

Dublin City University

Library Safety Statement

June 2012

Library

Safety Statement

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1.0 Introduction

- 1.1 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).
- 1.2 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.
- 1.3 In compliance with the DCU Framework Safety Statement, the Library has prepared its own local safety statement, documenting our own hazards, risks, risk control protective and preventive measures and resources for ensuring a safe and healthy work environment.
- 1.4 This Safety Statement is aimed at protecting employees, students and visitors from potential injury or ill-health arising from our work activities.
- 1.5 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.
- 1.6 This Safety Statement is available to DCU Management and to all employees of, visitors to and students in the Library.

2.0 Statement of Safety, Health & Welfare at Work Policy

- 2.1 The policy of the 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 the Library recognises its express responsibilities under Section 8 of the Act will provide the necessary resources, structures and procedures required to safeguard its staff, students and visitors against the risks arising from activities in our workplace.
- 2.3 The 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 The 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 Director of Library Services.

Signed _____
(Director of Library Services)

Date _____

3.0 Scope of Safety Statement

This safety statement deals in the main with the health and safety issues that fall within the remit of the Library. Our staff offices and operations are located on:

- Parts of the Lower Ground Floor;
- The entire Ground Floor
- The entire First and Second floors.

The statement does not govern normal work activities conducted in Library building areas not controlled by the Library, i.e.:

- The President's Archive;
- The Comms Room;
- The Post Room;
- The Basement Storage Room; and
- The Trispace Ltd. café facility ('01') in the Lower Ground Floor.

Safety and health requirements for these activities are covered by the safety statements of the relevant DCU departments/units and non-DCU service providers. Provisions in those statements which affect the Library, its staff and its users must be communicated to the Director of Library Services. Departments/units, campus companies and providers whose activities are based in the Library must comply with relevant provisions of the Library Safety Statement as well as instructions of the Director of Library Services relating to safety and health matters.

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.

4.0 Health and Safety Management Structure and Responsibilities

4.1 In accordance with the DCU Framework Safety Statement, the Director of Library Services 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 the Library. In particular he is responsible for the following:

1. To ensure that we have prepared a Safety Statement relevant to our operations which complies with Section 20 of the Safety, Health and Welfare at Work Act.

2. To ensure that the 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 all hazards are identified and risks controlled.
4. To ensure that regular safety inspections/audits are carried out to monitor compliance with the Safety Statement and legal requirements and to ensure appropriate follow-up action is taken.
5. To investigate all accidents to staff/students/visitors in their area of responsibility and to complete the DCU Injury/Incident Report forms as appropriate.
6. To ensure that the DCU Evacuation and First Aid Procedures are implemented and that sufficient Fire Wardens/First Aid personnel are available.
7. To ensure that staff are appropriately trained to carry out their duties safely and to ensure the attendance of staff at designated training courses as appropriate.
8. Based on risk assessment, to arrange for the provision of adequate and appropriate personal protective equipment for employees.
9. 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
10. To ensure that all contractors carrying out work in their area operate under the Estates Office Permit to Work system.

The Director may delegate the administration of health and safety to the Sub-Librarian, Information and Public Services.

- 4.2 The Library holds monthly General and Management Meetings at which matters affecting the health and safety of staff can be raised and staff consulted. In addition, the Library has Health and Safety Group which is convened by the Sub-Librarian, Information and Public Services in order to:

- Review health and safety issues in the Library; and
- Provide a reporting mechanism for issues of concern.

Appendix 1 details the Safety Management Structure in place within the Library.

4.3 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. The Library is represented on this Group by Ellen Breen.

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.

4.4 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 Library staff are required to immediately report to the Director of Library Services any accident resulting in loss or injury and any incident that could have resulted in loss or injury;
- All non-Library University staff and students in the Library are required to immediately report to a member of Library staff 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.

5.0 Health & Safety Resources

- 5.1 Considerable resources are expended by the Library in securing the health, safety and welfare of employees in terms of personnel, time, materials, equipment and the purchase of goods and services.
- 5.2 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.
- 5.3 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.

6.0 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 Library. Training and instruction also serve to improve safety awareness and attitudes that are essential for effective safety management.

6.1 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 Training;
- (7) Emergency Response Plan Training;
- (8) Risk Assessment & Control Training;
- (9) Office Ergonomics Training;
- (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 the Library are required to attend Manual Handling training provided by the Health & Safety Office.

