

Sustainability @ DCU Initiative

Safety Statement

CONTENTS.

- 1. Introduction**
- 2. Statement of Safety, Health & Welfare at Work Policy**
- 3. Scope of Safety Statement**
- 4. Health & Safety Management Structures and Responsibility**
- 5. Health & Safety Resources**
- 6. Health and Safety Training**
- 7. Fire & Emergency Management**
- 8. Hazard Identification, Risk Assessment and Control**
- 9. Management of Contractors**
- 10. Bullying & Harassment**
- 11. Stress**
- 12. Pregnant Employees**
- 13. Out of Hours Work**
- 14. Emergency Contact on site**
- 15. DCU Community Garden**

Appendix 1 Community Garden Risk Assessment & Control Measures

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, *Sustainability @ DCU Initiative* has prepared our 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, visitors and students of *Sustainability @ DCU Initiative*

2.0 Statement of Safety, Health & Welfare at Work Policy

- 2.1 The policy of *Sustainability @ DCU Initiative* 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 *Sustainability @ DCU Initiative* 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.
- 2.3 *Sustainability @ DCU Initiative* 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 (*School / Research Centre / Unit Head / Campus Company name*) 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

Signed

Samantha Fahy

Sustainability @ DCU Initiative Safety Statement

Date

Sept 2016

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 Sustainability @ DCU Initiative. Our staff offices and operations are located in the following Estates;

*D111, Bea Orpen Building,
DCU Community Garden*

The scope of our operations includes

DCUs Sustainability Initiative aims to develop and build an understanding of Sustainability that demonstrates the need to balance economic, environment and social factors in all our activities to create a sustainable future for all. We will develop, demonstrate and embed this understanding via cross campus initiatives some of which are outlined below:

Activity	Sustainability @ DCU supports:		
Sustainable Campus	<ul style="list-style-type: none">• The demonstration on campus of innovative schemes to embed sustainable measures across campus that will provide financial savings while also reducing our carbon footprint. Annual Implementation plan to be drawn up for each target area.		
Research, Development and Innovation :	<ul style="list-style-type: none">• Support researchers in the development, test bedding, demonstration and promotion of innovative solutions, tech & non tech, which progress us along our path to a sustainable future.		
Teaching and Learning :	<ul style="list-style-type: none">• Support mechanisms to enhance and embed the understanding of Sustainable development in all our Graduates so that as future leaders they implement sustainable practices.		
Engagement	Academic	<ul style="list-style-type: none">• Promote potential engagement with related academic Institutions supporting internationalisation and shared learning	
	Community	<ul style="list-style-type: none">• DCU and Community leader to engage our local community on sustainable activities including such project as the DCU Community Garden.	
	Industry	<ul style="list-style-type: none">• DCU Innovation Campus and The Green Way in engagement with industrial partners and linking them to the resources available on campus whether that be training or education, research or development or the demonstration/test bedding of their technology on our campus.	
Communications:	<ul style="list-style-type: none">• Internal communications of Sustainability• External Communications		

4.0 Health and Safety Management Structure and Responsibilities

- 4.1 In accordance with the DCU Framework Safety Statement, *Samantha Fahy* as part of *her* management function, is responsible for ensuring, so far as is reasonably practical, the health and safety of persons working, studying or visiting *Sustainability @ DCU Initiative*). In particular she is 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. *Sustainability @ DCU Initiative*

4.4 Health and Safety Consultation on Campus

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

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.

4.2 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 (*Sustainability @ DCU Initiative*) are required to immediately report to Samantha Fahy 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 *Sustainability @ DCU Initiative* 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 *Sustainability @ DCU Initiative*. Training and instruction also serve to improve safety awareness and attitudes that are essential for effective safety management.

6.2 Health and Safety Office Training

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

- (1) Health and Safety Induction of all new employees and students including information on fire and emergency procedures.
- (2) Manual Handling Training
- (3) Fire Warden Training
- (4) First Aid Training
- (5) Management Training in Health and Safety
- (6) Out of Hours Policy Induction 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 (*Sustainability @ DCU Initiative* are required to attend Manual Handling training provided by the Health & Safety Office.

7.0 Fire and Emergency Management

7.1 Fire Wardens

As per Oscail/Bea Orpen Building

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

Fully stocked First Aid boxes are available in Bea Orpen Building

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 up until 10pm Monday – Friday and to 6pm on Saturday & Sunday.

