed a Radiation Protection Officer (RPO), whose duties include advising the University on all matters relating to radiological protection, and liaising with the competent authorities to oversee compliance.

No licensed sources (unsealed, sealed or high-activity sealed sources, HASS) or irradiating apparatus can be acquired or deployed for use without first contacting the RPO to ensure the relevant compliance documents are in-place (e.g. operational risk assessments and radiation safety procedure documentation) and that relevant safety training is provided. All processes must be formally approved by an external consultant (Radiological Protection Adviser, RPA) before an application to the EPA-ORP is processed. All engagement with the EPA-ORP is mediated by the RPO.

Before purchasing any source of ionising radiation (sealed, unsealed, HASS) or if using an existing source for the first time, individuals are formally requested to complete the Application to work with a radioactive source (Link to page)

26.2 Radon

Exposure to natural radiation sources in the workplace is governed by the aforementioned Radiological Protection Act 1991 (Ionising Radiation) Regulations. 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 of 300 Bequerels per cubic metre (Bq/m3) located at ground floor or basement level) must be monitored for radon emission. Building regulations require the installation of radon preventive measures to reduce the level of radon in new buildings to below this threshold level.

27.0 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.

28.0 Student Placement

The School of Physics students may be placed in another organization for the purposes of training or work experience as part of their programme of studies. While students are on placement with a host organisation, they are considered to be employees of that organisation and have rights and responsibilities similar to other employees of the host organisation.

The DCU Intra Office ensures that the host organization is aware of their responsibilities with respect to the student's safety and will evaluate potential host organizations with respect to the policies and procedures they have in place to ensure safety. Students will be made aware of their obligations to comply with safety instructions, wear personal protective equipment and report accidents to the host organization as well as to the Intra Office.

DCU also recognizes its responsibilities towards those staff or students it accepts for training or work experience.

29.0 Reporting and Accident/Incident/ Safety Concern 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.

29.1 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.

In the case of a fatality, the University Authorities must immediately inform the Health and Safety Authority (by phone, fax or e-mail), 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.

29.2 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.

30.0 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.

The School of Physics 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.

31.0 Revision and Updating of Safety Statements

31.1 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 DCU Executive.

31.2 Local Safety Statements

The School of Physical Science Local Safety Statement will be reviewed at least annually by the (Chief Technical Officer) or more regularly, where changes or hazards dictate more frequent reviews.

As confirmation that the annual Safety Statement review has been completed this document must be forwarded by the *School of physical Sciences* to the Health and Safety Office for reporting to DCU Health and Safety Steering Group.

32.0 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.

The School of Physical Sciences Local Safety Statements will similarly be brought to the attention of relevant employees via the DCU Website and by shared. drive

33.0 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 will update the Framework Safety Statement annually with any relevant legislative changes. The School of Physics 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 the School of Physical Sciences.

Document Name	School of Physical Sciences Safety Statement	
Version Reference	2022 -2023	
Document Owner	School of Physical Sciences	
Approved By	Head of School Assoc. Prof Eilish McLoughlin	
Date	September 2022	
Review Date	December 2023	

Appendix 1 - Organisation for Safety

In the School of Physical Sciences, responsibility for implementing safety policy and practices lies with the Head of Department, in the first instance.

Day to day implementation of safety policy has been delegated to all staff in the following manner.

School Safety Committee

A School safety committee has been established which consists of

Head of School	Prof. Eilish McLoughlin
Academic Representative	Dr. Jean-Paul Mosnier
Chief Technical Officer (Interim)	Henry Barry
Researcher Representative	Dr Shane Odonnell

School of Physical Sciences Safety Committee - Terms of reference

A Physics Safety Committee has been established whose Terms of Reference may be summarised as follows:

- To provide information and/or reports for the Safety standing item on the agenda of Physics School meetings
- To promulgate School, Faculty & University Health and Safety Policies and procedures amongst students and staff.
- To provide information and/or training as required
- To implement University policy as appropriate at School level
- To liaise with the Faculty Safety Committee & the University Safety Officer

A safety notice board with safety information is on the main corridor outside the School Mail room

This Safety Statement is available

- In printed form in the school office
- On the School google drive https://drive.google.com/drive/u/0/folders/1LmkisboPW0vK-Uwe1hqd6llqcDvapdKN
- In PDF / WORD format for downloading from the Physics Department Web Site at ***http://www.dcu.ie/sites/default/files/safetystatement.pdf***
  http://www.dcu.ie/sites/default/files/physics/safetystatement.pdf

Appendix 2 - Risk Assessments

- The following risk assessments are deemed to be relevant to the operations of the School of Physical Sciences.
- The most current versions of these risk assessments are available from the DCU Health and Safety Office.
- Persons working within the unit 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.

School of Physical Sciences Risk Assessments

Risk Assessment Number	Title	Risk Rating	Action Items
DCU-SOPS-001	Laser RA	Low	0 Action Items

Risk Assessment Matrix Information

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 individual is inattentive, untrained or if 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 work procedure or safe working 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 – Office Safety Checklist

School of Physical Sciences

Office Safety Checklist

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

Office/Area Inspected:	**Date:**
Inspector 1: **Inspector 2:**	

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

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

	REMEDIAL MEASURES REQUIRED			
	List Issues For Rectification in order of Priority	Required Action	Responsible Person	Before What Date?

Note 1: Readily resolved Issues should be rectified during the inspection process
Note 2: Time frame for rectification of prioritised issues must be agreed by management with responsible person

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

Date of next Scheduled Inspection: _____