7.0 Fire and Emergency Management

7.1 Fire Wardens

The following members of staff are trained Fire Wardens:

- | | |
|-------------------|-------------------|
| - Miriam Corcoran | - Margaret Wilson |
| - Paraic Elliott | - Claire Mason |
| - Carmel Harnett | |
| - Mags Lehane | |

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 Library will ensure that sufficient Fire Wardens are trained and available on an ongoing basis to provide an effective service throughout the building. The Library 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.

7.2 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 e-mail.

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

7.3 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

7.4 First Aid and Injury/Illness Management

A fully stocked First Aid box is available at Library Reception.

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

Elizabeth Bowden	Extn. 5420
Paraic Elliott	Extn. 5041
Daniel Seery	Extn. 5420
Grace O'Connor	Extn. 8753/5209

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 in the Library during the hours of serviced opening.

Information and Public Services are 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.

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

8.0 Hazard Identification, Risk Assessment & Controlling Risks

8.1 A comprehensive review and assessment of hazards, risks and controls within the Library 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 Library. 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 feed back to the Director of Library Services.

8.2 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.

8.3 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.

8.4 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 Library to require that the activity cease or the area close.

9.0 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 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.

10.0 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.

11.0 Stress at Work

The Library 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 Library management or from DCU's Human Resources Office.

12.0 Pregnant Employees

The Library 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 (Pregnant Employees) Regulations (Regulation 3) a pregnant employee of the 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 Pregnancy Employees Risk Assessment Form

http://www.dcu.ie/safety/pregnancy_lab.shtml or

http://www.dcu.ie/safety/pregnancy_office.shtml 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 Library to establish appropriate controls.

Pregnant students are also encouraged to inform DCU Registry of their condition such that appropriate risk assessment may be carried out.

13.0 Out of Hours Work

Out of hours working is defined as follows:

- Any laboratory/experimental work undertaken outside 9:00 to 17:15, Monday to Friday;
- Any other work undertaken outside 7:00 to 22:00, Monday to Friday and during the hours of 9:00 to 18:00 on Saturday, Sunday and Bank Holidays.

During semester, staff routinely work in the Library on Saturdays and occasionally on Bank Holidays from 9:15 to 17:00. The Library 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 need to undertake work out of hours they must adhere strictly to the University Policy & Procedures for Lone/Out of Hours Work. This policy is available on the Health & Safety Office Website.

Appendix 1

Organisation For Safety

Head of Unit: Paul Sheehan, Director of Library Services

- Officer responsible for health and safety in the Library
- Implements the Library Safety Statement

Information and Public Services

Staff members:

- Ellen Breen, Sub Librarian
- Grace O'Connor, Library Assistant

Functions:

- Department with delegated responsibility for day-to-day management of health and safety

Library Health and Safety Group

Members:

- Ellen Breen, Sub-Librarian, Information and Public Services (Convenor)
- Margaret Wilson, Senior Library Assistant
- Grace O'Connor, Library Assistant

Functions:

- Convened by the Sub-Librarian, Information and Public Services according to requirement, additional members seconded on a volunteer basis as appropriate
- Reviews health and safety issues in the Library; and
- Provides a reporting mechanism for issues of concern.

Appendix 2

Risk Assessments & Controls

- (1) Physical Hazards**
- (2) Chemical Hazards**
- (3) Human Factor Hazards**

(1) Physical Hazards

- Fire
- Power Outages
- Manual Handling
- Working with Display Screen Equipment
- Electricity
- Poor Housekeeping (Slips / Trips / Hygiene)
- Deterioration of Plant and Equipment / Falling Objects
- Work Equipment (list hazardous ones individually & risk assess)
- Hot surfaces
- Fire suppressant gas

Hazard: Fire

Risk Assessment: Medium

Who may be Harmed and How?

Library staff, Library users (students, University staff), visitors – potential for multiple fatalities – potential for increase of casualty rates through (i) blocking or obstruction of escape routes and emergency exits or (ii) tampering with fire extinguishers including removing them from their designated locations

Controls:

Fire Safety Management Program

- All occupied Estates fitted with fire alarm systems
- Detector and Alarm systems fully maintained
- All systems linked to Security Control Room
- Trained Fire Wardens in place to assist in evacuation and sweep of building in event of alarm activation
- Evacuation Drills held at least annually and results fed back to staff and management
- Fire extinguishers fitted and maintained in all Estates
- Escape routes and exits inspected regularly to ensure that they are available for use
- Emergency lighting maintained
- Office Safety Checklist including a fire safety section are completed fortnightly for all open plan offices and escape routes. A dedicated fire safety checklist is completed daily. Copies of both Checklists are available in Appendix 3.