The School Safety Officer 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.

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 *Sustainability @ DCU Initiative* has been undertaken. This exercise has been carried out in accordance with the definitions and procedures noted below. Appendix 1 contains details of the current Risk Assessments & Control Measures in place in *Sustainability @ DCU Initiative*. 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 1 to identify any issues that are not currently assessed and to feedback to the School Safety Officer. 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.

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 *Sustainability @ DCU Initiative* 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 *Sustainability @ DCU Initiative* 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 Stress at Work

Sustainability @ DCU Initiative 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 *Sustainability @ DCU Initiative* management or from DCU Human Resources Department.

12.0 Pregnant Employees

Sustainability @ DCU Initiative 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 *Sustainability @ DCU Initiative* 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 Safety Officer / Advisor *Sustainability @ DCU Initiative* 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 of 9am-5.15 pm Monday – Friday

Any other work undertaken outside of 7am-10pm Monday – Friday and during the hours of 9am -6pm on Saturday, Sunday & Bank Holidays.

Sustainability @ DCU Initiative 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 University Policy & Procedures for Lone/Out of Hours Work. This policy is available on the Health & Safety Office Website.

NOTE: Due to it's remote location, work in the Community Garden may only be carried out during the hours of 9.00am – 5.30pm Monday – Friday. Thus the DCU Lone/Out of Hours policy is not applicable to work in the Community Garden.

14.0 Emergency Contact on site

Should there be an emergency on the DCU campus the first point of contact is DCU Security at 01-7005999

15.0 DCU Community Garden

The DCU Community Garden welcomes engagement with all community groups/schools etc as sustainability collaborators. However, responsibility for the health and safety of collaborators' employees, students or linked personnel, while participating on the DCU Community Garden project, lies solely with the collaborators.

It is an agreed term of access to the site that all employees/students or linked personnel of our collaborators must be supervised as all times by a competent supervisor charged with this role while on the DCU Community Garden site.

Access to the site must be approved in advance by Samantha Fahy, Sustainability Manager at DCU. Access is only permitted within DCU normal working hrs (09.00 – 17.30 Monday – Friday).

Due to it's remote location on campus, lone working is prohibited in the DCU Community Garden. Thus. there must be at least two people in the garden when work is being undertaken. In addition, it is a condition of entry that the supervisor must be in a position to phone the DCU Emergency No. (01)7005999 in the event of an emergency arising.

Appendix 1 contains a listing of hazards and an assessment of risks likely to arise in the Community Garden. In addition, the controls required to be put in place to minimize risk to individuals are listed. As work on the Garden accelerates and further activities are planned, further risk assessment will be carried out in advance of any changes being implemented. It is noted that power tools (battery or mains power) are not currently used in the Garden. Comprehensive risk assessment will be carried out if such tools are to be introduced.

An appropriately stocked First Aid Kit must available in the Garden whenever work is being carried out.

All injuries (collaborators/volunteers/DCU staff or students) sustained in the Community Garden must be reported to Samantha Fahy and the DCU Injury/Incident Report completed in cooperation with her.

Appendix 1

Risk Assessments & Controls

Alternative Risk Assessment Template

Hazard:	Electricity – power line crosses overhead. No electricity connection currently to building on site.
Risk Assessment:	Low
Who may be Harmed & How:	Staff/students/collaborators, contractors – high machinery (JCB /hiab truck/ tipper truck etc) may come in contact with the cable causing electric shock (potentially fatal)
Controls:	All contractors required to bring such equipment on site need a Permit to Work from Estates. Where such equipment is required, standard protective ‘goalposts’ must be installed on each side of the cable to prevent contact with the cable.k
Responsible Persons:	Samantha Fahy

Hazard:	Fire – At present there is only one small Garden Shed being used to store tool and provide brief shelter from rain. The shed is not fitted with fire detection and alarm systems.
Risk Assessment:	Low
Who may be Harmed & How:	Staff/students/collaborators – burns , smoke inhalation
Controls:	The shed is only occasionally accessed. No flammable substances are to be stored in shed, no smoking in shed. A fire extinguisher is available at the exit door of the shed.
Responsible Persons:	Supervisor on Site