Responsible Persons:

Director of Library Services: inspection of escape routes/exits – provision of sufficient Fire Wardens to implement evacuation systems

Estates Office: maintenance of alarm and lighting systems – investigation of alarm activations and pre-alerts

Health & Safety Office: coordination of evacuation drills and staff feedback – provision of training for Fire Wardens

Staff: to evacuate building on alarm activation – not to impede escape routes/exits – be familiar with means of escape, location of call points and fire extinguishers

University units and campus companies operating in the Library: all units and companies with an operating presence in the Library are obliged to comply with Library instructions concerning matters of fire safety. This requirement is in addition to the provisions of their own Safety Statement and instructions of the Health & Safety and Estates Offices.

Hazard: Power Outages

Risk Assessment: Medium

Who may be Harmed and How?

Students, Library and University staff, and visitors. Power outages typically result in the instantaneous loss of standard artificial lighting. While emergency lighting should normally provide adequate vision for movement within the Library and towards emergency exits, the sudden loss of lighting in times of natural darkness, particularly when the Library is full, could result in conditions for evacuation that are more difficult than, for example, a fire alarm situation when there may still be full artificial lighting. Injury or harm could result in the conduct of an evacuation in poor lighting especially where there are impediments to free movement, e.g. in stair areas, among book stacks and freestanding objects such as bags, chairs, litter bins and trolleys

Controls:

- All areas must be kept clean and tidy at all times
- All corridors and passageways between desks in open plan areas must be kept free from obstruction at all times
- All defects in flooring / stair treads and handrails must be reported to the Director or their nominee
- Keep all entrances, exits, passageways and stairways free of obstruction at all times and do not use these areas for temporary storage
- An Office Safety Checklist is completed fortnightly for all open plan offices and escape routes. A fire safety checklist is completed daily. Copies of both Checklists are contained in Appendix 3.
- In the event of a power outage, the following procedure should be observed:
 - Library staff on duty should determine whether an outage is momentary (i.e. less than one minute);
 - Where an outage is for more than one minute, Library staff on duty should contact the Estates Office to establish if the outage is localised or campus-wide and for advice on when power will be restored. Such information should be communicated to Library users as appropriate. The Director should be informed if the outage is of more than momentary duration.
 - In daylight hours, users may remain within the Library.
 - After dusk, if no advice is forthcoming from the Estates Office, the Library should be evacuated in a calm, orderly fashion. Disabled users on the first and second floors should move to a clearly visible area, preferably in the vicinity of the main stairs area and await assistance from Security;
 - Library users must remain outside during the course of the evacuation;
 - Library staff must remain within the Library in a lit area;
 - Users may only return to the Library once power has been restored **and** the all clear has been received from the Estates Office;

- Any decision to close the Library should only be taken on the direct instruction of the Director.

Responsible Persons:

Director of Library Services: to make decision to close the Library

Estates Office: to repair all notified defects – to sweep the Library after evacuation - to assist in the evacuation of disabled users on the first and second floors

Information and Public Services: to complete Office Safety Checks fortnightly

Library staff: to report any major obstructions to passageways to Director of Library Services – minor obstructions can dealt with on the ground – must conduct evacuation in line with the procedure outlined above

Library users: must evacuate the building in line with instructions from Library staff. Library users may gather personal belongings and bring them outside the Library

Hazard: Manual Handling

Risk Assessment: Medium

Who may be Harmed and How?

- **Staff engaged in routine lifting / pushing / pulling / accessing materials at height. Staff involved in once off lift – office moves etc.**
- **Potential injuries include back injury / lacerations / crush injuries**
- **Potential injuries due to lifting of books and other items at awkward angles or above shoulder height – injuries due to the manipulation of overloaded trolleys**

Controls:

The need for manual handling is eliminated where possible with the provision of mechanical lifting equipment

- Loads to be manually handled are risk assessed and the method of lifting established to take account of the weight, shape, condition and location of the load
- Training in Manual Handling techniques is available to all staff through the Health & Safety Office
- Staff with pre existing back problems may be required to undergo medical review prior to or as a result of such training
- In office areas, kick stools or stepladders are provided where access to materials at a height is required
- In archiving areas etc. mobile stairs are provided to provide a safe working platform at heights
- Trolleys are provided to assist in the transfer of loads
- Suitable gloves are available for handling loads with the potential to cause lacerations etc.
- An Office Safety Checklist including a manual handling section is completed fortnightly for all open plan offices and escape routes. A copy of the Checklist is attached
- Use of appropriate techniques for lifting at height. Most actual lifting of books takes place at heights above shoulder height. Staff are provided with training on appropriate methods of lifting. Appropriate equipment should be used for shelving at below shoulder height such as kickstands and portable ladder-type steps
- Appropriate use of trolleys. Trolleys should never be overloaded. Sufficient numbers of large and small trolleys should be provided
- The book bin has been designed to be adjustable for different working heights. These have been described as being awkward, however if correct manual handling techniques are used risk levels can be reduced to an acceptable level

Responsible Persons:

Director of Library Services: to ensure that individual loads are risk assessed and appropriate lifting techniques and mechanical aids are provided and used – to ensure that staff engaged in manual handling attend manual handling training – the provision of adequate equipment such as portable ladder-type steps and trolleys – ongoing review of manual handling practices

Health & Safety Office: to provide manual handling training

Staff: to lift in accordance with training & risk assessment and to use mechanical aids and gloves where provided – must act with care when carrying, loading or shelving materials – should notify Director of Library Services of any deficiencies in practices or equipment

Hazard: Work with Display Screen Equipment (DSE)

Risk Assessment: Low

Who may be Harmed and How?

Library staff and users who use a VDU for more than 1 hour per day. Prolonged use may result in Work Related Upper Limb Disorders (WRULDs) including muscle strain, back pain, carpal tunnel syndrome and eyesight problems

Controls:

- All furniture and VDU equipment in use complies with the requirements of the Safety, Health and Welfare at Work (General Applications Regulations) 1993
- All staff are required to complete the Computer Workstation Self Audit Checklist available on the Health & Safety Web. Where the assessment identifies particular issues that cannot be resolved locally, or where further advice is required staff members are required to seek assistance from the Health and Safety Office
- The Health & Safety Office provides a rolling program of training in Office Ergonomics. All staff members are encouraged to attend one such training session
- VDU eyesight testing is available to all users. Where such testing indicates that special corrective lenses are required exclusively for VDU work the basic cost will be covered by DCU
- Specific equipment, identified as required as a result of individual risk assessment, is supplied by the School/ Unit etc (e.g. footrest, monitor stand etc.)
- An Office Safety Checklist, including a VDU Section, is completed fortnightly for all open plan offices and escape routes. A copy of the Checklist is included in Appendix 3
- Library VDU workstations generally laid out or readily capable of being laid out to standards that comply with safety and health requirements, in particular those referred to by the Health & Safety Office. Staff (particularly new staff) should be informed of arrangements they can make to conform to guidelines
- Use chairs that can be adjusted for (i) height, (ii) backrest height and tiltability, and (iii) armrest position. Chairs must be adjustable in all these ways; staff must know how to do this
- Ensure adequate space under desks: need enough space to swivel 90 degrees in each direction
- Adjust computer monitor position: maintain screen distance of 18-30 inches/45-75 cm; top of screen should be at or below eye-level
- Prevent overexposure to screens: 5 minute break from screen work every hour
- Use computer screens of adequate quality: visual fatigue can be caused by poor quality screens. Screen image should be stable, clear (acceptable brightness and resolution)
- Pregnant workers: complete checklist available for pregnant office workers (VDU aspects)

Responsible Persons:

Director of Library Services: to ensure that correct VDU furniture and equipment is provided – to ensure that equipment specified as a result of individual risk assessment is made available

Health & Safety Office: to provide a rolling program of Office Ergonomics Training

Staff: to complete the web based self assessment – to attend office ergonomics training – to report any symptoms of suspected ergonomic injury and seek H&S Office assistance in resolving their symptoms.

Hazard: Poor Housekeeping in Public Library Areas - Slips, Trips & Falls / Hygiene

Risk Assessment: Medium

Who may be Harmed and How?