Hazard:	Trip/Stumble : While there are pedestrian pathways to enter the site, off these pathways the ground is rough and uneven in places.
Risk Assessment:	Medium
Who may be Harmed & How:	Staff/students/collaborators – falls causing contusions, sprains and possibly broken bones
Controls:	All participants in the community garden are briefed on risks associated with the underfoot conditions and instructed to take particular care in these areas. In addition they are required to wear appropriate personal protective equipmentPPE (1) Sturdy, closed toe, heavy sole footwear, (2) heavy duty, pierce resistant gardening gloves. An appropriately stocked First Aid kit is required to be available in the Garden when work is being carried out
Responsible Persons:	Supervisor on Site

Hazard:	Manual Handling
Risk Assessment:	Medium
Who may be Harmed & How:	Staff/students/collaborators 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
Controls:	Training in Manual Handling techniques is required for those undertaking such activities on site. Collaborators are responsible for ensuring their staff/students and linked personnel are appropriately trained for such activities.
Responsible Persons:	Supervisor on Site

Hazard:	Sharp Objects : the community garden is an open site and there is the possibility of glass/needles and other sharp objects lying on the ground or buried in the ground.
Risk Assessment:	Medium
Who may be Harmed & How:	Staff/students/collaborators –Lacerations,, needlestick injuries.
Controls:	All participants in the community garden are briefed on risks associated with encountering sharps and instructed to take particular care in this regard. In addition they are required to wear appropriate personal protective equipment PPE (1) Sturdy, closed toe, heavy sole footwear, (2) heavy duty, pierce resistant gardening gloves. An appropriately stocked First Aid kit is required to be available in the Garden when work is being carried out
Responsible Persons:	Supervisor on Site

Hazard:	Sharp Hand Tools (shears, spades, clippers etc)
Risk Assessment:	Medium
Who may be Harmed & How:	Staff/students/collaborators – cuts, scraped, lacerations
Controls:	All participants in the community garden are required to wear appropriate personal protective equipment PPE (1) Sturdy, closed toe, heavy sole footwear, (2) heavy duty, pierce resistant gardening gloves. An appropriately stocked First Aid kit is required to be available in the Garden when work is being carried out.
Responsible Persons:	Supervisor on Site

Hazard:	Ladders
Risk Assessment:	Low
Who may be Harmed & How:	Staff/students/collaborators – falls
Controls:	All participants in the community garden are required to have the necessary training to undertaking such activities on site. Collaborators are responsible for ensuring their staff/students and linked personnel are appropriately trained for such activities. All ladders supplied must be appropriate to the task being

	carried out and must be inspected for defects before each use. Defective ladders must be removed from the garden immediately
Responsible Persons:	Supervisor on Site

Hazard:	Working bee hives are located in the Community Garden
Risk Assessment:	Low
Who may be Harmed & How:	Staff/students/collaborators – bee sting -
Controls:	All participants in the community garden are briefed on risks associated with the presence of bee hives in the Garden. Participants who have a known allergy to bee stings are required to identify themselves to their supervisor prior to accessing the Garden so that an assessment of the particular risk to that individual can be made.
Responsible Persons:	Supervisor on Site

Hazard:	Biological agents - Weils Disease (Leptospirosis) / Teatnus etc
Risk Assessment:	Low
Who may be Harmed & How:	Staff/students/collaborators – Leptospirosis is can be present in the urine of rats. Given the open, outdoor nature of the Community Garden it is likely that rats are occasionally present. There is no vaccination available for this disease.
Controls:	All participants in the community garden are briefed on risks associated with leptospirosis and other agents which can enter the bloodstream via an open wound / laceration. All existing lacerations/contusions must be covered prior to starting work. In addition to the PPE required (as detailed above), long sleeved tops and full length trousers must be worn.
Responsible Persons:	Supervisor on Site

Hazard:	Potential Noxious Plants
Risk Assessment:	Low
Who may be Harmed & How:	Staff/students/collaborators – Particularly those who have an allergic reaction to some plants.
Controls:	All participants in the community garden are briefed on the potential existence of noxious plants in the garden and the risks associated with such plants. While the garden is assessed for potential noxious plants on a regular basis, it is an open garden and seeds can enter the garden via many routes and therefore participant in the garden are encouraged to be aware of their own allergies and to act appropriately. All existing lacerations/contusions must be

	covered prior to starting work. In addition to the PPE required (as detailed above), long sleeved tops and full length trousers must be worn.
Responsible Persons:	Supervisor on Site