Students, Library and University staff, and visitors. Poor housekeeping can result in the accumulation of combustible materials, the impeding of escape routes, the proliferation of trip hazards, slippery floors, objects falling from heights etc. – poor hygiene such as the consumption of food in public Library areas can compromise the cleanliness of these areas

Controls:

- All areas must be kept clean and tidy at all times
- All corridors and passageways between desks in open plan areas must be kept free from obstruction at all times
- All workplaces, passageways and stairs are adequately lit. Problems with lighting must be reported to the Estates Office for immediate repair
- All defects in flooring / stair treads and handrails must be similarly reported
- Storage and stacking of materials / articles must be done in specifically designated areas. Heavier / bulkier articles must not be placed above head height where mechanical lifting devices and/or appropriate steps or other access is not provided
- All liquid spillages must be cleaned up as soon as possible. The Estates Office must be contacted to deal with significant spillages in corridors. All spillages must be cordoned off / warning signs erected if not immediately cleaned up
- Keep all entrances, exits, passageways and stairways free of obstruction at all times and do not use these areas for temporary storage
- Material on shelves must be maintained in an orderly fashion. Heavy items must be stored at an appropriate height for ease of manual handling
- Report all spills, leaks or damage to floors or stairs immediately to the Director of Library Services via librarybuild@dcu.ie and isolate areas affected by these immediately
- Any areas left wet from cleaning must be isolated to prevent or discourage access
- Areas must be cleaned regularly
- Waste paper bins must be emptied frequently
- In order to discourage vermin, food must not be consumed or left in public access areas
- In order to prevent spillage and the risk of accidental burns, drinks must not be brought into public access areas
- An Office Safety Checklist is completed fortnightly for all open plan offices and escape routes. A copy of the Checklist is contained in Appendix 3.

Responsible Persons:

Director of Library Services: to ensure public area layouts are designed to minimize risks to users – to promote awareness among users concerning essential housekeeping matters – to ensure that all building defects are rectified

Estates Office: to repair all notified defects

Information and Public Services: to complete Office Safety Checks fortnightly

Library staff: to report any major obstructions to passageways to Director of Library Services via librarybuild@dcu.ie – minor obstructions can dealt with on the ground

Library users: must not bring food or drink into the Library – must not leave personal belongings unattended or obstructing others – must put waste in bins provided

Hazard: Deterioration of Plant and Equipment - Falling Objects

Risk Assessment: Medium

Who may be Harmed and How?

Students, Library and University staff and visitors. Deterioration of plant and equipment and negative environmental conditions can result in unforeseen consequences including components and debris falling from height into staff and public areas. Particular examples include the revolving door and blind and window plant components affected by high winds and posing a falling hazard.

Controls:

- All defects in plant and equipment must be reported to the Estates Office for immediate repair. In the Library responsibility for notifying Estates rests with designated IPS staff. This means that calls can be logged with the Estates Office and action can be tracked.
- Windows, in particular the double-height windows in the staff areas on the 1st and 2nd floors shut be closed during high winds. If windows cannot be closed the Estates Office should be contacted to close the windows as a matter of urgency.
- If the windows cannot be closed or if there is any delay in closing the staff and students should be moved away from the immediate areas. Areas should be cordoned off with safety tape. In staff areas staff should be relocated until the area is deemed safe.
- In the event of a hazard arising from the revolving door, this door should also be closed until it has been deemed to be safe and operational by the Estates Office. Alternative points of access to be agreed following consultation with the Estates Office.
- An Office Safety Checklist is completed fortnightly for all open plan offices and escape routes. A copy of the Checklist is contained in Appendix 3

Responsible Persons:

Director of Library Services: to ensure office layouts are designed to minimize risks to staff – to ensure all staff are aware of requirements in relation to safety and maintenance – to ensure that all building defects are rectified

Estates Office: to repair all notified defects

Information and Public Services: to complete Office Safety Checks fortnightly

Library staff: to comply with all housekeeping and safety requirements and to report defects – must maintain own work space in orderly fashion – must report any damage to plant or components that are observed.

Library users: must move from cordoned-off areas when requested and comply with instructions from Library staff.

Hazard: Electricity

Risk Assessment: Medium

Who may be Harmed and How?

All staff, users and visitors. Potential for individual injury or fatality through contact with electrical current – potential for injury to staff, library users and guests by tripping over loose or exposed cabling

Controls:

- All electronic cabling, sockets and lighting to be maintained to high level (insulating tape, broken plug tops, loose sockets etc. are unacceptable)
- No cabling to be allowed to run across open floor space
- Exposed electrical cables to be rendered safe immediately. All electrical and communications leads and cables are to be free from obvious damage (there must be no exposed cores, frayed cables or burn marks)
- Damaged sockets to be repaired immediately
- Under no circumstances should any Library staff attempt to repair any electrical connections or equipment

Responsible Persons:

Director of Library Services: to instruct staff on safe local practices in relation to electrical cabling, sockets and equipment

Estates Office: provision of access to qualified/competent electrician/technician – maintenance of electrical cabling, sockets and lighting

Library staff: to comply with instructions on electrical safety – refrain from interfering with electrical cabling, sockets and equipment – to report any problems with or damage to cabling, sockets and equipment

Hazard: **Hot surfaces**

Risk assessment: **Low**

Who may be Harmed and How?

Staff. Potential for minor burns or the causing of fire from laminators, kettles or other small kitchen equipment.

Controls:

- Equipment to be placed and used in appropriate location isolated from flammable materials
- Staff to be informed on safe handling practice and usage instructions

Responsible Persons:

Director of Library Services: instruction to staff on safe handling practices

Library staff: to use equipment in accordance with instructions. Ensure equipment is switched off after use.

Hazard: **Workplace environmental conditions**

Risk assessment: **Low**

Who may be Harmed and How?

Staff and Library users. Extremes of temperature and glare causing discomfort and interference with ability to work

Controls:

- **Temperature:** must be maintained 17.5 degrees or above
- **Window glare:** reasonable measures to be taken to ensure glare eliminated
- **Poor lighting:** a sufficient level of lighting to be maintained particularly in passageways and near emergency exits – broken bulbs to be replaced regularly
- **Ventilation:** where there are photocopiers in interior rooms ventilation needs to be safeguarded
- **Furniture layout:** furniture and equipment must be laid out and maintained so as to permit free movement and the avoidance of injuries

Responsible Persons:

Director of Library Services: to ensure that environmental conditions are monitored and acceptable conditions maintained

Estates Office: to maintain systems which regulate environmental conditions

Library staff: to comply with the instructions of the Director – to draw to the Director's attention regular or sustained workplace environmental problems

Hazard: Work Equipment

Risk Assessment: Low

Who may be Harmed and How?

Staff. Potential injury from improper use of guillotines and shredders

Controls

- Equipment to be stored on safe place.
- Staff to be informed on safe handling practice and usage instructions

Responsible persons:

Director of Library Services: instruction to staff on safe practices in relation to use of equipment

Library staff: use of equipment in accordance with instructions

Hazard: **Workplace plant and machinery - Lifts**

Risk assessment: **Low**

Who may be Harmed and How?

Library staff and users with temporary or permanent disabilities who require access to upper or lower floors. When lifts are inoperable such staff and users are exposed to the risk of injury when using stairs. Wheelchair bound staff or users could potentially be stranded on an upper or lower floor

Controls:

- If a lift becomes inoperable, immediately notify the Director of Library Services or his/her nominee
- All staff, campus companies, contractors and users must observe load bearing instructions at all times
- To keep door open, use lift button. Do not use physical item or bodily pressure to keep doors open

Responsible persons

Director of Library Services: to ensure an emergency procedure for notifying lift maintenance staff when lift becomes inoperable

Library/DCU staff, campus companies, contractors and Library users: to refrain from improper use of lift

(2) Chemical Hazards

- **Handling of toning powder**
- **Gas suppression system**

Hazard: **Handling of toner powder**

Risk Assessment: **Low**

Who may be Harmed and How?

Library staff and users. Health problems through ingesting, inhaling or absorbing through skin powder in toner drums, whether in changing drums, though improper or incomplete loading, or through unauthorised interference

Controls:

- **Staff printers:** Library staff should change cartridges. Take care not to get powder on skin when opening cartridges. If you get powder on your skin wash it thoroughly with soap and water. Do not ingest or inhale powder
- **Student network and standalone printers:** should be changed by a member of ISS staff
- **Toner drums for student and staff photocopiers:** should be changed by a member of ISS staff
- **Provision of information at printer/photocopier locations**

Responsible persons:

Director of Library Services: provision of information on safe and proper changing of printer cartridges – provision of adequate supply of cartridges for all staff printer types – provision of adequate equipment for changing cartridges

Library staff: must act with care when changing cartridges in staff printers – must not change cartridges in student printers or drums in student and staff photocopiers

Hazard: Gas Suppression System (Strong Room)

Risk Assessment: Medium

Who may be Harmed and How?

Library staff, maintenance staff, other university staff. Health problems through ingesting, inhaling released gas.

Controls:

Access to this area is strictly limited to the Director of Libraries and his nominees, the Director of Security and his nominees and essential maintenance staff. To eliminate the possibility of gas being released when an individual is in the Strong Room the following procedure must be followed:

- Before entering the Strong Room, the switch on the Extinguisher Control Panel must be moved from Auto/Manual to Manual
- The same switch should be moved from Manual to Auto/Manual when securing the Strong Room
- If the fire suppressant gas has been released no one should enter the Strong Room until the extraction system has removed the gas, one half hour after the beginning of extraction.

Responsible persons:

Director of Library Services: to ensure that systems are monitored and acceptable conditions maintained

Estates Office: to maintain systems which regulate and monitor suppression system controls and conditions

Library staff: to comply with the instructions of the Director

(3) Human Factor Hazards

Hazard: **Violence**

Risk Assessment: **Low**

Who may be Harmed and How:

Library staff on service desks. Exposed to the possibility of violence from personal contact for example, when handling cash at the Issue Desk till, or witnessing violence involving third parties in the Library.

Controls:

- Ensure that procedure for emergency contact with Security is in place.

Responsible Persons:

Director of Library Services: provision of means of emergency contact with Security. Establish clear protocol for procedures when a violent incident takes place.

Security: immediate response to emergency calls

Staff: to immediately contact Security in the event of a violent incident and to report incident to Director.

Appendix 3

Library Safety Checklists Daily and Fortnightly

**Fire Safety Register Block Y – Library
Fire Safety Checklist (Daily)**

Area For Inspection; All reading and staff areas, escape corridors, store rooms and escape routes within the Library	Week Beginning:
Inspector Name:	Signature

A. Daily Checks – <i>Insert tick for compliance, X for noncompliance in any area inspected</i> <i>Describe nature and location of any noncompliance in 'Issues' box below</i>						
	Fire Safety Housekeeping	Mon	Tue	Wed	Thu	Fri
A1	All fire exits & escape routes accessible (Check for furniture, packaging, waste material, deliveries etc. in escape corridors. Check for restricted access to laboratory exits / open plan area exits etc)					
A2	All fire extinguishers in place and fully charged					
A3	All fire doors fully closed (unless attended or held open magnetically)					
A4	All flammable / combustible materials stored securely in appropriate locations?					

B. Weekly Checks <i>Insert tick for compliance, X for noncompliance in any area inspected</i> <i>Describe nature and location of any noncompliance in 'Issues' box below</i>		
All Emergency Exit Lighting Signage illuminated (check for blown bulbs etc)		Date Checked

C. Issues to be Rectified			
Issue	Location	Action Required	Date Complete

Library Safety Checklist (Fortnightly)

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

Office Area Inspected:	Date:
Inspector 1:	

1.0	HOUSEKEEPING	<u>Y/N</u>
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	Are there any defects in plant and equipment	
1.11	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: _____

Appendix 4

Procedures in place in the Library

- **Library fire safety and evacuation procedures**

Library Fire Safety and Evacuation Procedures

Purpose: To ensure the safe and orderly evacuation of library users and library staff.

General Guidelines

1. If you see a fire, activate the fire alarm by breaking the nearest red Break Glass panel. Do not put yourself at risk.
2. Whenever an alarm sounds, follow the evacuation procedure immediately. Never assume a drill is in progress.
3. Staff should **not** enter any area where smoke or flames are visible. This includes those designated as Fire Wardens for the duration of an incident.
4. Fire doors should never be obstructed or propped open.
5. Never attempt to use lifts for evacuation purposes.
6. Follow directions of designated Fire Wardens and assist disabled persons when necessary.
7. Do not re-enter the library until informed to do so by Security/Fire Wardens.
8. Only use a fire extinguisher if you feel competent to do so without endangering your own safety. **Safe Evacuation is the primary concern.**

Evacuation Procedure

1. When the alarm sounds, all available staff, except for the person at the Reception Desk should assemble at the **Information Desk** on the ground floor.
2. The person at the **Reception Desk** should don a Fire Warden jacket and go to the front lobby and guide people out of the building through the side doors. They should also prevent anyone entering or re-entering the building. (The side doors will disengage but will not open automatically, doors should be pushed outward and maintained open. When the alarm sounds the turnstiles will also collapse to facilitate exit).
3. Staff on the Information Desk, or the first member of staff to reach the desk will be designated **Fire Incident Co-ordinator** for the duration of the incident.
4. The Fire Incident Co-ordinator should ring Security on **5999** and inform them that a fire alarm has sounded in the library and that the building is being evacuated. If a fire has been observed, the site and severity of the fire, if it can be assessed, should be reported.

5. The Fire Incident Co-ordinator should immediately assign staff reporting to the Information Desk to the following areas of the library to evacuate readers.

Assignment of staff will depend on availability of staff and on the time of day at which the incidence occurs. As a general rule two library staff should be assigned to each floor. Outside of core hours at night or on Saturdays one person should be assigned to each floor. If more are available three may be assigned to each floor.

All staff thus assigned will be designated **Fire Wardens** for the duration of the incident and should wear the high-visibility vests which will be kept at the Information Desk. All other staff should evacuate the building.

5.1 Lower Ground Floor

Two Fire Wardens should go to the Lower Ground Floor via the front granite stairs and sweeping the café and toilet areas, should evacuate people by the main fire exits clearly marked in green to **Assembly Point 2 which is at the front of the library.**

The Fire Wardens should continue sweeping through the lower ground floor evacuating people from the archives, training room and research area and lobby via the rear door of the library to **Assembly Point 1.**

Do not attempt to use the back stairs between the ground floor and lower ground floor as a shutter will drop on this staircase as soon as the alarm sounds.

5.2 First and Second Floors

Two Fire Wardens should sweep the First Floor each taking one side of the building. Two should sweep the Second Floor in the same way. Readers should be instructed to leave belongings and immediately evacuate the library by following the green fire exit signs to the nearest fire exit. Collaborative study rooms, special collection rooms and photocopy areas should be checked.

5.3 Ground Floor

Two Fire Wardens should sweep the ground floor instructing readers to leave belongings and immediately evacuate the library by following the green fire exit signs to the nearest fire exit. Staff areas, toilet, photocopy areas, the mentoring suite and the training suite should be checked.

6. All evacuated users, staff and Fire Wardens should assemble at the nearest Assembly Point and await further instructions.

- Assembly Point 1 is at rear of Library
- Assembly Point 2 is at front of Library

Library staff should take control at Assembly Points and where a person refuses to leave the building, the Fire Warden should note their name and location and report this to the Fire Incident Co-ordinator or during the debriefing session.

7. **Fire Wardens are not obliged to go into any area where they observe flames or smoke or otherwise feel at risk.** A report should be made to the Fire Incident Co-ordinator that it was not possible to enter certain areas. This report should include details of any mobility-impaired persons waiting in the refuge areas. The Fire Incident Co-ordinator will report this to the emergency services

Evacuation of Mobility Impaired Persons

Disabled persons in wheelchairs or with mobility problems should be directed or escorted to the Refuge Areas on the core stairwell landings. The Refuge Areas are fireproof and disabled persons should be informed that they are in a safe area and will be assisted out by the fire services when they arrive.

Assistance for Persons who are Deaf or Hard of Hearing

Alert the person(s) that an emergency exists using notes or hand gestures and assist or direct to fire exit.

Assistance for Persons who are Visually Impaired

Identify yourself. Describe the emergency and ask if help is needed and how it can be provided. Let the person take YOUR elbow and assist the person from the building describing obstacles/surroundings as you go.

Evacuation Incident Follow-up

Following an evacuation, whether live incident, false alarm or evacuation drill, all fire Wardens should meet with the Fire Incident Co-ordinator for a debriefing session. All issues noted should be reported and suggestions for improvement put forward. The Fire Incident Co-ordinator should forward a report of the incident to the University Safety Officer. Feedback should be provided to all staff as to the effectiveness of the evacuation and the time taken to clear the building.